

**Approved By:** Board of Trustees

**Date Approved:** Not Available

1. **Summary:** This policy establishes requirements regarding compensation of employees.
2. **Rationale:** This policy is necessary to ensure consistent, compliant, and equitable compensation of employees.
3. **Entities Affected:** employees
4. **Definitions:**
5. **Policy:**

#### **A. Compensation Administration**

The wage assigned each position is designed to compensate fairly each employee according to the experience, skills, and education required to perform the duties of the job. The process of assessing wage ranges will be administered by the Chief Business Officer. The placement of certain jobs within pay ranges will be assessed jointly with the President.

#### **B. Payroll**

All employees are paid semi-monthly on the fifteenth (15th) day of the month and on the last day of the month. When the payday falls on a Saturday, Sunday, or holiday, employees will be paid on the preceding workday.

New employees who start in the middle of a pay period or employees who terminate in the middle of a pay period will be paid for actual hours worked, if hourly, and prorated based on an hourly rate if exempt or non-exempt.

Questions related to one's paycheck should be directed to the Director of Human Resources.

#### **C. Overtime**

The Fair Labor Standards Act defines those employees who are entitled to overtime compensation, namely hourly and non-exempt employees. Exempt employees, as defined by the Act, are not eligible for overtime compensation.

Overtime is defined as time paid for hours in excess of forty (40) hours per week according to the following guidelines:

1. All overtime must be authorized in advance by the supervisor. Unless overtime has been approved, employees should leave work at their normally scheduled departure time.

2. Lunch hours do not count towards paid overtime.
3. Overtime pay will be calculated in units of fifteen (15) minutes on a daily basis. It is the responsibility of employees to report accurately their hours worked each day. It is the responsibility of the supervisor to ensure that the employee is properly compensated.

The overtime rate will be one and one-half (1.5) times the normal hourly pay and will be paid in the pay period earned.

#### **D. Compensatory Time**

Compensatory time is the substitute time employees work in exchange for time off during normally scheduled hours. Such compensatory time is available to non-exempt and exempt employees as specified below. Hourly employees are not eligible for compensatory time.

##### **Non-exempt Compensatory Time**

The following rules guide the administration of this policy:

1. Comp time must be approved in advance by the supervisor and the Vice President for the respective area.
2. Comp time must be used within two (2) pay periods of occurrence. If not used, it must be reported and paid as required by law.
3. Comp time will normally be scheduled during supervised times. However, the use of lunch and "break" times is not an acceptable alternative for building comp time.
4. The duties performed must be defined and of the same nature as those performed during normal working hours. The creation of work to occupy employees in lieu of their normal duties is not acceptable.

##### **Exempt Compensatory Time**

Criswell College is committed to providing a work environment that contributes to a healthy balance between work time and personal/family time. With this in mind, every effort will be made to keep excessive work hours to a minimum.

Employees who are exempt from the Fair Labor Standards Act are not entitled automatically to accumulate compensatory time. However, occasions may arise when such time may be awarded at the discretion of the college.

1. Such compensatory time must be approved by the supervisor.
2. Comp time will not be awarded for time spent to complete duties which in the judgment of the college could have been completed within the normal work schedule of the employee.

Comp time may be awarded on a case-by-case basis as a result of unusual or excessive hours related to a specific activity. This would include cases where the college asks the employee to work an unusual schedule in lieu of other time off.

## **E. Housing Allowance**

Employees who have been ordained, licensed, or commissioned to the gospel ministry and are serving in a ministerial capacity may be entitled to request a part of their salary as a housing allowance. It is the responsibility of the employee to ensure eligibility for a Housing Allowance. Any questions should be directed to the employee's tax advisor. Each year, prior to January 1, eligible employees are to submit a Housing Allowance Form to the business office listing the anticipated housing expenses for the coming calendar year. New employees who are eligible must fill out the Housing Allowance Form before the issuing of their first paycheck. If housing situations change during the year, employees may submit a revised Housing Allowance Form to the Business Office.

In keeping with federal tax law, housing allowances may not be given or changed retroactively. Likewise, those claiming this allowance are not treated as employees of Criswell College for social security purposes, but rather are treated as self-employed. This means that the college is not responsible for the 7.65% social security tax as an employer, and the employee will be responsible for self-employment tax.

## **F. Reimbursement of Business Expenses**

Criswell College will reimburse employees for all business related expenses under the following policy. The plan is intended to eliminate any federal tax consequences to the employee.

### **Travel Expenses**

Employees should obtain approval from their supervisor and consult with the institutional travel coordinator before committing to any travel expenses. To receive reimbursement for authorized business related travel expenses, employees must complete an expense report with approval from their supervisor and turn it into the business office promptly. Employees should obtain a receipt on all expenditures that can be reasonably obtained, regardless of the amount.

### **Travel Advances**

Travel advances may be requested at the Business Office. A Draft Request Form must be submitted that has been signed by the supervisor and approved by the Chief Business Officer. The following guidelines must be remembered concerning advances:

1. Proper approval must be secured as stated above.
2. Travel advances cannot be issued more than thirty (30) days ahead of the trip.
3. The amount must be in line with the nature of the trip.
4. Expenditures must be documented with receipts and turned in on an expense report.
5. Monies not expended must be reimbursed to the college within ten (10) working days after returning from the trip.

Failure to properly comply with these guidelines may trigger federal business reimbursement rules that will require the college to include the amount of the advance as part of the employee's taxable income.

### **Automobile Expenses: Personal Cars**

Employees who use personal cars for authorized business purposes are entitled to a mileage reimbursement. Such reimbursement will be requested on an expense report which is properly approved by the supervisor. Criswell College will pay the per-mile rate established by the federal government. The college's insurance policy

provides secondary insurance to the employee's personal insurance. The employee's coverage is primary and must be exhausted before school coverage takes effect.

**Automobile Expenses: Rental Cars**

Employees who rent cars while on official business will be fully reimbursed upon submitting proper documentation. The insurance options on the rental should not be selected as the college has corporate coverage for both liability and physical damage. If required, a certificate of coverage can be obtained from the Business Office.

The assigned vehicle must be driven by the employee except when sharing driving responsibilities on a business-related trip.

**Entertainment Expenses**

It will occasionally be necessary for employees, as part of their work responsibilities, to entertain donors, prospective employees and students, alumni, and other business guests. Reimbursement for these expenses must be made using an expense report which is approved by the supervisor. A receipt or credit card slip must be attached to the expense report, along with the federally required documentation: the purpose of the event, the names of those attending, the location where it was held, and the date it was held.

**Other Expenses**

Employees who purchase small items needed in their work are entitled to be reimbursed. An expense report must be submitted to the business office that has been signed by the supervisor and has the supporting receipts attached.

**6. Procedure:**

- a. **Implementation:** Not Applicable
- b. **Responsibility for Compliance:** Chief of Staff
- c. **Notification:** This policy will be posted on the college's website and network drive and will be published in its entirety or in summary in the college's employee handbook.
- d. **Policy Review:** This policy will be regularly reviewed according to the college's policy review procedure.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.0	Policy number: 2.050
Related policies:	

Policy History

Version 1.0	Not Available
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