



BROWN

Exempt Staff Pay SOP

SOP 08.10.02

Effective Date: April 22, 2020

1.0 Standard Operating Procedure (SOP) Purpose

The purpose of this SOP is to define the complaint process for Exempt Staff who believe their pay has been improperly reduced.

2.0 SOP

2.1 Complaint Procedure

The following steps should be taken if an Exempt Staff believes their pay has been improperly reduced:

- Exempt Staff should submit the complaint in writing to UHR- Compensation Services at Compensation_office@brown.edu. The complaint should include the dates and circumstances of the pay deduction and whether it has occurred on other occasions.
- UHR- Compensation Services will review the complaint and the pay records, and then interview the supervisor and the employee to determine if the pay deduction was in compliance with Brown policy.
- If the deduction(s) was improper, the money will be reimbursed to the employee in the next pay cycle.

3.0 Definitions

For the purpose of this SOP, the terms below have the following definitions:

Exempt Staff: Exempt Staff, grade 9 and above, as identified by University Human Resources in accordance with applicable state and federal laws, are exempt from being paid overtime. In addition, full-time Exempt Staff at Brown University must be paid a minimum of an annual salary of \$48,000, or \$923 per week, or part-time Exempt Staff must be paid a \$624.00 per week.

Non-Exempt Staff: Non-exempt employees are paid for each hour worked, and record each hour worked on the time record. If the employee works more than 40 hours in one workweek, the employee is paid a premium of time and one-half, which is also referred to as overtime compensation.

4.0 Responsibilities

All individuals to whom this SOP applies are responsible for becoming familiar with and following this SOP. University supervisors are responsible for promoting the understanding of this SOP and for taking appropriate steps to help ensure compliance with it.

5.0 Related Information

The following information compliments and supplements this document. The information is intended to help explain this SOP and is not an all-inclusive list of policies, procedures, laws and requirements.

5.1 Related University Policies:

- Exempt Staff Pay Policy

5.2 Related SOPs:

- Non-Exempt Staff Pay Standard Operating Procedure

5.3 Related Forms: N/A

5.4 Frequently Asked Questions (FAQs): N/A

5.5 Other Related Information: N/A

6.0 SOP Owner and Contact

6.1 SOP Owner: Vice President for Human Resources

6.2 SOP Approved by: Vice President for Human Resources

6.3 Contact Information: Director, Compensation & Organizational Services

- Telephone: 401-863-1792
- Email: Compensation_office@brown.edu

7.0 SOP History

7.1 SOP Effective Date: April 22, 2020

7.2 SOP Last Reviewed: April 22, 2020

7.3 SOP Update/Review Summary: Updated SOP to comply with a policy change.