WAGE POLICY

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It is the policy of the School to pay wages and offer benefits which are competitive with those for other comparable employers in the area for similar work. We also relate wages and salaries as equitably as possible between employees within the School. Factors considered are skill, responsibility, length of service with the School, and performance on the job.

PAYMENT OF WAGES

Employees on the biweekly payroll receive paychecks on Friday, based on timesheets submitted by the previous Saturday which reflect hours worked, as required by federal wage and hour legislation. Should the pay day fall on a holiday, your check will be distributed on the workday preceding the holiday.

All employees on the monthly payroll are paid by check on the 10th day of the month, or on the preceding workday if the 10th falls on a weekend or holiday.

All Faculty appointments are for twelve months resulting in twelve monthly checks available on the 10th of the month.

Certain deductions will be made automatically from your check, as required by law, or elected by you:

1. Federal and State Taxes: The law requires withholding based on your W4 and M4 statements. The amount withheld will vary according to your earnings and the number of exemptions you claim.

2. Social Security Taxes: In compliance with the Federal Social Security Act, the School makes deductions from your pay and forwards the amount to the Social Security Administration. These deductions, plus an equal contribution by the School, are credited to your personal Social Security Account.

3. Voluntary Withholding: You may wish to make a voluntary withholding for your insured benefit plans and/or other approved purposes. Arrangements can be made with the Business Office.

4. Direct Deposit: Monthly and biweekly payroll employees may have their paychecks directly deposited into any accredited financial institution. Simply notify the Business Office with the necessary information.

Direct any questions regarding deductions to the Business Office.

OVERTIME

Noble and Greenough conforms to the terms of the Fair Labor Standards Act (also known as the Federal Wage and Hour Law), including the payment of minimum wages and overtime pay. These laws and their regulations establish criteria for determining which positions are “nonexempt” (i.e., receive overtime pay), and which positions are “exempt” (i.e., do not receive overtime pay). The Business Office has the responsibility for ensuring compliance with these laws and regulations, including the determination of exempt or nonexempt status. Senior administrative and professional staff positions are classified as exempt.
WAGE POLICY

It is the policy of the School to accomplish its work within normal work schedules without unreasonable overtime; however, some positions, by the very nature of their duties and responsibilities and the demands of the academic year, require irregular and heavy work schedules. When overtime is required, it must be authorized in advance by your immediate supervisor. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

When computing overtime pay, hours paid as holidays and jury duty will be considered as time worked. Hours paid as vacation and authorized sick leave are not considered as time worked, nor are personal or bereavement days.

TIME REPORTS

In order to provide the School with accurate legal records, nonexempt employees must complete a time report each pay period, and it must be certified by your supervisor. Certain exempt employees are required to report vacation, sick, personal, or other time off on time sheets. Once certified, it becomes the basis for your paycheck and a record of your vacation time, sick days, etc. Therefore, it is important to be “timely” and accurate. Falsification of any time report is considered a serious offense.