go/managers

Managing Resources at Middlebury College
go/managers

- Monthly, 90 minutes or less
- Set schedule & topics
- 2nd Wednesday 2:00-3:30
- 3rd Wednesday 9:00-10:30
Manager Roles & Responsibilities

- Be an “agent of the College”
- Communicate - up, down, across!
- Manage resources
- Provide direction & feedback
HR Areas of support...

• Employee Relations
• Benefits
• Compensation
• Employment
• HR Information Systems
• Training & Development

http://www.middlebury.edu/offices/business/hr/contact
Pay and Scheduling
Supervisor Responsibilities

• Maintain effective work schedules
• Manage payroll costs
• Ensure timesheet accuracy
• Adhere to legal requirements
Fair Labor Standards Act (FLSA)

• Federal standards for employees

• It is the law!

• Major provisions:
  • Exempt / non-exempt
  • Overtime
  • Minimum wage, equal pay, child labor laws
Exempt Status

Non-exempt = hourly

   All positions are considered hourly, unless an exemption can be proven

Exempt = salaried

   When a position is ‘exempt’ from the overtime provisions of the FLSA
Non-Exempt (Hourly)

• Paid for time worked in 15 minute increments

• Timesheet record = actual hours worked...

• ...in the week it was worked

• Flex time within a work week is allowed

(Monday through Sunday)

• “Comp time” in lieu of overtime is NOT allowed
Non-Exempt (Hourly)

Overtime

• 1 ½ times hourly rate

• For any hours worked over 40 in a week

• Be clear about your overtime approval practices

• Must be entered and paid even if not approved
• Susie is an hourly employee
• She always comes in 15 minutes before the start of her shift. She uses that time to organize her work and prepare for the day.
• Because it’s her choice to come in early, she doesn’t put that time on her timesheet.

Is that correct?
Breaks

• Short breaks
  • Worked hours & paid time
  • Usually 15 minutes

• Meal breaks - 30 minutes or more
  • Unpaid
  • Must be relieved of all work
Adam is an hourly employee who takes a smoke break every couple of hours. It takes him about 10 minutes to travel outside, smoke, and get back to his work station.

Is this paid time?
# Differential Pay

<table>
<thead>
<tr>
<th>Shift 1</th>
<th>7 am – 6 pm</th>
<th>Regular pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift 2</td>
<td>6 pm – 12 am</td>
<td>$ 0.60 per hour added</td>
</tr>
<tr>
<td>Shift 3</td>
<td>12 am – 7 am</td>
<td>$ 1.50 per hour added</td>
</tr>
</tbody>
</table>

Pay close attention to this when approving time sheets in Banner web.
Exempt (Salaried)

- Paid ‘by the job’
- No counting of hours worked
- Same pay if > or < 40 hours worked
- Set work schedule
Time Sheets

• Required for all staff
• Completed for each time period
• Supervisors must verify and approve
• Supervisor should have a proxy designated
Time Sheets

• Hourly staff
  • Enter all time worked
  • Include shift differentials
  • Enter time off in 15 minute increments

• Salaried staff
  • Only enter full days for time off (CTO)
Plan to verify timesheets

• You are accountable - accurate & on time
• Due by noon the Tuesday after end of pay period
• Last day of pay period ends Sunday
• Set a deadline for your staff
• Set recurring time on your calendar to approve
• Hold staff accountable for meeting your deadline
• Communicate with your proxy

go/paycalendar
Combined Time Off (CTO)

• All benefits-eligible staff earn CTO

• CTO covers time away from work for vacation, sick, & personal reasons

• SLR (Sick Leave Reserve)
  • Auto conversion if max CTO at FY end
  • Manual conversion if max during year
    (Employee’s responsibility)
Entering CTO

Hourly Staff
• Enter CTO time used in 15 minute increments
• CTO + hours worked must = scheduled hours

Salaried Staff
• Enter for a full day only
• Partial day absences are not CTO
CTO Responsibilities

• Employees *are* responsible for managing their CTO
• Supervisors should advise in advance:
  • Restricted Time Off
  • Shut down times
• Employees are NOT responsible for:
  • making their own work coverage arrangements
Magda

Magda is a salaried employee who works 8:15 – 5pm

- She leaves at 3pm one Tuesday
- She comes in at 11:15 am on Thursday

How much CTO should she use?
Unscheduled CTO

It happens:

• Illness, family emergency, or unexpected event

Set clear expectations about “calling in”

• Voice mail?
• Email?
• Speak with you directly?
Attendance problems

• Frequent absences or lateness
  – can become a performance issue

• Track attendance and notice trends

• Call HR if you need help evaluating
Working From Home

• No formal College-wide policy
• Considered as a temporary measure
• Call HR if you have a certain need
Reduced Hours

• Must be pre-approved by supervisor
• HR must be consulted
• Consider this decision carefully
• Reduction is considered a ‘permanent’ change
• May affect:
  – Benefits premiums, CTO accrual, and insurance