700 Wage and Hour Administration Policy (Central Services Only)

700 WAGE AND HOUR ADMINISTRATION POLICY (CENTRAL SERVICES ONLY)

Central Services strives to maintain a pay structure that is internally equitable and competitive with not-for-profit employers in the area. Central Services' wage and hour policies will be administered consistent with applicable federal, state, and local laws.

700.010 DECISION NOT TO REPORT TO WORK DURING INCLEMENT WEATHER

Policy:

If the Catholic Center is open for all or part of the day during inclement weather, but an employee feels that it is unsafe to report to work, the employee may charge the time missed to annual or personal leave.

Procedures:

A) Leave will not be charged for employees who report late or leave early, up to one hour, due to weather conditions. Additional time may be granted at the discretion of the Division Director when warranted by special circumstances.

B) Weather related absences may not be charged to sick leave.

700.011 LUNCH PERIOD BREAKS

Policy:

Employees scheduled to work eight (8) hours per day are provided with one paid hour for lunch and breaks. Employees scheduled to work less than eight (8) hours per day are provided a prorated paid lunch/break period determined by the Director of Human Resources.

700.012 DRESS CODE

Policy:

Central Services' employees are expected to maintain an appropriate appearance that is professional, neat and clean, and appropriate for the tasks being performed and the requirements of the work area.

Procedure:

A) Dress and personal appearance must be appropriate for employees of a Roman Catholic religious organization.

B) An employee's immediate supervisor ordinarily determines what constitutes neat and appropriate dress and appearance in accord with this policy.

C) Business causal attire may be permitted on designated days; however, employees are always expected to dress in an appropriate professional manner when they are involved in meetings, presentations and public gatherings. Supervisors may determine that business casual attire may not be worn on a particular day in their work area even when it is permitted in other areas of the Catholic Center.

D) The following articles of clothing are unacceptable at all times:

- Clothing designed for athletic, exercise, recreational, beach or lounging activity
- Sweat shirts
- Sweat pants
- Tee shirts designed to be worn as an undergarment
- Tee shirts with logos or advertisements

- Halter/tank/tube tops
- Shorts
- See through clothing
- Athletic shoes
- Flip flops or beach shoes of any kind.

700.013 BUILDING REGULATIONS

Policy:

Employees shall comply with the building rules and regulations regarding use of the Catholic Center, available here.

700.1 DETERMINATION AND ADMINISTRATION OF SALARY PROGRAM

Policy:

The Moderator of the Curiae and Executive Directors are responsible for determining Central Services' salary program, while Human Resources is responsible for administering the salary program.

Procedure:

A) All Central Services positions are classified by salary "grade" within a salary "schedule."

B) The salary schedule will be reviewed every 2 years and adjusted when appropriate to maintain a competitive position relative to other not-for-profit employers in the local market.

C) Positions receive grades in the salary schedule based on such factors as the experience, education, training, skills, and decision making required for the position.

D) Each salary grade is assigned a salary range that includes a minimum, midpoint, and maximum salary. Employees are assigned a specific salary within this grade range based on performance and length of service. All

employees in a salary grade will receive at least the salary minimum.

E) Human Resources will prepare and distribute an annual compensation summary for each employee.

700.2 SALARY REVIEW

Policy:
Salaries will be reviewed on a periodic basis or when an employee receives a promotion. As described above, the Moderator of the Curiae and Executive Directors will review the salary schedule every two years and determine if adjustments to the schedule should occur.

700.3 BONUS PAYMENTS

Policy:

A bonus may be awarded periodically to recognize performance demonstrated to be significantly above and beyond the expectations and/or responsibilities of a position.

Procedure:

A) Bonuses are approved in the sole discretion of the Executive Director of the applicable Division in consultation with the Director of Human Resources, upon recommendation of the employee's supervisor.

B) A bonus may also be awarded for the temporary assumption of significant additional responsibilities.

700.4 PAY PERIODS

Policy:
Employees shall be paid biweekly.

Procedure:

A) There are ordinarily 26 pay periods in each fiscal year.

B) The two-week pay period begins on Saturday and ends on the second Friday thereafter.

700.5 EXEMPT/NON-EXEMPT STATUS

Policy:
All positions in Central Services will be classified as either exempt or non-exempt from overtime pay in compliance with applicable law.

Procedure:

A) Exempt/non-exempt refers to whether an employee must be paid overtime pay for hours worked in excess of 40 hours in a week. Exempt employees need not be paid overtime, while non-exempt employees must be paid one and one-half times their regular rate of pay for hours worked in excess of 40 in one week.

B) An exempt position is one that is predominantly managerial/supervisory, professional, or administrative in nature. Determination of whether a position is exempt or non-exempt will be based on and in compliance with the provisions of the Fair Labor Standards Act (FLSA) and state law.

700.6 OVERTIME COMPENSATION

Policy:
Central Services pays overtime to non-exempt employees consistent with the FLSA and state law.

Procedure:

A) Only hours actually worked will be used to calculate overtime pay. Paid benefit leave (e.g. holidays, annual leave, or personal leave) will not be considered “hours worked”; therefore, they will not be included in calculating eligibility for overtime.

B) Non-exempt employees will be paid straight time for all hours worked up to forty in one week.

C) Non-exempt employees will be paid time and one-half for hours worked in excess of forty in one week.

D) Overtime worked by non-exempt employees must be authorized in advance by the supervisor. Employees will be paid for unauthorized overtime worked, but will be subject to disciplinary action up to and including termination for failing to obtain authorization.

E) Compensatory time off in lieu of overtime payment shall not be granted.

700.7 THE WORK WEEK

Policy:
The basic work week for full time employees includes forty (40) work hours Monday through Friday.

Procedure:

A) Employees classified in pay Grades N2 through N5 are paid on an hourly basis and must be paid time and one-half hours for work performed in excess of forty (40) hours in one week.

B) Employees classified in pay Grades N2 through N5 generally are not called upon to work a flexible schedule, and any change to the Work Week must be approved in advance by a supervisor. These employees are usually scheduled to work 9:00 am – 5:00 pm or 8:30 am – 4:30 pm. Division Directors are responsible for determining employee schedules and notifying Human Resources of any schedule changes.

C) Employees in Grades E11 through E19 are paid an annual salary and may need to work flexible schedules to complete their job duties. Flexible scheduling arrangements must be developed with the approval of the employee's immediate supervisor and/or division director.

D) Employees desiring a schedule change must request the change of the Division Director no less than two (2) weeks in advance. Division Directors shall determine whether to permit a schedule change.

700.8 INCLEMENT WEATHER

Policy:
In case of severe weather conditions, the Department of Management Services will determine the Catholic Center's operating hours and whether the Catholic Center will close for all or part of the day.

Procedures:

A) A message will be placed on the Catholic Center Information Line (410.547.5588) informing callers of any change in normal operating hours for the building. Every effort will be made to record the message well in advance of normal operating hours.

B) Once a workday begins, a decision to close the building will be made on the basis of reports from the Department of Transit and Transportation. This decision will also be communicated via the Information Line.

700.9 PAY PROCEDURES FOR EMERGENCY CLOSINGS

Policy:
If the Catholic Center is closed for all or part of the day for inclement weather or other emergency, employees will be paid for their regularly scheduled hours. Hours during which the Catholic Center is closed will not be charged to accrued leave, unless the employee has approved and/or scheduled leave for the day.

Procedures:
Non-exempt employees who are required to work when the Catholic Center is closed will be paid for all hours worked at their regular hourly rate in addition to pay for the hours for which the Catholic Center is closed.