This is a summary of important pay and benefit information resulting from a change in position classification from exempt to non-exempt.

**Pay Frequency**

- Salary non-exempt staff are paid semi-monthly. Payments are deposited on the 15th day and the last day of each month.
- Hourly non-exempt staff are paid bi-weekly. Payments are deposited every other Friday.
- In the event that a regularly scheduled payday falls on a weekend or holiday, checks are issued on the last work day before the regularly scheduled payday.

Additional information on various University pay cycles may be obtained from Payroll Services at 574-631-7575 or by visiting the Payroll Website at [http://controller.nd.edu/](http://controller.nd.edu/).

**Overtime Pay**

- Non-exempt employees will be paid overtime if they work in excess of 40 hours during a work week. Non-exempt employees earn one and one-half of their base hourly rate for overtime hours. Overtime hours must be approved prior to being worked and must be paid in accordance with the Fair Labor Standards Act.
- The University does not provide compensatory time off (comp time) in place of overtime pay; however, it is acceptable to offer a modified schedule (flex time) so that the employee only works 40 hours in one work week.

For additional information on compensation, please refer to the Staff Compensation Policy located at: [http://hr.nd.edu/nd-faculty-staff/forms-policies/staff-compensation-policy/](http://hr.nd.edu/nd-faculty-staff/forms-policies/staff-compensation-policy/).

**Retirement Plan**

- Non-exempt employees are eligible to participate in the University’s Employee Pension Plan.
- All previous contributions to the University of Notre Dame 403(b) Retirement Plan will remain in the employee’s account in the retirement plan until the employee retires or separates from the University.
- All employees are eligible to make voluntary tax deferred contributions to the University of Notre Dame 403(b) Retirement Plan.

For additional information on the Pension Plan, please refer to the Pension Plan Policy located at: [http://hr.nd.edu/nd-faculty-staff/forms-policies/pension-plan/](http://hr.nd.edu/nd-faculty-staff/forms-policies/pension-plan/).

**Vacation**

- Vacation hours will accrue based on the chart below. Any earned vacation time will remain and employees will be eligible to use this vacation time as scheduled with their supervisor.
- Staff vacation time is reported on a timecard, electronic timekeeping system, or [Report of Absences or Overtime Worked form](http://hr.nd.edu/nd-faculty-staff/forms-policies/staff-compensation-policy/) as appropriate.

For additional information on vacation, please refer to the Vacation – Non-Exempt Policy located at: [http://hr.nd.edu/nd-faculty-staff/forms-policies/vacation---staff/](http://hr.nd.edu/nd-faculty-staff/forms-policies/vacation---staff/).
<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Annual Accrual</th>
<th>Accrual Rate* (hours) Semi-monthly Pay</th>
<th>Accrual Rate* (hours) Bi-weekly Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to Seven (7) years</td>
<td>Two (2) weeks</td>
<td>3.34</td>
<td>3.08</td>
</tr>
<tr>
<td>Seven (7) years or more</td>
<td>Three (3) weeks</td>
<td>5.00</td>
<td>4.62</td>
</tr>
<tr>
<td>Twelve (12) years or more</td>
<td>Four (4) weeks</td>
<td>6.67</td>
<td>6.16</td>
</tr>
<tr>
<td>Twenty (20) years or more</td>
<td>Five (5) weeks</td>
<td>8.34</td>
<td>7.70</td>
</tr>
</tbody>
</table>

*based on 40 hours per week

**Sick Leave**

- Employees’ sick banks will be calculated and given the maximum amount of hours they would have accrued since their hire date (maximum of 13 days per year of service up to a total of 90 days maximum).
- For ongoing sick banks the maximum accumulation is not to exceed 90 work days and accumulation is pro-rated according to the employee’s work schedule (720 hours for a 40-hour per week work schedule, 540 hours for a 30-hour per week work schedule, and other schedules prorated accordingly).
- Use of sick time: *Semi-monthly paid staff* – Absences for semi-monthly paid staff are reported on the Report of Absences and Overtime Worked form. *Hourly paid staff* – Absences for hourly paid staff are reported on the time card or electronic timekeeping system during the pay period in which it is used.

For additional information on sick time, please refer to the Sick Leave – Staff Policy located at: [http://hr.nd.edu/nd-faculty-staff/forms-policies/sick-leave-staff/](http://hr.nd.edu/nd-faculty-staff/forms-policies/sick-leave-staff/).