

9.00 Compensation

The Birmingham-Southern College Board of Trustees approves a salary increase each fiscal year. Individual salaries and wages within the Board-approved increase are recommended by your supervisor and approved by your General Officer and the President. The Personnel Committee reviews departmental requests for new and replacement positions and any recommended salary adjustments.

9.01 PAYROLL PERIODS

You are paid either on a monthly or semi-monthly basis.

For exempt, monthly-paid employees, payroll advices are distributed on the 29th of the month, or the last working day prior to that date. Notification of any changes must be received in writing by the Human Resources Office by the 15th of the month in which the change is to be made.

For semi-monthly-paid employees, payroll advices are distributed on the 15th and the last day of the month, or the last working day prior to that date. Notification of any changes must be received in writing by the Human Resources Office by the 7th of the month in which the change is to be made.

Your payroll advice shows your gross pay, deductions and net pay amount. You must review it for errors immediately upon receipt. If you suspect errors in your paycheck (deductions, hours worked, incorrect pay rate, etc.), you must bring the suspected error to the attention of the Human Resources Office immediately and in no event later than the end of the next payroll period.

9.02 HOURS OF WORK

If you are a full-time employee, you are normally expected to work a seven and a half hour day, five days per week, unless you and Birmingham-Southern College have made prior arrangements for you to work a shortened work week. Campus Police, Landscape Services, and Operations are expected to work an eight hour day, five days per week.

If you are a part-time employee, your working hours will be established by your supervisor.

The College's normal workday begins at 8:15 A.M. and ends at 4:45 P.M. The workweek begins at 12:01 am on Saturday and ends at 12:00 midnight on Friday. Campus Police, Landscape Services, and Operations have designated shifts. You are expected to report to work on time and remain on the job throughout the regular workday. Your supervisor must approve any deviations from the stated workday. A one-hour meal period (usually taken between 12:00 noon and 1:00 PM) is provided by the College, but is not included in the normal workday. A thirty-minute meal period is provided for Campus Police, Landscape Services, and Operations.

9.03 WORKING TIME RECORDS

You are responsible for keeping and reporting an accurate record of the hours you work. If you are classified as a non-exempt employee you must reflect actual hours you work each day as well as hours you do not work (annual leave, sick leave, holidays, etc.). If you are classified as an exempt employee you must report hours not worked (annual leave, sick leave). Failure to keep accurate time records will result in discipline. Falsification of time records by any method will result in discharge.

9.04 OVERTIME

Sometimes work beyond the normal business hours is necessary and unavoidable. Your supervisor will make reasonable efforts to avoid requiring overtime and to schedule overtime with as much notice as possible. If your supervisor notifies you that you must work overtime, the overtime is mandatory and failure to work may result in discipline.

If you are a non-exempt employee and you are required to work overtime, you will be paid one-and-one-half times your regular rate of pay for each hour over 40 hours in a workweek. Time not worked (such as sick time, annual leave time, and holidays) does not count toward the 40 hours worked.

The workweek begins at 12:01 am on Saturday and ends at 12:00 midnight on Friday. No "comp time" will be carried from one work week to the next.

You are not permitted to work overtime without the express, prior approval of a supervisor with appropriate authority. Working overtime without approval will result in disciplinary action.

If you are a supervisor, you have the responsibility to minimize overtime by monitoring and maintaining appropriate workloads and staffing levels.

9.05 PAYROLL DEDUCTIONS

Deductions from your payroll check may include the following:

- Federal and State withholding tax
- Social Security (FICA & Medicare)
- City and County occupation tax
- Court Ordered garnishments
- TIAA/CREF (retirement fund)
- Group life insurance
- Group health insurance, dental insurance
- Other approved insurances
- United Way
- Donor Gifts
- Flexible Benefits Plan

If you are a Monthly paid employee you must notify the Human Resources Office in writing of any changes to be made by the 15th of the month in which the change is to be made.

If you are a Semi-Monthly paid employee you must notify the Human Resources Office in writing of any changes to be made by the 7th of the month in which the change is to be made.

9.06 BENEFITS

The College must reserve the right to modify its benefits program as circumstances dictate. The College will always endeavor to provide the most attractive benefits package possible. An outline of the benefits offered by the College may be viewed at www.bsc.edu/administration/humanresources/benefits.htm.

The descriptions of employee benefits, such as group health insurance and retirement benefits, on the website are designed to provide a general overview. In case of any conflict between the website and any applicable employee benefit plan, the terms of the official plan documents control. If you have any questions about an employee benefit plan, or if you care to review the plan documents, you should contact the plan administrator.

9.07 EDUCATION TUITION REMISSION

Full-time employees and their dependents are eligible to receive tuition benefits at the College.

Part-time Undergraduate Study

You and your spouse are eligible from the date of employment for 100% tuition remission for part-time undergraduate study. Tuition remission will be granted for only one unit of study at a time and you or your spouse may not take more than three (3) full units per fiscal year with tuition remission.

Applications for tuition benefits for you and your spouse must be endorsed by your supervisor and submitted to the Office of Student Financial Aid for eligibility approval. An application must be filed each term a course is taken. Tuition remission for part-time undergraduate study for you and your spouse includes tuition, student activity fee, and post office rental.

Full-Time Undergraduate Study

Your children, adopted children, or legal wards under the age of 25 and your spouse (“eligible dependents”) are entitled to full tuition remission after you have completed two (2) consecutive years of full-time continuing employment (i.e. work hours totaling at least 35 hours per week for staff employees). If you are eligible for this benefit and you die, retire, or become disabled while in the service of the College, your eligible dependents will receive the same benefits as if you had not died, retired, or become disabled.

Your eligible dependent must be enrolled as a first time baccalaureate degree candidate and must meet all the standard requirements for admission and maintain satisfactory academic progress. Eligibility will continue for no more than six (6) calendar years from the date of first enrollment. Participating students may apply for need based Student Financial Aid (Pell Grant, Alabama State Grant, Work-study, etc.) in addition to tuition remission. Under no circumstances will the total financial package exceed the total need of the student.

Applications to establish the eligibility of employees and eligible dependents are available in the Office of Student Financial Aid and must be submitted each year for eligibility determination. Tuition remission for full-time undergraduate study for eligible dependents covers tuition only; the student must pay all fees.

9.08 EDUCATION TUITION EXCHANGE

Staff members with dependents planning to enter college may apply for Tuition Exchange scholarships at many colleges across the United States. The parent of the student must meet the tuition remission eligibility guidelines in Section 9.07.

You should contact the Director of Student Financial Aid at least 18 months before the student plans to enter college to determine participation guidelines and college options.

9.09 EDUCATIONAL ASSISTANCE PLAN

Full-time staff members are eligible to participate in the Educational Assistance Plan after one year of full-time employment. Participants may request payment of eligible tuition expenses incurred for graduate level courses at Birmingham-Southern College not to exceed \$5,250 for any calendar year, or such other annual maximum amount specified by IRS Code Section 127.