

# Position Classification Change

## *Exempt to Non-Exempt*

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

### **Pay Frequency**

- 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/>.

### **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/>.

### **Retirement Plan**

- Exempt employees participate in the University of Notre Dame 403(b) Retirement Plan upon meeting the eligibility requirement. Eligible employees are required to contribute 5% of their base salary through payroll deduction. The University contributes 10% of base salary.
- Non-exempt employees hired, rehired, or transferred on or after 1/1/2018 are also eligible to participate in the University of Notre Dame 403(b) Retirement Plan.
- If a transferred employee is already eligible and contributing to the University of Notre Dame 403(b) Retirement Plan, these contributions will continue upon transfer to a new position.
- All employees are eligible to make voluntary contributions to the University of Notre Dame 403(b) Retirement Plan.

For additional information on the University of Notre Dame 403(b) Retirement Plan, please refer to the 403(b) Retirement Plan Policy located at:

<https://drive.google.com/file/d/1cn5DKXFWt4B7JDMA3jggrobs1cWZkquE/view?usp=sharing>

### **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 or electronic timekeeping system, as appropriate.

For additional information on vacation, please refer to the Vacation – Non-Exempt Policy located at: [https://nd.service-now.com/hr\\_portal?id=kb\\_article\\_view&sysparm\\_article=KB0018997](https://nd.service-now.com/hr_portal?id=kb_article_view&sysparm_article=KB0018997).

Length of Service	Annual Accrual	Accrual Rate* (hours) Bi-weekly Pay
Up to Seven (7) years	Two (2) weeks	3.08
Seven (7) years or more	Three (3) weeks	4.62
Twelve (12) years or more	Four (4) weeks	6.16
Twenty (20) years or more	Five (5) weeks	7.70

\* based on 40 hours per week

## Incidental Days

- Ten (10 Incidental Days (80 hours) are allocated to each full-time, non-exempt staff member.
- Part-time non-exempt staff will be allocated a pro-rated number of days based on the employee's average weekly schedule
- May be used for personal illness or injury or for illness or injury of a qualifying family member.
- Up to two days (16 hours) may be used for personal reasons.

For additional information on incidental days, please refer to the Incidental Days policy for non-exempt located at: <http://hr.nd.edu/benefits/time-off-leaves/incidental-days/>.

## Short Term Income Replacement (STIR)

- The University provides a combination of full and partial income replacement in the event of an extended work absence due to the staff member's non-work related illness or injury after a once calendar week waiting period up to a maximum of 25 weeks.
- Incidental Days may be used to cover the waiting period; if no Incidental Days are available, vacation time will be used.
- Event eligibility is determined by Sedgwick upon a review of the claim and medical evidence.
- Absences of more than one calendar week should be reported to Sedgwick at: 1-888-436-9530.

For additional information on STIR, please refer to the Short Term Income Replacement Policy for non-exempt located at: <http://hr.nd.edu/benefits/time-off-leaves/short-term-income-replacement/>.

## Reporting Incidental and STIR hours

- *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.