

Bucknell University Hours of Work Policy
Effective January 2, 2018

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Employment Categories

Effective Date: 1/2/18

Revision Date:

It is the intent of Bucknell to clarify the definitions of employment classifications and categories so that employees understand their employment status and benefit eligibility. These classifications and categories do not guarantee employment for any specified period of time. Bucknell University is an at-will employer and as such retains the right to terminate the employment relationship at any time, for any reason, with or without notice.

EMPLOYEE CLASSIFICATIONS

Each employee is classified as either non-exempt or exempt from federal and state wage and hour laws. An employee's exemption classification and employee category may be changed only upon formal review and approval by Human Resources.

NON-EXEMPT employees are those who are entitled to minimum wage and overtime pay protections as set forth in state and federal law, including the Fair Labor Standards Act ("FLSA"). A non-exempt employee must be paid at least minimum wage and receive overtime pay at a rate of one and one-half times their regular rate of pay for any time worked beyond 40 hours in a week.

EXEMPT employees are paid their established salary regardless of the hours actually worked to complete their job. That is, exempt employees are required to work as much time as is necessary to fulfill the requirements of the position without additional compensation, even if the work is performed beyond "normal" work hours.

It is Bucknell's policy to make deductions from the salary of exempt employees when they are absent from work only as described below:

- When an exempt, salaried employee is absent from work for one or more full days for personal reasons, other than sickness or disability, and has no vacation time available, the employee's salary for that week may be reduced for each full day of absence.
- When an exempt, salaried employee takes unpaid leave under the Family and Medical Leave Act, including intermittent leave, the employee's salary may be reduced for each hour (or fraction of hour) of unpaid leave taken.
- When an exempt, salaried employee is suspended for disciplinary reasons, the employee's salary may be reduced for each day of the suspension.

Salary deduction are made as required by and in compliance with federal, state and local laws; as appropriate under Bucknell's benefit plans; and as otherwise authorized by the employee.

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EMPLOYEE CATEGORIES

In addition to the above employee classifications, each employee will be in one of the following employment categories:

REGULAR FULL-TIME employees are those who are not in a temporary status and who are regularly scheduled to work Bucknell's full-time schedule of at least 35 hours per week for at least 43 weeks (at least 1,500 hours) per calendar year. Generally, they are eligible for all University benefits, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not in a temporary status and who are regularly scheduled to work at least 20 hours per week and between 1,000-1,499 hours per calendar year. Regular part-time employees are eligible for University benefits, subject to the terms, conditions and limitations of each benefit program, with the exception that regular part-time employees are not eligible for dependent tuition and long-term disability, health insurance is available for the employee only (the employee may purchase dependent coverage at an additional cost).

Employees are eligible for University contributions to retirement plan after one year of service unless a waiver is granted.

FIXED TERM, FULL-TIME employees are those who are in a temporary status with a defined term of employment typically greater than one (1) year; this term may be renewed. These employees are regularly scheduled to work Bucknell's full-time schedule of at least 35 hours per week for at least 43 weeks (at least 1,500 hours) per calendar year. These positions may be eligible for University benefits, subject to the terms, conditions, and limitations of each benefit program and a review of factors relevant to each term position. Examples of term positions include those funded through external sources.

FIXED TERM, PART-TIME employees are those who are in a temporary status with a defined term of employment typically greater than one (1) year; this term may be renewed. These employees usually are scheduled to work at least 20 hours per week. Fixed term, part-time employees may be eligible for University benefits except dependent tuition and long-term disability; health insurance is available for staff member only; staff member may purchase coverage for dependents; staff members become eligible for University contributions to retirement plan after one year of service, subject to the terms, conditions, and limitations of each benefit program.

CASUAL SHORT TERM employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. These employees generally should not be scheduled to work more than 1,000 hours per year. Employment beyond any initially stated period does

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not in any way imply a change in employment status. Casual short term employees retain that status unless and until notified of a change by Human Resources. While casual short term employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are not eligible for University benefit programs. Examples include, but are not limited to Golf Course laborers, Admissions Readers, ID Monitors, recruitment vacancies and leave of absence coverage.

CASUAL EVENT SUPPORT employees are those who have established an employment relationship with Bucknell but who are assigned to work on an intermittent and/or unpredictable basis. Examples include, but are not limited to PIAA event workers, hiring pools in Athletics, Public Safety and Weis Center. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are not eligible for University benefit programs. Temporary employees retain that status unless and until notified of a change by Human Resources.

Work Schedules

Effective Date: 1/2/18

Revision Date: 11/14/17

The core business hours for Bucknell are Monday through Friday 8:30 a.m. - 4:30 p.m. during the academic year and 8:00 a.m. - 4:00 p.m. during the summer. As such, the typical work schedule for exempt employees includes working during the core business hours and any other time necessary to complete the responsibilities of their positions. As a residential college campus that operates year-round, it is understood that schedules will be established to meet the needs of the department and the University. Bucknell University reserves the right to amend the schedule of any University staff member based on business needs. Likewise, the shift an employee is originally hired for and current assigned shifts may be changed or altered at any time as a result of emergencies or other business needs.

Workday/Workweek

A workday (i.e., hours that are considered “paid time”) is defined as the period between the time, on any particular day, when an employee begins the duties of their position and the time on that day when the employee stops performing the duties of their position. While non-exempt employees typically have pre-scheduled work hours or shifts, any time spent working outside of the defined schedule also must be included and recorded as time worked.

Example: Normal work schedule is 8:00 a.m. – 5:00 p.m., Monday through Friday. On Tuesday, the employee stayed until 5:40 to complete a project therefore 8 hours and 40 minutes must be recorded and paid.

Bucknell’s workweek is defined as encompassing seven (7) consecutive 24 hour periods that commences on Sunday at 12:00 a.m. and concludes at 11:59 p.m. the following Saturday. A bi-weekly pay period consists of two workweeks; bi-weekly pay periods begin on Sunday at 12:00 a.m. and conclude on the second Saturday at 11:59 p.m.

The typical work schedule for non-exempt, full-time (40 hours per week) employees is 8 hours a day, 5 days a week. The normal work schedule for non-exempt, full-time (35 hours per week) employees is 7 hours a day, 5 days a week. Supervisors will advise employees of schedule start and end time. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Supervisors are responsible for notifying Human Resources when a schedule is modified or a new schedule is assigned, including temporary or alternate work arrangements. Prompt notification will allow Human Resources to make necessary changes in the time capture system to ensure accurate pay.

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All non-exempt staff members are expected to observe their scheduled work hours, and supervisory approval is required for any adjustment to regularly scheduled working hours. Non-exempt staff members are not permitted to work during non-scheduled work hours unless approved in advance by their supervisor. Depending on the needs of a department, such an approval may be on a case-by-case basis or, alternatively, may be under the auspices of a general advance approval for the employee to work on an as-needed basis. Staff members who work additional hours without the approval of their supervisors may be subject to corrective action up to and including termination.

Alternative Work Arrangements

Bucknell University will consider alternative work arrangements that allow employees to balance work and personal commitments while ensuring the business needs of the individual department and the University as a whole are met. Alternative work arrangements cannot violate overtime requirements of the FLSA or state law.

Employees must submit requests for alternative work arrangements to their supervisor, in writing, and may not implement an alternative work arrangement until approval is received. The supervisor will work with Human Resources to evaluate the request and, if approved, to develop a written Alternative Work Arrangement Agreement.

Requests for alternative work arrangements will be considered on a case-by-case basis, taking into account job-related factors such as the nature of the employee's job, departmental work flow, and business needs. Approval is not guaranteed. Because working an alternative work arrangement is a privilege, in order to be eligible for alternative work arrangements, generally an employee must meet the following criteria:

- Have been employed for a minimum of one year
- Meets performance expectations as reflected in annual performance review
- Does not currently have progressive discipline or a performance improvement plan
- Has completed an alternative work arrangement agreement

The University reserves the right to modify and/or terminate alternative work arrangements based on business needs. Additionally, alternative work arrangement agreements will be reviewed annually or at the conclusion of the defined period, if shorter than one year.

Types of alternate work arrangements may include:

- 1) Flexible Scheduling
- 2) Compressed Workweek

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Flexible Scheduling:

Flexible Scheduling arrangements allow staff members to adjust their arrival and departure times, within certain limits, subject to supervisory approval and business needs. Start and end times remain consistent each work week and are predictable.

Examples of Flexible Scheduling hours include variable arrivals: instead of 8:00 a.m. – 5:00 p.m., an employee may request to work 7:00a.m.-4:00 p.m. or 9:00 a.m-6:00 p.m.

Employees working flexible scheduling arrangements, like all other employees, are required to be at work during their defined “scheduled hours.” Flexible schedule arrangements must be identified for a fixed term with a defined start and end date, and lasting for a minimum of thirty (30) days. Breaks, as outlined in the Rest Breaks and Meal Periods section of this policy, must be included in the scheduling of hours for the Flexible Scheduling option. Additionally, it is assumed that all exempt employees who request an alternative work arrangement option will satisfy their full hours, which for most exempt employees would be a minimum of forty (40) hours per week, and will include all additional work time required to satisfy work requirements.

Occasional, Informal FlexTime

Bucknell University recognizes that staff members may occasionally require exceptions in adjusting their schedules on a particular day for special circumstances. Requests for informal flex time will be approved by supervisors on a case-by-case basis and will not require a formal agreement. In order to be compliant with the FLSA, employees can use informal flex time within the same calendar week only (not pay period or beyond).

Compressed Workweek

A compressed work week allows full-time employees to work longer days for part of the week or pay period, in exchange for shorter days, or a day off each week or pay period. Compressed workweeks should not result in a non-exempt employee being scheduled more than 40 hours in a work week. Compressed work weeks are most appropriate in situations in which employees do not have to keep pace with incoming work on a daily basis or where there are several employees who perform the same job. The following are examples of compressed workweek schedule options that may be available to employees and their supervisors:

- **Non-Exempt Four-day Workweek – (40 Hours).** Non-exempt employees would be required to work four (4) 10-hour days and would take off one (1) work day per week. This schedule must be fixed for the term of the agreement – usually a minimum of three months – and the day off cannot vary week to week or month to month.
- **Non-Exempt Four-day Workweek (37.5 Hours).** Non-exempt staff employees would work three (3) 10-hours and one (1) 7.5 hour day and take off one (1) work day per week. This schedule

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must be fixed for the term of the agreement – usually a minimum of three months – and the day off cannot vary week to week or month to month.

- **Exempt Four-day Workweek.** Exempt employees would be required to work four 10-hour days and would take off one (1) work day per week. This does not remove any work obligations or excuse employee's attendance at work meetings and functions beyond their compressed work schedule.

Meal/break periods, as outlined in the Rest Breaks and Meal Periods section of this policy, must be included in the scheduling of hours for non-exempt employees. Additionally, all exempt employees who request an alternative and are approved to work arrangement option are expected to work a minimum of forty (40) hours per week and must work all additional time required to satisfy work requirements.

Rest and Meal Periods

Effective Date: 1/2/18

Revision Date: 11/14/17

Rest breaks and meal periods are not required by state or federal regulations for exempt or non-exempt employees over the age of 18; however, Bucknell recognizes the need for employees to have periodic breaks when work flexibility allows.

Rest Breaks

Rest breaks are typically no longer than 15 minutes and are considered paid time. Because breaks are compensable time, employees must remain available and in close proximity to their work area. Supervisors will establish practices and guidelines regarding rest breaks within their respective areas. Paid rest periods may not be accumulated, added to the lunch hour, or used for late starts or early departures.

Meal Periods

Non-exempt employees' meal periods (typically 30 minutes or 1 hour) are times during which the employee is relieved of duties for the purposes of eating or taking a designated work break. Meal periods are not compensable and should not be recorded as time worked. Employees are not considered to be relieved if they perform any work duties such as answering phones while eating, participating in meetings, entertaining guests, etc. Non-exempt employees must accurately capture, record and report their meal periods.

Example: Normal work schedule is 8:00 a.m. – 4:30 p.m., Monday through Friday. This schedule is intended to result in 8 hours of productive work time with a 30-minute, unpaid lunch break.

Non-exempt employees who are required by their department to participate in meetings over the lunch period must be compensated for that time.

Example: Normal work schedule is 8:00 a.m. – 4:30 p.m., Monday through Friday. This schedule is intended to result in 8 hours of productive work time with a 30-minute, unpaid lunch break. On Wednesday, the employee had to eat lunch while covering the phones and greeting visitors to the department. 8 hours and 30 minutes must be recorded as time worked and paid.

Meal periods cannot be accumulated to provide for a prolonged time off period or for late starts or early departures. For example, employees cannot waive their lunch period so they can leave early every day.

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Exempt employees may take rest breaks and/or meal periods as the flexibility of the workday or business needs allow.

Timekeeping

Effective Date: 1/2/18

Revision Date:

Every non-exempt employee has the responsibility to accurately record time worked. Federal and state laws require Bucknell to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons. Staff members and supervisors should communicate about situations that may require hours worked beyond regularly scheduled hours such that overtime work is approved before it is performed unless it is unreasonable to do so.

Altering, falsifying, tampering with time records, or recording time on another employee's time record, may result in disciplinary action, up to and including termination of employment.

If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes. Supervisors are responsible for ensuring the overall accuracy of time records for employees within their area of responsibility.

Because exempt employees' time automatically populates in the payroll system, they are required to record non-productive time only. Non-productive time is defined as time when employees are not engaged in work activity. Such time includes but is not limited to: vacation, sick, bereavement and jury duty time, FMLA, and other leaves of absence.

Managers must review, approve and submit time for all employees.

The following apply to non-exempt employees only:

Lectures, Meetings, Programs – Time spent at lectures, meetings, presentations, programs, etc. must be counted and recorded as hours worked unless **all** of the following four criteria are met:

1. Attendance occurs outside of the employee's regular work hours;
2. Attendance is voluntary;
3. The lecture, meeting, program or activity is not directly related to the employee's job; **and,**
4. The employee does not perform any productive work during that time.

Set-up and/or clean-up time for lectures, meetings, programs, if required by the position, would also be considered hours worked.

Remote Access/Mobile Phones, Laptops – Checking and responding to work emails, accessing networks remotely, using cellphones, smartphones or laptops outside of normal hours are likely considered as work under the FLSA. In addition, time spent waiting for a call or in between an e-mail response may also become time that must be included in the employee’s work hours. Employees cannot agree that they will not be paid for the hours spent on these tasks outside of the normal workday. The law requires that employees be paid for **all** worked time. When additional time worked causes employees to work more than 40 hours in a workweek, those hours must be paid in compliance with the FLSA and state law. Employees must have advance approval from their supervisor to engage in remote work. Working remotely without prior supervisory approval may result in disciplinary action. Employees need to discuss the importance of tasks or duties outside normal work hours such as working from home, responding to emails on a mobile phone or working on projects using a laptop with their supervisor ahead of time. Regardless of prior agreement or practice, all hours worked must be recorded and paid accordingly.

Travel Time

Home to work travel before the regular workday and return travel from work to home at the end of the workday is not considered compensable work time. Travel time spent as part of the duties of the position (e.g. from job site to job site) during the workday is considered compensable time and must be counted and recorded.

Except as described above, travel time outside of the workday is compensable when the non-exempt employee is driving. Any type of work activity performed while traveling as a passenger (in a car or on a plane, bus, train, etc.) such as reading work-related materials, clerical work, email, etc. must be recorded and counted as hours worked. Passengers not working will not be compensated for travel time.

Example 1: Employee drives to the airport to attend a seminar and has two co-workers as passengers with him who are completely removed from their work duties. If the trip is made before or after normal work hours, only the driver receives compensation as only the driver is working. If the trip is made during normal work hours, all three employees are compensated because travel during normal work time is compensable. Time spent at a hotel with freedom to use time for the employee’s own purposes is not compensable. Please contact Human Resources to discuss specific travel arrangements.

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Example 2: An employee who regularly works from 8 a.m. to 5 p.m. from Monday through Friday is assigned overnight travel. The employee travels on business to a location that requires two hours of travel time. The employee leaves Friday at 8 a.m., arrives at the work location at 10 a.m. and works until 5 p.m. on Friday. The employee should be compensated for 8 hours of work on Friday. The employee begins work at 8 a.m. on Saturday morning, takes an hour meal break, and returns home on Saturday at 2 p.m. Since the employee worked and traveled for 5 hours on Saturday during hours that would be considered normal work hours on a non-working day, the employee would be paid for 5 hours of work time. Please contact Human Resources to discuss specific travel arrangements.

Attendance and Punctuality

Effective Date: 1/2/18

Revision Date:

All employees must be at their workstation on time and ready to work throughout each workday. Timely, reliable, and consistent attendance is an important performance requirement for all staff positions. If an employee is not at their workstation as scheduled, it may adversely impact both the services provided by fellow employees and the University as a whole.

As a result, unauthorized, excessive, habitual or patterned absences or tardiness may lead to corrective action, up to and including termination. An employee who is absent or late because of illness, injury or an urgent personal reason should notify their supervisor in accordance with departmental procedure.

Overtime

Effective Date: 1/2/18

Revision Date:

Overtime

When operating requirements or other university needs cannot be met during regular working hours, employees may be scheduled to work additional hours, some of which may result in overtime. Supervisors will provide advance notification of these additional assignments when possible. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be offered and distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. The Fair Labor Standards Act ("FLSA") requires that all non-exempt employees be paid a rate of at least time and one-half for all hours worked over forty in a seven-day work week. Overtime pay is based on actual hours worked. Time off for observing national holidays or periods of reduced operations or sick leave, vacation leave, any leave of absence, or any other paid but non-worked time will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from the supervisor will be paid accordingly, but may be subject to corrective action, up to and including possible termination of employment.

Multiple positions with varying rates of pay - When non-exempt staff hold more than one position at different hourly rates of pay, overtime is calculated at the rate of one and one half times their regular rate of pay using the weighted average of all hourly rates during the work period for which the calculation is made. Overtime should be assigned and approved in advance. It is the responsibility of the supervisor to ensure that work is not performed when it has not been assigned. However, overtime worked but not assigned in advance must be paid in accordance with FLSA regulation. Working overtime without prior supervisory approval may result in corrective action up to and including termination.

Sample blended overtime calculation for employees working multiple jobs with different rates of pay:

Position	Hourly rate
Position A	\$ 20.00
Position B	\$ 15.00
Position C	\$ 10.00

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Example #1:

Position	# of hours worked	hourly rate	Weekly hours x hourly rate
Position A	20 hours	\$20.00	\$400.00
Position B	20 hours	\$15.00	\$300.00
Position C	10 hours	\$10.00	\$100.00
Totals	50 hours		\$800.00

Blended rate:	\$16.00	(\$800/50 hours)
Premium pay:	\$8.00	(\$16.00 x 1/2)
Overtime Hours:	10	(50 hours worked – 40 hours)
Overtime pay:	\$80.00	(10 OT hours x \$8.00 (premium pay))
Total Compensation	\$880.00	(Total pay + OT pay)

Example #2:

Position	# of hours worked	hourly rate	Weekly hours x hourly rate
Position A	5 hours	\$20.00	\$100.00
Position B	25 hours	\$15.00	\$375.00
Position C	20 hours	\$10.00	\$200.00
Totals	50 hours		\$675.00

Blended rate:	\$13.50	(\$675/50)
Premium pay:	\$6.75	(\$13.50 x 1/2)
Overtime Hours:	10	(50 hours worked - 40 hours)
Overtime pay:	\$67.50	(10 OT hours x \$6.75 premium pay)
Total Compensation	\$742.50	(Total pay + OT pay)

Holidays

Effective Date: 1/2/18

Revision Date:

Employee classifications eligible for holiday pay include:

- * Regular full-time employees
- * Regular part-time employees
- * Fixed Term, Full-Time
- * Fixed Term, Part-Time

Eligible employees, with the exception of employees who are receiving long-term disability benefits or workers' compensation pay, or those who are on an unpaid leave status, will continue to receive pay on recognized national holidays and during periods of reduced operations. **Employees cannot pyramid or stack premium payments and overtime. In instances where multiple premiums may apply, employees will receive the single highest, non-stacking premium available, but never less than federal overtime.**

Exempt employees are not eligible for additional pay for performing work on national holidays or during periods of reduced operations.

Continuous Operations: Employees who work in continuous operations such as Public Safety and the Power Plant have specific conditions related to holidays based on the nature of their business operations. As such, department-specific guidelines approved by Human Resources govern the application of premium pay for employees in these departments.

National Holidays

Bucknell recognizes the specific national holidays noted below for all eligible employees immediately upon assignment to an eligible employment classification:

- * New Year's Day (January 1)
- * Martin Luther King, Jr. Day (third Monday in January)
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)

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* Thanksgiving (fourth Thursday in November)

* Christmas (December 25)

In recognizing these holidays, Bucknell will provide time off and/or pay for eligible employees. The hours of a holiday begin at 12:00 a.m. on the day observed and end at 11:59 p.m. that day.

In order to receive pay for the holiday, employees must work their last regularly-scheduled workday prior to, and also their first regularly-scheduled workday following the holiday, unless failure to work on either or both days is excused because of: 1) vacation days scheduled and approved in advance, 2) illness or injury, or 3) other approved extraordinary circumstances beyond the control of the staff member which cannot be corrected in time to meet employment obligations. The University reserves the right to request appropriate and relevant documentation.

National Holiday Falls on a Saturday or Sunday

When the recognized national holiday falls on a Saturday, Bucknell will observe the holiday on the previous Friday. When the recognized national holiday falls on a Sunday, Bucknell will observe the holiday on the following Monday. The observed holiday is considered the national holiday for holiday pay purposes. The hours of a holiday begin at 12:00 a.m. on the day observed and end at 11:59 p.m. that day.

For instances when the employee works on both the actual and the observed holiday, premium pay of double time is paid only on the actual holiday, not both.

Pay for Observing the Holiday: Active benefits-eligible, non-exempt staff members are entitled to holiday pay at their regular straight-time hourly rate of pay for each official designated national holiday. Holiday pay will be calculated based on the employee's current straight-time pay rate times the number of hours the employee would otherwise have been scheduled to work on that day. For example, an employee who is regularly scheduled to work 7 hours per day would get paid 7 hours at their regular straight-time pay rate. Employees who are scheduled to work 8 hours receive 8 hours of pay, and employees who are regularly scheduled to work 10 hours receive 10 hours of pay. For example, if a holiday falls on a Monday and an employee's regular work schedule is 8 hours per day, Tuesday through Saturday, the employee would receive 8 hours of holiday pay for Monday's holiday.

Active benefit-eligible non-exempt employees are not eligible during a personal or medical leave of absence (LOA), long-term disability, or in the time outside of the primary work schedule for employees who work less than 26 pay periods a year. Less than twelve-month employees who are not working in what would otherwise be a benefit eligible position are not eligible for this additional benefit.

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Example:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Hours Paid
Reg Week			8	8	8	8	8	40
Holiday Week		8 HOL	8	8	8	8	8	48
Total								88

Premium Pay for Working on a Holiday: All non-exempt, full-time and part-time, benefits-eligible employees who work on a day that is **observed** as a national holiday will be paid double their straight-time rate of pay for all hours they actually work that day.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. For instances when the employee works on both the actual and the observed holiday, premium pay of double time is paid only on the actual holiday, not both.

Because Bucknell calculates overtime on hours worked not paid, holiday pay for observing the holiday will not be counted as hours worked for the purposes of calculating and paying overtime. However, hours actually worked on the holiday will be used to calculate and pay overtime.

Discretionary Periods of Reduced Operations

In addition to national holidays, Bucknell may designate periods of reduced operations such as the days surrounding Thanksgiving and/or Christmas. In recognizing these periods of reduced operations, Bucknell will provide time off for eligible employees who are regularly scheduled to work during this time without a reduction in pay based on their regularly-scheduled weekly hours.

Pay for Observing Discretionary Periods of Reduced Operations: Pay during periods of reduced operations will be calculated based on the employee's current straight-time pay rate times the number of hours the employee would otherwise have been scheduled to work on that day. For example, an employee who is regularly scheduled to work 7 hours per day would get paid 7 hours at their regular straight-time pay rate. Employees who are scheduled to work 8 hours receive 8 hours of pay, and employees who are regularly scheduled to work 10 hours receive 10 hours of pay.

Premium Pay for Working During Periods of Reduced Operations: All non-exempt full-time and part-time, benefits-eligible employees who are regularly scheduled to work and actually have to work during periods of reduced operations will be paid time and one half their regular rate of pay for all hours they actually work that day.

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If a recognized period of reduced operations falls during an eligible employee's paid absence (such as vacation or sick leave), applicable premium pay will be provided instead of the paid time off benefit that would otherwise have applied.

Because Bucknell calculates overtime on hours worked not paid, pay for observing periods of reduced operations will not be counted as hours worked for the purposes of calculating and paying overtime. However, hours actually worked during periods of reduced operations will be used to calculate and pay overtime.

Floating Holiday

In addition to the recognized national holidays previously listed, eligible employees will receive one floating holiday in each calendar year. Floating holidays are paid at straight time based on regularly-scheduled hours, and must be scheduled with the prior approval of the employee's supervisor. Additionally, staff members must be on the first payroll of the year in order to accrue the floating holiday for that calendar year. The floating holiday should be used by December 31st of the year in which it is earned. One floating holiday may be carried into the next year. A maximum of two floating holidays can be accumulated at any given time.

Because Bucknell calculates overtime on hours worked not paid, floating holiday pay will not be counted as hours worked for the purposes of calculating and paying overtime.

Premium Pay

Effective Date: 1/2/18

Revision Date: 11/14/17

In addition to national holidays and periods of reduced operations, Bucknell also provides premium pay to eligible employees for circumstances described below.

Employee classifications eligible for PremiumPay:

- * Regular full-time employees
- * Regular part-time employees
- * Fixed Term, Full-Time
- * Fixed Term, Part-Time

Exempt employees are not eligible for premium pay, nor are non-exempt employees in casual positions. Similarly, eligible employees will receive premium pay on their primary position only (when applicable), not on any extra jobs they may work.

Designated Special Bucknell Weekend Events

All non-exempt, full-time and part-time, benefits-eligible employees who are required to work weekends designated as a special Bucknell event, will be paid double their straight- time rate of pay for all hours they actually work that day. This includes hours worked on Saturday and/or Sunday for both Commencement and Reunion Weekend.

Shift Differential

Shift differential is intended to compensate benefits-eligible non-exempt employees who are **consistently** scheduled to work a non-traditional shift. For premium purposes, second shift begins at 3:00 p.m. and third shift begins at 11:00 p.m. Eligible employees who work at least half of their shift after 3:00 p.m. will receive a shift differential of \$.50 per hour in addition to their regular hourly base rate for that entire work shift. Eligible employees who work at least half of their shift after 11:00 p.m. will receive a shift differential of \$.75 per hour in addition to their regular hourly base rate for that entire work shift.

A non-exempt employee who is working overtime on a shift which includes a shift differential will be paid as follows: their base rate of pay plus the applicable differential times 1.5. (Example: base rate \$10.00 + shift diff \$.50 = \$10.50 x 1.5 = \$15.75)

Shift differential will be paid for holiday, vacation, sick leave, or any other pay for which work is not actually performed.

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Employees in Public Safety who work regular rotating shifts based on the operational needs of the department, will receive the applicable shift differential whenever they are scheduled to work a shift for which a differential applies

Compensatory Time (“Comp Time”)

For compliance purposes, **compensatory time is not recognized at Bucknell University** for exempt or non-exempt employees. Non-exempt employees are paid for all hours worked including applicable overtime.

Call-In Pay

Premium pay will be provided to benefits-eligible, non-exempt employees who are called in to work outside of their regularly-scheduled hours on an emergency basis. Employees who are called in to work for an emergency shall receive a minimum of three (3) hours paid time at the employee’s hourly rate of pay, or three hours of work. If the call in time exceeds three (3) hours, the employee will be compensated for all hours worked on call in at the employee’s hourly rate of pay. Should the amount of time worked exceed 40 hours during that week, the employee shall receive overtime pursuant to federal overtime rules. If a non- exempt employee is called in to work on a national holiday or during a period of reduced operations, they will be paid their hourly rate consistent with the applicable premium for a minimum of three hours.

Severe Weather/Emergency Closure

Effective Date: 1/2/18

Revision Date: 1/19/18

As a residential college it is the policy of Bucknell University to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen business interruption, the University reserves the right to delay opening or close campus operations. Should this occur, notification will be provided in accordance with the current notification procedures for severe weather issues guidelines. Staff and faculty who need additional department-specific information are encouraged to contact department managers or chairs.

The purpose of emergency closures is to allow campus partners such as Facilities and other independent contractors to make the University safe and passable. It also provides a designated time and space to do so without a full complement of staff and faculty on campus. Declaration of a weather emergency is not intended to provide premium payment for the entire workday, but rather for a specified period of time. Delayed openings or early closures will specify a defined begin and end time. Generally, a full day delay will correspond with normal University business hours of 8:30 a.m. to 4:30 p.m.

Essential Services

Several departments on campus provide essential services when a majority of the students are in residence regardless of weather conditions. These departments are expected to provide campus services during delays, early dismissals or snow day closings.

These departments include Facilities, Library and Information Technology, Public Safety, Housing & Residential Life, Bucknell Student Health, and the Switchboard. Within each of these departments, several positions have been designated as essential. Staff members in such positions are expected to stay on the job during snow or other emergencies; the University will provide food and sleeping quarters if necessary. Staff in essential positions are also expected to get to the campus to assume job responsibilities. Specified staff in the Finance Office, Human Resources, and Library and Information Technology may also be designated as essential when support is required for payroll processing, scheduled events such as registration or other time-critical needs.

When the campus is closed:

Essential Personnel Reporting - All staff members whose positions have been designated as essential are expected to report and maintain normal schedules unless told not to do so by a supervisor.

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Essential personnel who do not report for work will not be eligible for premium pay or regular pay during the closure/delay. Essential personnel may also be subject to discipline for not reporting during a delay/closure. Requests for exceptions should be discussed with the supervisor.

Hourly employees designated as essential personnel who report, as well as those who are non-essential personnel but asked to report by their supervisors, will be paid time and one half for the number of hours worked during the defined emergency closing. If the emergency period is less than the employee's regularly-scheduled shift, premium pay will only apply to the hours worked during the emergency.

Supervisors are responsible for ensuring that time is tracked and submitted accurately.

Non-essential employees who have not specifically been asked to report, but who choose to report to work when the University is operating under a period of weather emergency, will not be eligible for premium pay.

Non-Essential Personnel - Individuals in positions not designated as essential personnel are not required to report to work or to remain at work. Those employees will receive pay for their regularly-scheduled hours at their regular rate of pay.

When the campus is open:

All personnel are expected to report to work at regularly-scheduled times when the campus remains open. Employees who do not report to work or who leave work early when an emergency period of operation has not been declared should record their time off as vacation. Alternatively, with supervisory approval, an employee may be permitted to make up a limited amount of time missed.

Paydays

Effective Date: 1/2/18

Revision Date:

Exempt employees are paid monthly on the 15th day of the month or the prior Friday if the 15th of the month falls on the weekend. Bucknell's pay cycle creates a period of "pre-paid" wages; specifically, the pay issued on the 15th generally covers all the period beginning on the 1st day and ending on the last day of the pay month.

Non-Exempt employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Bi-weekly pay periods begin on Sunday at 12:00 a.m. and conclude two weeks later on Saturday at 11:59 p.m.

In the event that a regularly scheduled payday falls on a weekend (monthly only) or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees at Bucknell receive their pay through direct deposit. Employees will receive an itemized statement of wages through myBucknell when Bucknell makes direct deposits.