

| <b>Pay Policy</b> |                |                |        |
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**Purpose:** Tusculum College takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

**Applies to:** All Employees

**Policy:** **Payday** – Exempt salary and full-time non-exempt employees will be paid on the last business day of the month. Exceptions are the hourly employees such as Security Officers, Facility personnel, part-time and temporary employees who will be paid biweekly (every other week on Friday). Adjunct Instructors will be paid within three (3) weeks of the end of class or three (3) weeks from when all College obligations are met, whichever is later. Student Workers will be paid on the second or third Friday corresponding to the biweekly payroll.

Administrative pay corrections - In the unlikely event that there is an error in the amount of pay or absent a paycheck, the employee should promptly bring the discrepancy to the attention of the Human Resources department so that corrections can be made as quickly as possible.

Pay deductions - The law requires that the College make certain deductions from every employee's compensation. Among these are applicable federal, state and local income taxes. The College also must deduct Social Security taxes from each employee's earnings up to a specified limit that is called the Social Security "wage base". The College matches the amount of Social Security taxes paid by each employee. Another deduction required is Medicare. The Social Security taxes and Medicare are not required to be deducted from a nonresident of the United States.

The College offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paycheck to cover the costs of participation in these programs.

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**Policy continued:**

The College is committed to treating its employees fairly. We intend to comply fully with the letter and spirit of all laws that provide protection for our employees, including Federal Wage and Hour Laws. The College prohibits deductions from the salary of an exempt employee based on the quality or quantity of work performed or any other reason that is inconsistent with pay on a salary basis under the Federal Wage and Hour Law and its implementing regulations. Thus, the College will not make deductions from the salary of an exempt employee for partial-workweek absences occasioned by attendance in court as a witness or military leave. Unless an exempt employee is serving on jury duty, the College need not pay the salary of an employee for any workweek in which the employee performs no work. Otherwise, an exempt employee must receive his or her full salary for any workweek in which he/she performs any work with the following exceptions:

1. The College may make deductions from the salary of an exempt employee due to the employee's absence for one or more full days for personal reasons, other than sickness or disability.
2. The College is not required to pay the full salary of an exempt employee in the initial or terminal week of his/her employment.
3. The College is not required to pay the full salary of an exempt employee for weeks in which the exempt employee takes unpaid leave under the Family and Medical Leave Act.

Any employee who believes that the College has made an improper deduction from an exempt employee's salary should report the alleged improper deduction to either the Director of Personnel Services or the Vice President of the area. The College will immediately reimburse an exempt employee for any improper deduction and will certainly not retaliate against an employee who assists the College in complying with the law by reporting an improper deduction.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Human Resources department can assist in having your questions answered.

Direct deposit or paychecks - Direct deposit is a safe and easy way to have your money electronically deposited directly into your banking account. Tusculum encourages all employees to sign up for direct deposit. If you do not wish to have direct deposit then your paycheck will be mailed to your home address on payday. The College will not be responsible for mail delivery issues or tardiness.

