

Randolph College believes its employees are its most valuable assets. This belief is the foundation of our compensation philosophy, which is designed to foster excellence through competitive pay grades and benefits.

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.

REGULAR PAY PROCEDURES

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.

Paychecks will be distributed on payday through campus mail.

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

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. Paychecks will be distributed through the campus mail or otherwise as may be determined.

Due to bank requirements, two months may be required to effect direct deposit. The first month will be a test run to verify your bank and account number. If all goes well with the test, the automatic deposit will occur the next month.

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

NOTE: Exempt and non-exempt employees may elect to have direct deposit of their paychecks. The 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.

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, Supplemental Group Life Insurance, Supplemental Accidental Death and Dismemberment Insurance coverage, tax deferred annuity (SRA), Credit Union, and Flexible Benefits Plan (medical, 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.

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.

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.

SALARY NOTIFICATION LETTER

The present practice of the College is generally to review an employee's rate of pay during the spring. If you are granted an increase, it will normally become effective July 1st. Salary increases are not automatic and may be granted at the College's discretion. Each employee will usually be notified during the month of June 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.

NOTE: Salary notification letters are not contracts of employment, and do not guarantee an employee continued employment with the College. Either the employee or the College may end the employment relationship at will, with or without cause or advance notice.

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 transfer to a new department you will be treated as a new employee, receiving 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.

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 web site 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.