

700.1 Compensation Philosophy

Purpose To ensure that Rensselaer's faculty and staff are paid competitively within defined relevant labor markets.

Policy Rensselaer Polytechnic Institute's compensation program is designed to achieve the following goals:

- Ensure fair, equitable and consistent pay practices;
- Comply with applicable federal and state laws and regulations;
- Operate within the constraints of Rensselaer's budgetary process and financial resource limitations;
- Ensure administrative efficiency; and
- Allow Rensselaer to offer competitive salaries relative to the labor markets in which Rensselaer recruits.

Rensselaer Polytechnic Institute shall not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is:

- (a) in response to a formal complaint or charge,
- (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or
- (a) consistent with the contractor's legal duty to furnish information.

Procedure Rensselaer generally recruits in the local and regional labor markets to fill non-exempt positions and in the local, regional and national labor markets to fill exempt positions. While pay practices reflect local living costs, they are competitive with pay practices in the relevant labor markets.

700.2 Pay Procedures

Purpose To establish pay procedures that are consistent with applicable federal and state laws and regulations.

Policy The frequency of paydays is set according to an employee's classification.

Non-exempt Employees are paid on a bi-weekly basis. Paychecks are issued every other Tuesday and reflect wages earned for the period ending seven working days prior.

Exempt Employees are paid on a semi-monthly basis. Paychecks are issued on the 15th of the month and on the last business day of each month and reflect wages earned through the date paid. If the 15th falls on a Saturday, Sunday or holiday, the pay date is on the preceding business day.

Officers and School Deans are paid on a monthly basis. Paychecks are issued on the 15th of each month and reflect wages earned for the entire month. If the 15th falls on a Saturday, Sunday or holiday, the pay date is on the preceding business day.

This policy applies to all employees, including faculty, staff, student employees, and members of the President's Cabinet.

Procedure Paycheck Distribution

Checks must be picked up in Disbursement Operations on payday by the employee with a Rensselaer Polytechnic Institute Identification Badge or other form of picture identification. If requested, a department may supply Payroll with a list of employees' paychecks to be picked up in a batch by a department representative. Direct deposit statements are available on Rensselaer Self Service at https://sis.rpi.edu/rss/twbkwbis.P_WWWLogin.

Payday Schedule

The Payroll Department is responsible for publishing a schedule of specific payroll dates, including paydays and deadlines for submitting timesheets to the Payroll Department.

Lost or Stolen Paychecks

An employee should report a lost or stolen paycheck to the Payroll Department immediately. Rensselaer will issue a new paycheck to the employee after payment is stopped on the original check. However, if a check is lost through no fault of Rensselaer and Rensselaer is unable to stop payment on the check, Rensselaer is not obligated to indemnify the employee for the loss.

Payroll Deductions

Federal and state withholding taxes and Social Security taxes are deducted from every paycheck. Voluntary deductions for items such as health care benefits and retirement can be made after an employee completes the necessary authorizations.

Rensselaer deducts court-ordered garnishments for personal debts—including but not limited to child support as well as deductions for federal, state, and municipal tax liens. The employee will be informed of these deductions pursuant to State law.

Direct Deposit

The Payroll Department deposits paycheck proceeds into the personal bank accounts of employees who have completed a Payroll Check Disposition Authorization. Forms are available at the Payroll Department or on-line at <http://finance.rpi.edu>. Once an employee authorizes direct deposit, a standardized procedure is used to verify account numbers and account types before an actual electronic transfer of funds is processed. Employees are advised to refer to the authorization agreement for detailed information on the regulations and procedures related to direct deposit.

An employee's net pay—that is, wages less mandatory and employee-authorized deductions—is deposited to the employee's bank account so that funds are available for withdrawal on the scheduled payday. Employees should report any delay in the deposit of a paycheck to the Payroll Department.

Employees who have authorized direct deposit can view their earning statement on-line at https://sis.rpi.edu/rss/twbkwbis.P_WWWLogin.

Direct deposit earning statements include the same pay information that would be included in a paycheck stub—for example, tax deductions.

Final Wage Payment¹

Employees separating from Rensselaer are paid for all hours worked through the date/time of separation. Payment of amounts due separating employees is made as follows:

- An employee who terminates his or her employment with Rensselaer is paid all wages earned no later than the next regularly scheduled payday following the last day worked by the employee.
- If an employee dies, Rensselaer continues base salary payments through the end of the next scheduled pay day.

¹ An employee separating from service will not receive a payout of accrued unused Paid Time Off (PTO) leave, in accordance with HR Policy #1300.1, *Paid Time Off (PTO) Program*, Payment of PTO.

700.3 Work Schedules and Compensation

Purpose To establish the normal daily/weekly work schedules and the basis of compensation for regular hours worked, overtime, and other adjustments to normal work schedules.

Definitions Workday means a scheduled work period beginning 12:00 a.m.

Workweek refers to the period between 12:00 a.m. Saturday and 11:59 p.m. Friday.

Overtime means the hours of work by non-exempt employees in excess of 40 hours in any one workweek.

Emergency Call-In refers to the situation when non-exempt employees are asked to report to work to take care of an emergency that cannot wait until regular scheduled working hours.

Shift Differential refers to the differential paid to non-exempt employees working in certain designated positions who are regularly scheduled to work during the second or third shift. Such differential will be considered as part of the overtime calculation if the total hours worked in a week exceed 40.

Policy Work schedule

The usual full-time weekly work schedule consists of five eight-hour periods with an unpaid 30-minute meal period. For employees who perform manual labor such as trades, environmental services, and grounds, Rensselaer strives to provide – but not guarantee – two paid 15-minute breaks each day to be taken at times in the day that are approved by the employee’s supervisor.

- First shift is the eight-hour work period beginning from 6:00 a.m. to 8:30 a.m. depending upon the department’s usual work schedule.
- Second shift is the eight-hour work period beginning from 2:30 p.m. to 4:30 p.m. depending upon the department’s usual work schedule.
- Third shift is the eight-hour work period beginning from 10:30 p.m. to 12:30 a.m. depending upon the department’s usual work schedule.

The Department Head has the responsibility to: establish and change work schedules, hours of work, including the assignment of overtime; and establish or eliminate shifts. Therefore, a unit’s work schedule may change as needed based on the business needs of the Institute and/or the business needs of the department. The

department head **will** make a recommendation to the Portfolio Owner. The Portfolio Owner is required to submit a written justification to the Division of Human Resources for approval.

Non-exempt Employee Compensation

Non-exempt employees are covered under provisions of the Fair Labor Standards Act, and applicable state law, and therefore, by law, are to be compensated for all hours worked.

Overtime Rates for Non-exempt Employees

Hours worked in excess of the 40-hour workweek by non-exempt employees shall be compensated at 1½ times the regular rate of pay.

Non-exempt employees scheduled to work on a Rensselaer observed holiday will receive their regular rate of pay for the holiday plus 1½ times the regular rate of pay for hours worked on the holiday.

Exempt Employee Compensation

Under the Fair Labor Standards Act, exempt employees are paid a regular salary and are not paid based on the number of hours worked. Exempt employees are hired to get the job done and at times may need to work beyond their usual work schedules. Exempt employees are given the flexibility to exercise judgment both in how and when the work is done. A greater emphasis is placed on meeting the responsibilities of the position rather than on working a specific number of hours. They are expected to meet operational needs and are evaluated on results achieved. Therefore, exempt staff are generally expected to work a minimum of 40 hours per week, and do not accrue compensatory time.

Deductions from Salaries of Exempt Employees

It is the policy of the Institute to fully comply with the Fair Labor Standards Act and relevant state law. In keeping with this commitment, the Institute will pay exempt employees their full salary for any workweek in which they perform work, regardless of the number of days or hours worked, subject only to deductions that are permitted by law.

It is further the policy of the Institute to promptly investigate and correct any improper payroll deductions or other payroll practices that do not comply with the Fair Labor Standards Act or relevant state law. If an employee believes that an improper payroll practice—such as an improper deduction from an exempt salary—has occurred, he or she may file a complaint with the Division of Human Resources, which will see that the matter is promptly and appropriately reviewed. The employee will be reimbursed for the amount of any inappropriate deduction taken within a reasonable time period.

Emergency Call-in Rates

A non-exempt employee is guaranteed a minimum of four hours pay

for each call-in occurrence. Call-in hours above 40 hours per week will be compensated at the overtime rate.

Shift Differential

A differential may be paid for regularly scheduled work during the second or third work shift. If one half or more of the regularly scheduled workday falls within the hours of the second shift, the second shift differential will be paid for all hours worked. If one half or more of the regularly scheduled workday falls within the hours of the third shift, the third shift differential will be paid for all hours worked.

Emergency Facility Closing

When Rensselaer at Troy or Hartford, or a department of either (including offices in New York City, Washington D.C or other locations) are officially closed due to inclement weather or an emergency, non-exempt, Essential Staff will be paid time and a half for all hours worked. In addition, non-exempt staff can receive either their regular hourly rate for their regular schedule of hours, or designate another regularly scheduled day generally within that pay period. Such time off must be approved by the employee's immediate supervisor.

All regular, fixed-term and temporary employees who are sent home or notified not to report to work during an Emergency Facility Closing will be compensated for such employee's normally scheduled work hours during one 24-hour day. If an Emergency Facility Closing continues past 24 hours, employees are required to report for duty or use accrued Paid Time Off (PTO) leave using the department's established call-in procedures.

Employees not normally scheduled to work or who are on paid or unpaid leave status during an Emergency Facility Closing will not receive any additional compensation for that period of time.

Improper Payroll Deductions

It is the policy of the Institute to promptly investigate and correct any improper payroll deductions or other payroll practices that do not comply with the Fair Labor Standards Act or relevant state law.

Procedure Overtime Records and Payment

Overtime pay will be included in the paycheck issued for the period the overtime was worked. Included in the computation of hours worked will be: hours actually worked, hours of authorized PTO leave, holidays and absence due to an emergency facility closing, and hours of bereavement pay. Neither unpaid time nor unauthorized PTO is considered as hours worked when calculating overtime pay.

Responsibility

The immediate supervisor must approve all overtime assignments and ensure that overtime work is equitably distributed. Such approval must generally be obtained prior to performing any overtime.

It is the responsibility of the appropriate supervisor to sign all Payroll Reports.

The Division of Human Resources will be responsible for interpreting the provisions of this policy and applicable state and federal laws whenever a question of eligibility and/or appropriate payment develops regarding the computation of overtime.

Overtime Guidelines

It is recognized that excessive overtime entails added costs to the Institute, added inconvenience, and reduced efficiency on the part of non-exempt employees. Therefore, no overtime will be required that is not consistent with efficient and safe job performance. The Division of Human Resources will review with the department head involved in all cases of excessive overtime, and they will jointly share responsibility for avoiding overtime situations that could result in unsafe or inefficient work performance by an employee.

700.4 On-Call

Purpose To establish the basis of compensation for non-exempt employees who are considered to be in an *on-call* status and are required to be available to return to work beyond their normal work schedule for emergencies or other unusual circumstances.

Policy Rensselaer may require non-exempt employees to be available to return to work beyond their normal work schedule. These employees are considered to be *on-call*. Employees assigned to *on-call* duty are required to be accessible if it is necessary for them to return to work.

Procedure *On-call* assignments must be approved in advance by the Manager. Employees who are scheduled for a specific shift by their department manager to be *on-call* must be available to respond to authorized emergency services by telephone, cell phone or mobile paging device.

Designated *on-call* employees shall normally be assigned to on-call duty for a period of not more than seven consecutive days.

If an employee who is assigned to *on-call* status cannot be reached or does not report to work within one hour of being called, may be subject to disciplinary action. Employees shall be notified in advance of their assignment to *on-call* status.

Employees required to be in *on-call* status are not restricted to their home and are not restricted in their activities while *on call*. However, if employees who are *on call* will not be available through their telephone, cell phone or mobile paging device, they must make known to their manager how and where they are to be contacted if called in.

Non-exempt employees will receive an hourly rate for each hour that they are required to be *on-call*.

If an employee is required to report to work while in *on-call* status, in addition to the hourly *on-call* rate, the employee will receive a minimum of four hours pay for each call-in occurrence.

Employees will not receive *on-call* pay if the performance of duties is an extension of the work day. If an employee is asked to report for duty within 4 hours prior to the beginning of their regularly scheduled work shift or asked to extend their regularly scheduled work shift up to 4 hours beyond the scheduled end of their shift, the employee is not eligible to receive *on-call* pay. (However, the employee may be eligible for overtime. See Human Resources Policy

#700.3, Work Schedules and Compensation.)

If during the on-call period unforeseen circumstances arise where the employee cannot be reached or is no longer able to respond, the employee must immediately notify his/her supervisor.

700.5 Meal and Break Periods

Purpose To establish the types of meal and break periods employees are permitted to take, the duration of those periods, and whether such periods are compensated.

Policy Break Periods, established for non-exempt employees who perform manual labor such as trades, environmental services, and grounds, will be two paid 15-minute breaks each day to be taken at times in the day that are approved by the employee's supervisor, in the discretion of the supervisor. Supervisors can authorize break periods for their employees, taking into account their department's operational requirements, the employee's needs (including any disability accommodations), and the following restrictions:

- A break period cannot exceed 15 minutes; and
- Employees are not permitted to accumulate any unused Break Periods or use Break Periods as the basis for starting late, leaving early, or extending a scheduled meal period.

For administrative, office, and technical employees, supervisors should recognize that employees may require brief absences from their workstations for personal needs.

Meal Periods are established for employees scheduled to work more than six continuous hours which extend beyond the noonday meal period (11:00 am to 2:00 pm). These employees are entitled to take an unpaid 30-minute meal period that begins no later than five (5) hours after the start of the work period. Employees scheduled to work the 2nd or 3rd shift are entitled to take an unpaid 30-minute meal period that begins no later than five (5) hours after the start of their shift. Employees are not permitted to accumulate any unused meal periods as the basis for starting late, leaving early, extending another scheduled meal period or working overtime as changes to an employee's work schedules and scheduling overtime requires the approval of the supervisor in advance.

Procedure Meal Periods for Non-exempt Employees

Non-exempt employees must be paid for any meal period during which the employee is not completely relieved from duty or that is short in duration (meal periods of less than 30 minutes). Non-exempt employees must also be paid when a break in work is primarily intended for Rensselaer's benefit.

Break Times for Nursing Mothers

Upon request, Rensselaer will provide reasonable break time for an employee to express breast milk for her nursing child for up to three (3) years after the child's birth each time the employee has the need to express milk. Where feasible, Rensselaer will provide nursing employees with a room or other location, other than a restroom stall, in close proximity to the nursing employee's work area where they may express breast milk in private. Employees should contact the Division of Human Resources regarding such requests.

Supervisor Responsibilities

Supervisors are responsible for administering their department's meal periods in a fair and uniform manner. Supervisors must stagger or otherwise schedule employee meal periods so ongoing operational responsibilities are not compromised. Other arrangements for meal periods may be made based on the needs of the department with the review and approval of the Division of Human Resources.

Employee Responsibilities

Employees are responsible for keeping their supervisors informed about any changes to their work schedules, including changes involving meal and, for those eligible, break periods. An employee who takes unauthorized meal or break periods or who extends authorized meal or break periods beyond approved limits can be subject to disciplinary action, up to and including termination of employment.

To accommodate emergency situations, non-exempt employees should obtain authorization from their supervisor to work through a meal period.

700.6 Telecommuting

Purpose To establish the process to review and approve telecommuting work arrangements for faculty and staff.

Policy This policy establishes a procedure to designate employees to work at alternate work locations for all or part of their workweek in order to promote general work efficiencies. Telecommuting entails a work-at-home arrangement or a remote-access arrangement for at least part of the workweek on a regular basis. Telecommuting is a privilege which may be granted under appropriate circumstances to high performing faculty and staff whose job responsibilities are suited to such an arrangement. Each request to telecommute will be decided at the sole discretion of the Division of Human Resources on an individual basis under the guidelines set forth below. In certain cases, telecommuting may be a requirement of the position, and employees will be so notified at the time of hire.

It is Rensselaer's strong belief that all telecommuting arrangements which it authorizes fulfill the business needs of the position authorized to telecommute.

Rensselaer's basic telecommuting guidelines are:

- Telecommuting arrangements and agreements do not alter Rensselaer's position as an "at will employer" in any way.
- Telecommuting arrangements and agreements do not alter the essential functions of the position.
- Rensselaer retains the exclusive right to permit, cancel, alter or modify telecommuting arrangements at any time with no required notice.
- Rensselaer considers telecommuting employees the same as other non-telecommuting employees and does not practice or tolerate disparate treatment of employees because of the telecommuting arrangement.
- Telecommuting will generally not be approved for Institute leaders, which includes, but is not limited to members of the President's Cabinet, Associate/Assistant Vice Presidents, Directors, Managers and Supervisors; and staff in non-exempt positions.
- Rensselaer and the employee will comply with all federal, state and local laws and regulations which effect this policy and/or telecommuting.

Procedure Initiation of a telecommuting arrangement can be at the request of either the Institute or the employee. Permission to engage in telecommuting is at the discretion of the school or administrative unit in which the employee is employed. Participation in telecommuting is voluntary on the part of the employee, except in cases where the position requires it and notification has been provided to the employee at the time of hire.

Employees who wish to telecommute must first discuss the request with their immediate supervisor, who must support the request.

All telecommuting arrangements **must** include an executed Telecommuting Agreement, and must receive full support from the appropriate Portfolio Owner along with the final approval from the Division of Human Resources.

Generally, requests to telecommute should be contemplated when:

- The employee has demonstrated sustained successful performance, and when the manager believes that the employee can maintain the expected quantity and quality of work while telecommuting;
- Quality of service can be maintained for students, faculty, staff and other members of the Institute community; and
- Telecommuting is appropriate considering the nature of the employee's job.

Generally, requests to telecommute should not be contemplated when:

- The nature of the job requires the employee's physical presence (e.g. telecommuting may not be appropriate where the employee is required to supervise the work of other employees as part of their job responsibilities), or efficiency is compromised when the employee is not present;
- The employee's performance evaluations do not indicate sustained high performance;
- The employee's observed productivity levels are problematic;
- The employee requires close supervision as indicated, for example, by the employee's consistent need for guidance on technical matters;
- The employee has less than six months of service at Rensselaer;
- The employee's current assignment requires frequent supervision, direction or input from others who are on-site;
- The employee has received disciplinary action or has a demonstrated attendance problem; or
- The employee is an Institute leader, which includes, but is not

limited to members of the President's Cabinet, Associate/ Assistant Vice Presidents, Directors, Managers and Supervisors; and staff in non-exempt positions.

Telecommuting is not intended to permit employees to have time to work at other jobs or to run their own businesses. Failure to fulfill all work requirements, both qualitative and quantitative, on account of other employment, may be cause for disciplinary action up to and including termination of employment.

Permission to telecommute is dependent upon the employee having a suitable work location at the off-site premises, and in compliance with the requirements set forth below.

Duration

All telecommuting arrangements are granted on a temporary and revocable basis, and may be discontinued by the Institute at any time and for any reason. In addition, an employee may discontinue participation in telecommuting at any time (except in those circumstances noted earlier where telecommuting is required of the position).

In making telecommuting arrangements, both the department and the employee must be mindful that the policy is designed to provide a relatively long-term working arrangement (i.e., up to one year), and it should not be used as a constant series of short-term arrangements. Employees who change their mind frequently about participating will not be permitted to telecommute.

Guidelines

The following guidelines apply to telecommuting arrangements:

- A specific work schedule, including work days and hours, must be agreed upon in advance.
- Employees must be on site as necessary to attend meetings, training sessions, or similar events or occurrences.
- Employees must maintain a normal workload.
- Employees who are unable to work due to illness or other reasons must report their absence to their supervisor, use PTO leave, and follow the call-in procedures.
- Employees who wish to be relieved of responsibility for work on a particular day or days must use PTO leave.
- Employees are responsible for the safety and security of all Institute property and proprietary information.

Institute property such as computers, printers, fax machines and other equipment loaned to an employee is the employee's responsibility while it is not on Institute premises. It is the employee's responsibility to make sure that their homeowners or renters insurance covers injury and theft arising out of or relating

to business use of the home.

Taxes

Income taxes will be withheld based on the location of the employee's administrative unit not on the location from which the employee telecommutes. Employees may wish to consult their tax advisor with respect to other tax consequences.

Institute Property

Equipment and services may be provided by and paid for by the employee's department at the department's sole discretion. In many cases, employees will be expected to provide their own equipment, such as computers and telephone lines, if they wish to telecommute.

Equipment such as computers, printers, software, and services such as fax lines provided on loan by the Institute remain the property of the Institute while on loan, and must be returned upon termination of the telecommuting arrangement and/or separation of employment.

If Institute equipment is provided, each piece of equipment must be listed with its serial number when the employee takes possession.

Employees must return the equipment in the same condition in which it was originally received, minus normal wear and tear. Employees are personally liable for missing or damaged equipment.

Insurance

The Institute assumes no liability for injuries occurring in the employee's home work space outside of work hours.

Employees should note that some homeowner policies do not automatically cover injuries arising out of, or relating to, the business use of the home. For the employee's protection, employees should have their homeowners/tenants liability policy endorsed to cover bodily injury and property damage to all third parties arising out of or relating to the business use of their home.

Employees who live in rented property should be aware that their lease may not permit business use of the premises.

700.7 Merit Increases

Purpose To establish standards and procedures for awarding merit increases.

Policy Rensselaer is committed to rewarding employees at every level based on merit and job performance. Merit increases are one way Rensselaer recognizes employees whose overall ratings are "successful performance" and "exceeds standards" although no increases are guaranteed at any time.

Procedure Merit increases are typically awarded in July at the start of the fiscal year. Merit increases are not automatic. They are intended to reward employees for significant achievements, accomplishments, and high levels of service. Not all employees receive merit increases.

Economic conditions and changes in Rensselaer's financial resources also can limit the availability of merit increases. The Division of Human Resources will issue merit increase guidelines each year.

All merit increases must be within the guidelines established by the Division of Human Resources and require the approval of the President.

700.8 Exempt Staff Supplemental Pay

Purpose To establish the process for providing additional compensation to staff classified as exempt under the provisions of the Fair Labor Standards Act (FLSA) and applicable state law.

Note: Non-exempt employees are paid on an hourly basis for hours worked. Hours worked in excess of 40 hours per week **must be** compensated at time and a half the employee's regular rate of pay. Time worked on supplemental assignments is not a separate job but a combination of the regular job and supplemental duties and will be computed as such.

Policy At times, exempt employees may be requested to perform work that is separate and distinct from the employee's regular job classification duties and responsibilities or outside of their department. It is Rensselaer's policy that this work should be performed by adjusting the workload of the employee so that the work can be performed without supplemental compensation.

Where the supplemental duties cannot be performed by adjusting the workload and the need to perform the work is a critical business need of Rensselaer, supplemental payment may be granted if the work is no longer than six months and the duties are above and beyond the employee's primary job duties. Supplemental work will normally be performed evenings and/or weekends.

Procedure A request for supplemental pay must be submitted using the Exempt Staff Supplemental Pay Authorization Form and all appropriate signatures obtained.

The assignment cannot commence until the request has been approved by the Division of Human Resources.

In an instance where supplemental pay is requested, the following criteria must be considered:

- A. The assignment must clearly serve the best interest of Rensselaer.
- B. The assignment is clearly beyond the scope of the specific duties of the employee's regular position that is performed during the employee's normal working hours.
- C. The assignment to be performed is at a time totally separate and apart from the employee's normal work

hours.

D. The assignment will not interfere with the performance of regularly assigned duties and responsibilities.

E. The assignment is of a special and infrequent nature.

Compensation for the supplemental work is determined in accordance with Rensselaer's compensation structure for the type of work being done. For example, if an employee is currently classified as an accountant and is going to teach a class in one of the academic departments, the supplemental compensation paid will be based on the adjunct pay structure for the course being taught. In all cases, the Division of Human Resources has ultimate authority for determining the appropriate compensation based on the supplemental job assignment.