

# Position Classification Change

## Non-Exempt to Exempt

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

### Pay

- Exempt employees are paid an annualized salary and are exempt from overtime pay in accordance with the Fair Labor Standards Act.

### Pay Frequency

- Exempt employees are paid semi-monthly. Payments are deposited on the 15th day and the last day of each month.
- In the event 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>.

### Retirement Plan

- Non-exempt employees hired prior to 7/1/2016 are eligible to participate in the University's Employee Pension Plan.
- Non-exempt employees hired on or after 7/1/2016, or rehired/transferred on or after 1/1/2018 are eligible to 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.
- If a non-exempt employee was participating in the Pension Plan, these benefits are frozen/suspended upon transfer to an exempt position. If the employee is not already vested, future years of service will count towards vesting for the pension 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 time 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.
- Vacation time should be submitted through MyTimeOff.nd.edu, and will be deducted from the accrued vacation bank in one-half day or full-day increments.

For additional information on vacation, please refer to the Vacation – Exempt Staff Policy located at: [https://nd.service-now.com/hr\\_portal?pid=kb\\_article\\_view&sysparm\\_article=KB0018996](https://nd.service-now.com/hr_portal?pid=kb_article_view&sysparm_article=KB0018996).

Length of Service Levels	All EIC & M1 – M2 Annual Accrual	Accrual Rate per Pay Period (hours)	M3 – M5 Annual	Accrual Rate per Pay Period (hours)
Upon Hire	Two (2) weeks	3.34	Three (3) weeks	5.00
Two (2) years	Three (3) weeks	5.00	Four (4) weeks	6.67
Ten (10) years	Four (4) weeks	6.67	Five (5) weeks	8.34
Twenty (20) years	Five (5) weeks	8.34	Six (6) weeks	10.00

## Personal and Family Illness Days

- Twelve (12) Personal and Family Illness days (96 hours) are allocated to each full-time, exempt staff member each calendar year.
- May be used for your own illness or injury or that of a qualifying family member.
- Up to two days (16 hours) may be used for personal business.

## 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.
- Personal and Family Illness Days may be used to cover the waiting period; if no Personal and Family Illness 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 exempt located at: [https://nd.service-now.com/hr\\_portal?id=kb\\_article\\_view&sysparm\\_article=KB0018990](https://nd.service-now.com/hr_portal?id=kb_article_view&sysparm_article=KB0018990).

## Reporting Personal and Family Illness Days and STIR hours

- Absences for exempt staff are reported through the MyTimeOff system on <https://inside.nd.edu/launch-task/all/mytimeoff?terms=mytimeoff>.