

## **EMPLOYEE EVALUATION REVIEW**

The primary purpose of employee evaluations is employee development through a structured process between the supervisor and employee. Performance evaluations will be completed for all employees on an annual basis. It is important that all employees receive feedback regarding good performance, suggestions for improvement, and needed skill development.

Written employee evaluations should be based on overall performance in relation to job duties and responsibilities, attendance record, general conduct, and demeanor.

If you are promoted or transferred to a new department, you will be treated as a new employee and will receive an evaluation 90 days into the new assignment.

There may also be special written performance evaluations conducted by your supervisor at any time to advise you of performance or disciplinary issues.

## **GARNISHMENTS**

Garnishments, child support orders, and tax levies, if issued, are required by law to be executed. A garnishment is a legal action by a creditor requiring the College to withhold a specified amount from an employee's earnings. A tax levy is a similar action brought by a governmental tax agency to satisfy an employee's tax indebtedness.

The employee is encouraged to try to make arrangements with the creditor or tax agency to make direct payments to satisfy the indebtedness. If you are subject to a child support order, please notify Human Resources immediately and provide a copy of the relevant court order. A court release must be received by the College to discontinue the withholding process.

Disciplinary action, including dismissal, may be taken if the College receives repeated garnishments against an employee.

## **OVERTIME**

Employees are divided into two categories, exempt and non-exempt, as required by the federal government (Fair Labor Standards Act). All employees will be informed of their category upon initial employment or upon promotion or position change.

### **NON-EXEMPT (HOURLY PAID) STAFF**

Non-exempt employees earn overtime pay at the premium rate of 1 and 1/2 times the hourly rate for each hour worked in excess of 40 hours per work week.

It is the responsibility of your supervisor to have all overtime approved in advance by the Senior Staff member of your department. Documentation of overtime approval must be submitted with your time sheet before overtime hours will be paid. Unless overtime has been approved, it will not be paid. Overtime will be paid only for hours worked in excess of 40 hours actually worked in a work week, excluding time for holiday, vacation, sick leave or College shutdown or other paid leave. Vacation and sick leave accrual will not be based on overtime hours.

Non-exempt employees who work hours in excess of their 35-hour or 40-hour base work week up to 40 hours excluding time for holiday, vacation, and/or sick may take time off in lieu of overtime pay. The time must be at the rate of one hour off for every hour of overtime worked up to 40 hours in a workweek, and at the rate of one and one-half hours off for every hour of overtime worked in excess of 40 hours in a workweek. This time may not be carried forward for future use and may be forfeited if not used during the appropriate time frame.

### **EXEMPT (SALARIED PAID) STAFF**

Exempt employees are exempt from the overtime provisions of the law. Exempt employees do not receive overtime compensation. Exempt employees are expected to work over as needed in order to complete their assignments.

## **PROMOTIONS AND TRANSFERS**

Randolph College assures equal consideration to all employees with regard to its policies on recruitment, hiring, transfer and promotion, and wishes to promote internal opportunities for advancement where the skills of current employees and job assignments warrant.

Openings will be posted on the Randolph College Human Resources website and the bulletin board outside the Business Office. Openings may also be advertised externally. The Director of Human Resources will review the College's internal workforce at the time a position becomes available in order to ascertain the availability of a current employee for the position. Employees are encouraged to actively seek upward mobility and to grow personally and professionally with the College. Generally, employees must have held their job for at least one year before applying for a transfer.

Each employee requesting a transfer will be considered for the new position along with all other applicants. Each transfer is judged on an individual basis, depending on the needs of both departments involved. Employees who wish to apply for a transfer should discuss the matter first with the Director of Human Resources to determine if the employee's skills fit the requirements of the position in question. If it is determined that the employee has the qualifications for the position, he/she must then inform his/her supervisor that he/she has expressed an interest in a transfer to another department.

Employees who wish to consult about career possibilities should make an appointment with the Director of Human Resources.

## **REGULAR PAY PROCEDURES**

Paychecks will be distributed on payday through campus mail; direct deposit is the preferred method. A Direct Deposit Authorization form can be obtained from the Human Resource Office or online at <http://www.randolphcollege.edu/humanresources/forms.asp>. A bank deposit slip from your account or a voided personal check from your account will be required.

To access the paystub go to the Randolph College portal at <https://my.randolphcollege.edu> and the *Pay & Benefits* tab, click Randolph College *Pay*. The first time you log on, you'll need your payroll number, which can be obtained by calling Human Resources at Ext. 8114. After the initial log in, you'll only need your Randolph College user name and password.

### **NON-EXEMPT (HOURLY PAID) STAFF**

Employees are paid biweekly on Friday for work performed during the previous two-week period. It is the responsibility of your supervisor to submit your time records to the Payroll Office by 10:00 a.m. on the Monday of the week checks are to be issued. Failure to meet this deadline could result in no paycheck being processed for that pay period, and delay the paycheck until the next pay period.

Every precaution is taken to avoid paycheck errors. If an error does occur, you are responsible for reporting it to your supervisor. Your supervisor will obtain the correct information for you and, if an error is found, the adjustment will be made on the next payday.

### **EXEMPT (SALARIED) STAFF & FACULTY**

Exempt employees are paid on the 25th of each month. Paychecks will be issued on the last work day before the 25th if the 25th falls on a weekend or a holiday.

Please review your paycheck for errors. If you find a mistake, report it to your supervisor or Human Resources immediately. Your supervisor or Human Resources will assist you in contacting Payroll and having the error corrected.

### **PART-TIME FACULTY & ADJUNCTS**

Part-time faculty members will be paid five times each semester on the 25<sup>th</sup> of the month, August through December for the first semester and January through May for the second semester. Part-time faculty will be paid each semester based on that semester's course load. Faculty with uneven course loads during the year (more or fewer courses in a

particular semester) will be paid as the courses are taught--not equally over the entire year.

## **SALARY DEDUCTIONS**

### **STATUTORY DEDUCTIONS**

The College is required by law to make certain withholdings from your paycheck. Salary withholdings will be made for:

1. Federal Withholding Tax
2. Virginia Withholding Tax
3. Social Security & Medicare.

The amount of Federal withholding is affected by the number of exemptions claimed on Form W-4, Employee's Withholding Allowance Certificate. If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Human Resources Office.

### **VOLUNTARY DEDUCTIONS**

Additional deductions may be made for various employee benefit programs if you elect participation. These include Group Health Insurance coverage, Dental, Supplemental Group Life Insurance, Supplemental Accidental Death and Dismemberment Insurance coverage, tax deferred annuity (GSRA), and Flexible Benefits Plan (medical, dental, child care and premium conversion for health insurance coverage). Additional deductions may be made for United Way or the College's Annual Fund.

Any change in a voluntary deduction must be submitted in writing to the Human Resources Office.

## **SALARY NOTIFICATION**

The present practice of the College is generally to review an employee's rate of pay during the spring. Effective 2010, the College will be moving to a fall review with a January 1 effective date. Salary increases are not automatic and may be granted at the College's discretion. Each employee will usually be notified during the month prior to the effective date of the results of his or her salary review. Total compensation at the College not only consists of the salary but also the various benefits received.

## **TIME RECORDS**

The Fair Labor Standards Act regulations are very strict about the recording of the true number of hours an employee works. It is the responsibility of the employee to keep accurate records. The College will rely upon representations on timecards about hours

worked. If any person should ever suggest that you record on a time card any period of time different from what you actually work, report that suggestion to Human Resources.

### **NON-EXEMPT (HOURLY PAID) STAFF**

Employees who use a time clock should “clock in” no more than five minutes prior to the starting time of their work shift, and “clock out” within five minutes of their shift end. The only exception is if the employee has been authorized for overtime. If an employee leaves the College premises on other than College business, the employee is required to clock out. Under no circumstances is an employee allowed to clock in or out for another employee, as this may be grounds for termination.

Employees completing time sheets must turn in their time sheets to their immediate supervisor for approval. Time sheets must be turned into payroll by 10:00 a.m. on the Monday following the closing of the pay period. Employees completing time sheet records should ensure the same accuracy as if a time clock was used.

### **EXEMPT (SALARIED) STAFF**

Exempt employees are required to complete an electronic time record at the end of each month. This record should reflect any vacation, holidays, sick days or other approved leave during the month. It is expected that the Salaried Electronic Timesheet will be completed immediately upon the completion of the month and submitted to the employee’s immediate supervisor for approval. Salaried Electronic Timesheets are retained electronically for reference with the ability to be viewed at anytime with the employee’s individual log-on, and they are backed up by the Information Technology Department.

### **WORK WEEK**

The normal work week begins Sunday at 12:01 a.m. and ends at 12:00 a.m. the following Saturday.