



BROWN

Non-Exempt Staff Pay SOP

SOP 08.10.03

Effective Date: April 22, 2020

1.0 Standard Operating Procedure (SOP) Purpose

The purpose of this SOP is to define Non-Exempt Staff's responsibility for submitting and getting approval for time worked, and that supervisors must authorize overtime work.

2.0 SOP

2.1 Tracking and Authorizing Hours for Non-exempt Staff

Non-Exempt Staff are required to record all hours worked each week in Workday to ensure they are compensated accurately. Each week, Non-Exempt Staff must submit their time to their supervisor or timekeeper for review and approval. Non-Exempt Staff who believe they are not being compensated for all hours worked should immediately contact University Human Resources (UHR).

The University does not provide compensatory time off (comp time) in place of overtime pay; however, it is acceptable to offer a modified schedule (flex time) so that the employee still only works 40 hours in one Workweek.

Employees must obtain their manager's authorization to work overtime. All hours worked must be paid, even if unapproved overtime. If a Non-Exempt Staff works unauthorized overtime, the employee must be informed of the policy violation and if repeated, disciplinary action will result.

2.2 Acknowledgement of Shifts Less Than Three Hours

Seasonal/Intermittent Non-Exempt Staff will be sent a task in Workday to acknowledge their voluntarily agreement to work shifts that could be for less than three (3) hours and if they report for duty at the beginning of a shift and there is no work to perform, they will be paid for the number of hours of the scheduled shift.

2.3 Calculating Overtime Pay for Non-Exempt Staff

When calculating hours worked for overtime pay, the following days are treated as time worked:

- Paid holidays
- Vacation days
- Administrative closing days
- Bereavement days

Sick days and summer hours are not counted as time worked for overtime calculations.

Non-Exempt Staff who work a 37.5 hour week: Non-Exempt Staff with a normally scheduled Workweek of 37.5 hours are paid additional straight time for hours worked between 37.5 and 40 hours, and time and one-half for time worked in excess of 40 hours.

Non-Exempt Staff who work a 40 hour week: Non-Exempt Staff with a normally scheduled Workweek of 40 hours are paid time and one-half for each hour worked in excess of 40 hours.

Part-Time Non-Exempt Staff: Part-time Non-Exempt Staff are paid at their regular rates of pay for hours worked up to 40 hours during the regularly scheduled Workweek and time and one-half for any hours in excess of 40 hours.

3.0 Definitions

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

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.

Seasonal/Intermittent Employee: An employee that works less than six (6) months on a one-time or annually recurring basis; or an employee that works less than 12 hours per week.

Workweek: For purposes of calculating overtime, the Workweek begins Sunday at 12 a.m. and ends Saturday at 11:59 p.m.

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:

- Non-Exempt Staff Pay Policy

5.2 Related SOPs: N/A

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.