

<b>PAYROLL</b>	
<b>Policy Number: HR-100</b>	<b>Responsible Department: Business/Finance</b>
<b>Effective Date: 12/01/2016</b>	<b>Last Revision Date: 09/22/2016</b>

**PURPOSE:**

To establish processes to ensure that CWI’s payroll is accurately and timely processed in accordance with state and federal law and CWI policy.

**SCOPE:**

Applies to all CWI employees.

**DEFINITIONS:**

**Exempt:** Salaried employees who are exempt from the overtime requirements of the Fair Labor Standards Act.

**Non-Exempt:** Hourly employees who receive time and a half pay for any hours worked over 40 in a work week

**Fair Labor Standards Act (FLSA):** Federal law which establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private and public sector.

---

## POLICY

It is the policy of CWI to establish processes to ensure payroll is justified, calculated, and authorized both accurately and timely in accordance with state and federal law and CWI policy. The Payroll Department, under the direction of the Vice President of Finance and Administration, issues salary and wage payments to employees. Salaries, wages, payroll taxes and associated benefits constitute a significant portion of CWI’s overall expenditures. CWI has established payroll systems and processes to promote compliance with all applicable statutes and regulations and with its own fiscal management responsibilities and objectives.

## GUIDELINES

### EMPLOYEE CLASSIFICATION

All employees are classified as Exempt or Non-Exempt for purposes of complying with the FLSA. Certain employees are exempt from the overtime requirements of the FLSA because they perform work that qualifies for the professional, executive or administrative exemption. As such, exempt employees are not eligible to receive overtime pay. Employees who are not exempt from the overtime requirements of the FLSA shall be paid overtime for hours worked in excess of 40 hours in the work week.

---

## WORK HOURS/SCHEDULES

The work week for all employees begins at 12:00 a.m. on Sunday of each week and concludes at 11:59 p.m. of the succeeding Saturday. Regular office work hours are 8:00 a.m. to 5:00 p.m. Some departments may have extended hours to meet the needs of their students. There may be times when it is in the best interest of both the employee and CWI to arrange a flexible work schedule for an individual. The employee and his/her supervisor should discuss the feasibility of a flexible work schedule, document the arrangement and seek approval from the appropriate vice president. The original documentation should then be submitted to Human Resources. It may not be possible to accommodate flexible work arrangements in some departments or for some positions.

---

## LUNCH BREAKS AND REST PERIODS

An unpaid lunch break is required if an employee works 6 or more hours in a day. Under normal circumstances, employees are required to take a minimum of 30 minutes for a lunch break, but are allowed up to one hour for a lunch break. The scheduling of this break is to be determined by the department head. In addition to a lunch break, for most employees, an additional fifteen-minute rest period is permitted each morning and afternoon. The scheduling of these breaks are determined by the department head and cannot be used for early release or coming in after normal starting time.

---

## UNANTICIPATED ABSENCES

CWI understands that there are times when an employee will have unanticipated absences. If it is necessary to be absent from work due to sickness or for any other personal reason, the employee must notify her/his supervisor before the start of her/his scheduled workday if possible, or as soon thereafter as possible. The supervisor must also be contacted on each additional day of absence. An employee who is out sick for three or more consecutive work days may be required to provide a physician's note to his/her supervisor. An employee's failure to notify his/her supervisor of an absence for three (3) consecutive days will be considered a voluntary resignation.

---

## INCLEMENT WEATHER PAY

When CWI campus' operating hours are adjusted (late start, early closure, or full day closure) due to weather conditions, employees will be notified through the CWI notification system, local television and radio stations, the college website, or other means. Employees are not expected to come in during inclement weather closures unless approval has been given by their supervisors. Eligibility for compensation during an inclement weather closure is determined by the individual's role at CWI; but in most cases exempt and non-exempt employees are eligible to receive closure pay. Individuals working at CWI through a Temporary Employment Agency, as an Independent Contractor, or as a Work Study Program participant, are not eligible for compensation. In the event CWI is closed for the day due to inclement weather, all employees scheduled to work that day will receive their full salary for their normal hours worked. Employees who have scheduled vacation or other leave on a day when CWI closes because of inclement weather, must use their accrued vacation or sick leave time to receive compensation. In the event of a delayed start or early release, exempt staff and faculty will be paid for the full day if they work at all on that day. In the event of a delayed start due to inclement weather, non-exempt employees will receive their full day's pay if they arrive by the delayed start time or are working prior to the early release time. Those who arrive before the delayed start time or work beyond the early closure time will not be approved for additional pay unless they work beyond their normally scheduled hours and have their supervisor's approval. If a delayed start time or early release occurs during a part-time employee's regular work time, he/she will receive his/her regular day's pay.

---

## VERIFYING TIME RECORDS

It is the responsibility of each hourly employee to properly record time that he or she has worked daily and/or taken as vacation, sick leave, holiday, or otherwise. Recording time for another employee or having another person record an employee's time is prohibited. Working "off the clock," i.e. failing to record time worked, is also prohibited. Each time sheet, electronic or paper, shall bear the signature of the employee with a statement verifying its accuracy and a counter signature by a supervisor indicating that the hours claimed were actually worked. These records shall be retained as required by CWI's Records Retention policy consistent with state and federal law. Exempt employees are required to document time worked for accountability and benefit purposes. Any employee with concerns about his/her compensation, rate of pay, payroll status, deductions, etc. should communicate any such concerns to his/her immediate supervisor or, if appropriate, the Payroll Department.

---

## PAY SCHEDULE

Employees are paid on the 10th and 25th of each month. If the 10th or 25th falls on a weekend or holiday, the payday is earlier. Paychecks compensate employees for work performed from the first through the 15th and the 16th through the end of the month.

---

## PAY DISCREPANCIES

It is the obligation of each employee to monitor the accuracy of each paycheck received. Information shown on the employee's paycheck stub is provided for information only. Employees are obligated to call to CWI's attention any discrepancies in payroll practices, whether to the advantage or disadvantage of the employee. If the employee has been underpaid, CWI will pay the employee the difference as soon as possible. If the employee has been paid in excess of what he or she has earned, the employee will need to return the overpayment to CWI as soon as possible. No employee is entitled to retain any pay in excess of the amount he or she has earned according to the agreed-upon rate of pay.

---

## PAY DEDUCTIONS

In accordance with Idaho Code § 45-609 or its successor, no payroll deductions will be made from an employee's paycheck unless authorized in writing by the employee or as required by law.