

2402 EARNED COMPENSATION - PROFESSIONAL AND ADMINISTRATIVE STAFF EMPLOYEES

Effective: December 1986
Revised: April 2013
Last Reviewed: April, 2018
Responsible Office: Comptroller
Approval: Comptroller/Human Resources

PURPOSE

To establish the period over which exempt staff employees (monthly paid) earn compensation, i.e., annual base salary paid by the University.

NOTE: Exempt staff employees occupy positions which are considered exempt from (not subject to) the provisions of the Fair Labor Standards Act.

POLICY

1. Annual base salary is earned and paid over the fiscal year in twelve equal monthly payments.
2. Promotions, reclassifications, salary adjustments, or merit increases are considered incremental adjustments to the annual salary, and are paid in each subsequent month at a rate equal to one-twelfth of the increase amount.
3. Human Resources/Compensation is responsible for the determination of whether a position is exempt or non-exempt.
4. Any exceptions to the above policies must be approved, in advance and in writing, by the Director, Human Resources Compensation.