

COMPENSATION

Applicability: This policy applies to all non-Union Oak Hill employees.

Oak Hill shall pay all its employees in accordance with state and federal law.

I. Hours of Work

- A. The regular workday is eight hours and the regular workweek is five days except positions that may be defined with other workdays and workweeks.
- B. Ordinarily, each employee is entitled to two paid fifteen-minute breaks and one paid thirty-minute meal break each day, which may be combined with supervisory approval and should not be scheduled at the beginning or end of the workday.

II. Salaried Employees

- A. Any employee whose work week is at least 35 hours and whose position is considered exempt from overtime coverage under state and federal law shall be paid on a salaried basis.
- B. Salaried employees shall be paid every other week and shall be paid full regular salary for any week in which any work is performed. Accrued and earned benefit time shall be substituted for any absences. Except for partial day absences under Oak Hill's Family and Medical Leave Policy, benefit time shall be substituted for regular salary in no less than half-day increments.
- C. A salaried employee's first and last week of work shall be prorated based on time actually worked.
- D. Salaried employees shall not receive additional compensation for work in excess of their regular workweek unless the work is unrelated to or substantially beyond the scope of the duties of their regular position. In such situations, with the approval of the employee's department head and the Vice President for Finance and Administration, the employee shall receive a predetermined rate of pay for such work or receive paid time off which may not be accrued.

III. Hourly Employees

- A. Any employee whose work week is less than thirty-five hours or whose position is not exempt from overtime coverage under state or federal law shall be paid on an hourly basis.
- B. Hourly employees shall be paid on a weekly basis. Accrued, earned benefit time, if available, shall be substituted for regular pay for any absence of any duration.
- C. In the event that Oak Hill grants discretionary paid time off in addition to vacation, sick, holiday or personal time, such paid time shall be limited to unworked time remaining in the employee's workday and workweek.
- D. Hourly employees shall be paid time and one-half for time worked in excess of forty hours in any workweek. Absences due to paid vacation, paid holidays or jury duty shall be considered as time worked for purposes of calculating overtime. No hourly employee may work in excess of forty hours in any workweek without the approval of his/her supervisor.
- E. In Oak Hill's sole discretion, hourly employees may be paid a "shift differential" for working schedules or shifts outside of an employee's normal workday or week.

IV. Pay Grades

Oak Hill may establish and maintain a pay grading system with each non-officer position being assigned to a particular pay grade with a minimum, a maximum and a mid-point. Oak Hill reserves the right to adjust an employee's rate of pay or to change or modify the pay grading system at any time. Ordinarily, an employee's rate of pay may change upon promotion, demotion, transfer or reclassification or general wage increase. To receive a general wage increase, you must be actively employed for more than 90 days prior to the effective date of the increase.

V. Overtime Policy

Oak Hill pays overtime to nonexempt employees in accordance with the Union contract and state and federal law. If you are interested in working additional shifts, please contact the Scheduler at 860-769-3852.

Cross-reference: Rest Periods and Meal Breaks
Wage Administration

Originally published: May 1, 2006