

**PAYROLL PROCESSING
AND
PAY ADMINISTRATION**

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400 PAYROLL OVERVIEW

This section of the employee handbook governs pay and pay related practices and contains important information about benefit and tax deductions. This section also contains useful information about pay and salary administration practices.

401 TIMESHEETS AND TIMEKEEPING

It is the responsibility of every nonexempt staff member to accurately record the time he or she works on a timesheet each pay period. The staff member's supervisor must review the timesheet for accuracy, verify the hours worked, and calculate any hours eligible for premium pay (overtime, shift differential, or other). The signature of the staff member and the supervisor certifies the accuracy of the information on the timesheet. Federal and state laws require Bates College to keep an accurate record of time worked in order to calculate nonexempt staff member's pay and benefits.

Nonexempt staff members should report to work no more than 7 minutes prior to their scheduled starting time nor stay more than 7 minutes after their scheduled stop time without the prior approval of their supervisor. Likewise, overtime work must be approved before it is performed, except under extenuating circumstances. For more information about work hours, refer to section 227 of this handbook.

Supervisors of staff members who are working part-, half-, or three-quarter-time due to restricted duties while earning Short-term Disability or Workers' Compensation benefits must ensure that the staff member's timesheet correctly lists actual hours worked and time approved under the appropriate benefit category. Supervisors are also responsible for ensuring that their staff member's timesheets indicate all paid and unpaid leaves, including Family or Medical leave.

Timesheets must be submitted on time each pay period in order for a staff member to get paid. The Payroll Office cannot assume that a nonexempt staff member has worked. A delay in submitting timesheets may result in the staff member not receiving a paycheck on the scheduled payday.

402 PAYDAYS

Nonexempt staff members are paid biweekly on every other Thursday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Pay periods end on the Saturday prior to each payday. There are 26 pay periods during a calendar year for nonexempt employees.

Exempt employees (faculty, administrative and professional staff) are paid on a monthly pay cycle. Exempt paydays occur on the second Thursday of each month. The actual date when the monthly employee receives his or her paycheck will vary, but will always be on the second Thursday of each month. Exempt employees are paid for the entire calendar month on each designated payday.

403 PAY DEDUCTIONS AND PAY STATEMENTS (Stubs)

Employee's pay statements (stubs) contain important information about the individual's pay, benefits, leaves, and other employment-related information. The pay statement also includes information such as Bates College's contribution to various benefits and tax deductions. For a detailed list of the elements contained on pay statements, refer to section 404.

403.1 Benefit Deductions - For exempt personnel, benefits credits and all benefit deductions are taken during each monthly pay period. For nonexempt employees, there are 26 pay periods during a calendar year and benefit credits provided by the College are distributed in each of the 26 pay periods. However, benefit deductions are taken from the employee's pay only 24 times per year, or twice a month. This results in two benefit deduction-free checks during months where there are 3 pay periods.

The actual amount deducted will be determined by the benefits that were elected during initial benefits enrollment, or those benefits selected during the annual open enrollment period.

403.2 Leave Accrual –For exempt staff personnel, leaves accrue each monthly pay period. For nonexempt staff, leaves accrue in 24 of the 26 pay periods. Leaves are earned on a prorated basis, based upon the number of hours worked during the pay period. An individual staff member must work the entire pay period to earn the full amount of leave for that pay period. All leave accrual will be noted on the following pay statement.

Staff members who do not have a sick leave balance and take sick leave before it is accrued, will automatically have the appropriate amount of vacation time deducted, if available. New staff members with the College for less than 6 months will not have vacation time available. Staff members who take vacation time before it is accrued will not be paid for the time away.

Time away from campus that is not sick leave or an approved vacation, is considered unpaid leave. In accordance with section 316 of this handbook, all unpaid leaves must be approved by the appropriate vice president or dean unless otherwise provided by College policy. Therefore, staff members may not exhaust all of their sick leave and create an unlimited bank of time off by choosing to receive no pay instead of using vacation leave. Staff members also may not exhaust their vacation time and create an unlimited bank of time off by choosing to receive no pay for unapproved time away from campus.

Patterns of use of sick or vacation leave that would indicate abuse may be reviewed by the supervisor. As noted in sections 307 and 308, vacation time must be approved and sick time can be scrutinized if patterns of use indicate potential abuse.

404 PAY STATEMENT CODES

The abbreviations and codes that are used in your pay statement are located in the appendix portion of this section. See Appendix 2 for a complete listing. If you have any questions, call the Human Resources Department.

405 DIRECT DEPOSIT AND PAPER CHECKS

All current Bates employees are encouraged to enroll in direct deposit. Direct deposit is safe, confidential, and convenient. Payments made by direct deposit have never been lost. In fact, there are a number of potential problems with paper checks, refer to section 406 for information about lost checks. To enroll, employees must complete a *Direct Deposit Authorization Agreement* form in the Human Resources Department and attach a voided check with their form (employees who bank with credit unions will have to provide a voided check and deposit slip). As of July 1, 2001, new Bates employees and students are required to enroll in direct deposit at the time of initial employment.

An added benefit of being enrolled in direct deposit is that paychecks processed through direct deposits can be deposited into more than one bank account. Employees can have their paycheck divided and sent to multiple bank accounts. Such arrangements are repeated automatically each payday allowing the employee greater flexibility and control over managing his or her pay.

Employees enrolled in direct deposit will always receive a pay statement that lists information identical to that reported on traditional paycheck statements. The direct deposit pay statement lists how much was deposited into each account and how much was deducted for taxes, benefits, and other items.

Direct deposit statements and paper payroll checks are mailed to each employee's home. The Human Resources Department cannot hold checks for individual employees. Employees who are on vacation or otherwise desire that their paper check be handled specially are encouraged to sign up for direct deposit.

Direct deposit at Bates is made easier by the benefit of banking with Peoples Heritage Bank. As noted in section 329 of this handbook, employees are eligible to receive free checking with Peoples Heritage Bank to ensure that there are no costs to have direct deposit paychecks. Enrolling in direct deposit is free, safe, and convenient.

The College transmits direct deposit two days before the scheduled pay date. Your banking institutions will make your payment available at some time on the actual pay date. Some banks will make it available as early as 12:01 a.m., whereas other banks will post your payment later in the day.

Therefore, Payroll will not take action on direct deposit failing to appear in your account until after 2:00 p.m. on payday, as it is likely that your bank has the money and has not made it available for withdrawal yet. Please call Human Resources at x-8218 for more information about enrolling in direct deposit.

406 PAY CORRECTIONS AND LOST CHECKS

Bates 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. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Human Resources Department. When Bates College is responsible for the error, we will make every effort to correct mistakes as quickly as possible. However, if the amount of the error is less than \$50, the College reserves the right to correct the error in the following scheduled pay period.

When an error is made in reporting time accurately on the staff member's timesheet, a delay may occur in processing the change. Therefore, it is imperative that the staff member and the staff member's supervisor verify the accuracy of the staff member's timesheet prior to submitting it to the Payroll Office. Paychecks for late timesheet submissions will be processed on the Friday after each payday. Exceptions to this policy will require the approval of the Director of Human Resources. For more information on timesheets, see section 401 on this handbook.

On occasion, an employee loses their actual paper paycheck or their paycheck is lost in the mail. Experience shows that every pay period there are one or two paychecks that get inadvertently delayed by the U.S. Postal Service. Therefore, the Payroll Office will not take action on a delayed check until the following Monday since most delayed paychecks appear in the employee's mail on Friday or Saturday. Current employees are encouraged to enroll in direct deposit to avoid the inconvenience of having a delay in receiving their pay.

407 DEDUCTIONS FROM PAY

There are a number of deductions that will occur from most employee's compensation. Among these are applicable federal and state income taxes. Social Security deductions are also taken from each employee's earnings up to a specified limit that is called the Social Security "wage base." This deduction is noted on the employee's pay statement as FICA (actual social security deposits) and FICA MED (contributions to Medicare) and are combined to equal 7.65% of the employee's taxable pay. Bates College matches the amount of Social Security taxes paid by each employee; Bates College's match of 7.65% of the employee's taxable earnings is noted on the pay statement as well.

In addition to legally mandated deductions, each benefit eligible employee will have deductions from their paycheck according to the benefits selected from the Bates College flexible benefits program. Employees make their benefit selections during their initial employment processing or annually during the benefits Open Enrollment period. Eligible employees authorize deductions from their paychecks to cover the cost of participating in these programs. For more information on benefit deductions, please refer to section 403 of this handbook.

Other wage deductions, such as garnishments or tax levies, may be made to fulfill legal requirements when appropriate. International employees may be exempt from certain taxes and social security withholdings according to appropriate tax treaties and IRS regulations.

Questions concerning paycheck deductions should be directed to the Human Resources Department.

408 OVERTIME

Overtime compensation is paid to all nonexempt staff members in accordance with federal and state wage and hour guidelines. Bates College also grants overtime for nonexempt staff members for hours taken as vacation or sick leave. Time off for holidays, personal leave or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Overtime is paid for all hours over 40 per week. Bates College calculates overtime on a weekly basis, therefore, working 10 hours on one day does not count as overtime unless the total amount worked for that week exceeds 40 hours. The overtime pay rate is one and one-half times the staff member's regular rate, which includes special compensation (shift differential, call-in pay, other premium pay, etc.).

All overtime work must receive prior approval of the staff member's supervisor. When possible, staff members will be given the opportunity to volunteer for overtime work assignments. In other cases, overtime assignments will be distributed as equitably as practical to all staff members qualified to perform the required work. In certain situations, overtime is expected or is required as a condition of employment. In such cases, it is usually noted at the time of hire, or in advance for major campus events or unusual departmental demands. Examples of mandatory overtime are working during a weather emergency for essential personnel, Commencement weekend, or at other times when College needs prevail.

409 HOLIDAY PAY

Regular staff members who are eligible to earn leave will receive holiday pay in accordance with section 305 of this handbook. Holiday pay is based upon the number of hours the staff member is normally scheduled to work, up to a maximum of 8 hours. Half-time and three-quarter-time staff members will be paid 4 or 6 hours of holiday pay, respectively.

Nonexempt staff members who work on a scheduled College holiday will be paid time-and-one-half for the hours actually worked on the holiday in addition to regular holiday pay. However, staff members may elect to receive time-and-one-half pay for the hours actually worked on the holiday and take another day during the same pay week as the paid holiday; this arrangement is subject to approval by the staff member's supervisor in advance.

410 EMERGENCY CALL-IN PAY

Certain nonexempt staff positions are eligible to receive call-in pay for coming to campus to respond to a bona fide campus-wide College emergency. Designated positions are determined in advance by the Human Resources Department and are routinely placed on call because of their job requirements. Events designated as campus-wide emergencies for the purpose of this policy are made by the Vice President for Asset Management and Treasurer.

The minimum pay for being called in before midnight is two hours of pay at time-and-a-half. The minimum pay for being called in after midnight is three hours of pay at time-and-a-half, regardless of the length of the emergency. If the staff member works for more than the minimum two or three hours, he or she is paid for the actual amount of time worked. Shift differential does not apply to emergency call-in pay.

411 PAGER TIME OR WAITING TO WORK TIME

Certain nonexempt staff positions who are regularly scheduled to be in a waiting to work status are eligible to receive pager pay for being on call 24 hours a day in case a pressing need of the College emerges. Designated positions are determined in advance by the Human Resources Department and are routinely placed on call for designated periods of time.

The pay for pager time is 4 hours of regular pay for each week the staff member is in a waiting to work status. If a staff member comes in to respond to an emergency, he or she will also receive Emergency Call-in pay in accordance with section 410 of this handbook.

412 SHIFT DIFFERENTIAL

Bates College's policy is to give additional compensation for regular nonexempt positions that routinely require work to be scheduled outside of the normal daytime hours. A shift differential shall be paid to regular staff members who are required by management to work certain evening, night, or weekend hours. Eligible hours are those that occur when one or more hours are worked between 6:00 p.m. and 6:00 a.m., Monday through Friday, or for any work occurring after 6:00 p.m. Friday evening, all day Saturday, all day Sunday, and until 6:00 a.m. on Monday morning. Work arrangements that are approved on the basis of convenience to the staff member, shall not be considered an assigned evening, night, or weekend shift for the purpose of this policy. Student and temporary employees are not considered regular employees and, therefore, are not eligible to receive a shift differential.

Only regular, nonexempt staff members, who are regularly scheduled to work in positions that normally require the individual to work evening, night, or weekend hours, are eligible to receive shift differential pay.

Eligibility: Typically, shift differential pay is approved for positions in departments that require around-the-clock coverage or operations that consistently require late evening, night, or weekend coverage. Eligibility for a shift differential is tied to the position and time period worked, and is not an entitlement of individual staff members. Positions that are eligible to receive a differential are approved by Human Resources in advance.

A shift differential is paid in addition to the regular hourly rate when at least one full hour is worked during periods of time covered by the shift differential. For partial hours of 30 minutes or more, a full differential is paid provided that one full hour has been worked prior to the partial hour.

If a staff member who typically works the evening, night, or weekend shift is temporarily assigned to the day shift,

he or she will not receive any shift differential for the hours worked during the day shift. A staff member regularly assigned to a rotating shift, a split shift, or who regularly rotates shifts, shall be paid the shift differential only when working the specific position and hours for which a differential has been approved.

Rate: The standard rate at which Bates College compensates for all shift work is fifty cents (\$.50) an hour in addition to the staff member's regular base rate of pay. The shift differential rate for overtime hours will be calculated at 1 1/2 times the shift differential rate. Shift differential pay is not included in the pay of staff members who are on paid leave, such as vacation, sick leave, or holidays, etc., and shall be paid only for hours that are actually worked. The maximum shift differential that can be paid for any hour worked is fifty cents per hour.

Shift differential pay is subject to the same payroll deductions and payroll charges as regular salary or wages, but it is not used in the calculation of benefit credits. The eligible staff member's supervisor is responsible for ensuring that the staff member's timesheet correctly reflects the appropriate time worked and notes the hours where the shift differential applies.

Special Circumstances: Staff members who are asked to come in during the evening, night, or on the weekend by a manager to work in a position that is normally eligible for a shift differential will receive the appropriate differential. Staff members who are asked by a manager to work over will also receive the differential if he or she works for one hour or more into the eligible shift differential period.

Emergencies declared by the Senior Emergency Response Group are governed by sections 138 and 414 of this handbook and such emergencies are not eligible for a shift differential, but are governed by the pay provisions of that policy.

413 PAY ADVANCES

Under rare circumstances, employees may receive an advance against future earnings in the form of emergency and vacation advances. All pay advances are taxable wages at the time of the advance. The following guidelines govern advances when they occur:

1. The employee must have an emergency situation or a financial need that cannot be met by other sources. Emergency situations do not include regular monthly expenses and are subject to the approval of the Payroll Manager.
2. Requests for advances may not exceed the net amount of the employee's next two paychecks.
3. The employee must authorize in writing that the advance will be paid back through a payroll deduction within a two-month period of time.
4. Vacation advances will be authorized for employees who will be on vacation during the week of a scheduled payday. A vacation advance is limited to the amount of net pay the employee would receive on the scheduled payday. Vacation advances must be paid back on the regular scheduled payday. Such requests must be submitted to the Payroll Manager at least one week prior to departing for vacation. Employees are encouraged to plan for their vacations and enroll in direct deposit in order to have access to their paycheck while away from campus.
5. All emergency and vacation requests require the approval of the Payroll Manager.
6. Employees who have outstanding debts to the College are not eligible to receive a pay advance.
7. Due to the rare nature of such advances, only one advance (regardless of the kind of advance) is granted in a fiscal year.

Requests for advances that are larger than two months salary, requests to pay back advances over a longer period of time, or more than one request in a fiscal year, must have the approval of the appropriate vice president or dean, as well as the approval of the Vice President for Asset Management and Treasurer. Such requests should be submitted to the Payroll Manager before being submitted to the appropriate vice president or dean.

414 PAY FOR COLLEGE EMERGENCIES (including Weather Emergencies)

The excerpts below are taken from the *College Emergency Procedures and Policies* (also known as the *Senior Emergency Response Group Policy*) and govern pay for weather emergencies only. For more information on this policy, please refer to section 109 of this handbook.

When Bates College declares a weather emergency, only "essential" personnel should report for work as scheduled. Employees not asked to report to work (except temporary employees) will receive their regular pay. If an employee is on vacation or sick leave during a declared weather emergency (and College offices are closed), the day(s) of emergency will be added to the employee's vacation or sick leave balance.

Regular **nonexempt** employees who are required to work during a weather emergency will receive pay at 2 1/2 times the straight time rate of pay. This is figured by adding 1 1/2 times pay (the overtime rate) and an added 1 time (straight-time) pay to make allowance for the excused time pay received by other nonexempt employees during the emergency.

Temporary employees may be required to report for work during weather emergencies if they are declared essential. Temporary employees who work during the weather emergency will be receive time-and-one-half pay for hours worked, in accordance with the normal pay policies and practices of the College.

If Bates does not declare that College offices are closed as a result of a weather emergency, weather conditions nevertheless may cause employees to be concerned about traveling to and from work depending on the distance of travel, the hazards of driving, or other subjective factors. In such cases, the employees will have to make their own judgments about whether to stay home or to leave work early. An employee's decision, based on individual circumstances, will be respected when shared with his or her supervisor. If an employee chooses not to travel or decides to leave work early because of concerns about the weather, he or she may use accumulated vacation time, make up the time on other days within the same **work week** (or its practical equivalent) if approved by the supervisor; or take leave without pay.

415 PAY WHILE ON LEAVE (Unpaid Leave, Workers' Compensation, Short-Term Disability, etc.)

This section provides information in addition to polices in section 300 of this handbook which governs leaves and benefits. This section also provides detailed information about pay administration with regard to leaves.

415.1 Unpaid Leave – Typically, when on an approved unpaid leave, employees will not receive any pay or benefits from Bates College. Furthermore, employees will not accrue vacation or sick leave or receive any benefits that are reserved for active employees.

During the period of unpaid leave, all benefits are suspended, except that the employee may elect to continue participating in the College's flexible benefits program by assuming the entire cost of his or her participation. The employee may elect to remain on certain benefits by paying the individual's and the employer's share of costs, where appropriate for the benefit elections that the employee has chosen.

Depending upon the circumstances that have necessitated an unpaid leave, and in accordance with federal regulations governing benefit elections, an employee may be able to change his or her benefit elections during this period of time. For more information please refer to section 304 Life Status Changes or call the Human Resources Department.

415.2 Short-Term Disability (STD) – In accordance with the Bates College STD program noted in section 317 of this handbook, the College pays 75% of a staff member's base salary after a 30 calendar day elimination period of STD Leave.

During a period of STD, employees do not accrue vacation or sick leave, but the employee's benefits continue at the normal rate. For more information on matters pertaining to Short-Term Disability, please refer to section 317 of this handbook.

415.3 Workers' Compensation – In accordance with the state laws that govern this program, employees are provided with 80% of their average after tax weekly compensation after a seven day or 56 hour elimination period.

During a period of Workers' Compensation, employees do not accrue vacation or sick leave, nor earn pension benefits. Employees receiving Workers' Compensation benefits do however continue on the College's health insurance and life insurance plans if enrolled in these plans prior to becoming eligible for Worker's Compensation benefits.

For more information on matters pertaining to Workers' Compensation, please refer to section 341 of this handbook.

416 COMPENSATORY TIME AND SCHEDULE CHANGES

As a private employer, Bates College cannot offer compensatory time. Nonexempt staff members must be paid for time worked when it is worked in accordance with governing federal and state laws. Compensatory time is allowed by law only for public sector employees.

However, staff members and their supervisors may use a flexible scheduling arrangement for the rare occasions when work demands are not of a routine nature. These flexible arrangements allow changes in time worked during a calendar week. An example under this arrangement, the staff member might work two days of ten hours, two days of eight hours, and one day of four hours for a total of 40 hours worked that week. Any hours worked in excess of 40 hours in one week for a nonexempt employee must be paid as overtime.

For exempt employees, and in accordance with section 227 of this handbook, there is an expectation that full-time exempt employees work at least 40 hours per week. Variations in time worked should be arranged by agreement and approval of the individual exempt staff member and his or her supervisor. However, any extended or permanent change in the arrangement that results in less than an average of 40 hours per week worked will require approval of the appropriate vice president or dean and/or the President.

417 VACATION LEAVE PAY OUT

Any staff member terminating employment, who has worked at the College for at least 6 months, is entitled to all accumulated and unused vacation pay. This vacation pay will be included in a final check that will normally be paid in the pay period following the staff member's last day of work, provided that the staff member has completed exit processing according to section 237 of this handbook. For more information on vacation leave accrual, please refer to section 307 of this handbook.

418 LAST PAYCHECK

The employee's last check for vacation leave pay out, will be paid on the nearest pay period to the resignation or departure notice. Before an employee receives their last check, he or she must complete appropriate exit processing as noted in section 237 of this handbook.

Employees must return all College property on or before their last day of work. As appropriate with applicable laws, Bates College may withhold from the employee's final paycheck the cost of any items that are not returned when required. Bates College may also take all action deemed appropriate to recover or protect its property as well as withhold any indebtedness to the College.

The employee's last check will not be released until both the employee and the employee's supervisor have completed their portion of the *Bates College Termination Procedure Checklist*. Among other items, this checklist ensures that the employee has completed all of his or her exit processing and confirms that the employee has returned all Bates College property. Employees are asked to ensure that their supervisor has verified that all of their appropriate exit processing has been completed. Giving appropriate attention to the *Bates College Termination Procedure Checklist* will ensure that the employee receives his or her last paycheck in a timely manner.

PAY AND SALARY ADMINISTRATION (FOR STAFF MEMBERS)

419 SALARY ADMINISTRATION

The goals of the salary administration program at Bates College are to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market(s). Bates College recognizes that recruiting and retaining talented staff members is critical to the College's success. It is, therefore, committed to paying staff members equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated staff members in like organizations. Generally, the compensation for positions at Bates College is determined by several factors, including job analysis and evaluation (Job Classification), the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers.

To facilitate the goals identified above, Bates College will attempt to classify positions appropriately and to attach appropriate market-based salary ranges to each position. Refer to section 210 Job Descriptions and Job Classification for more information. Market wages will be determined by the Human Resources Department using recent salary survey data from reputable sources. Generally, Administrative personnel will be compared to appropriate national markets, professional positions will be compared to regional markets and support staff positions will be compared to local and state markets. Salary ranges will be adjusted every 2 to 4 years to reflect changes in the economy and marketplace.

Bates College will periodically review its salary administration program and restructure it as necessary to achieve the aforementioned goals. All pay and salary actions are reviewed within the context of the overall compensation goals of the College which are designed to support the mission and goals of the College.

The Human Resources Department is available to answer specific questions about the salary administration program. Staff members who have particular questions about their pay should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices.

420 POSITION SALARY RANGES

Consistent with the Pay Equity process started in 1997, the College generally establishes a salary range for staff positions within a 40% salary range band. Minimum salaries are established as 20% below the market median/average wages and maximum salaries are established at 20% above the market median/average wages for each position. Individual faculty and staff salaries are confidential and are not published.

421 STARTING SALARY RANGES

Starting salaries for staff positions are usually the minimum or near the lower end of the salary range. Starting salaries shall also take into consideration internal equity. Internal equity is the potential starting salary of a candidate as compared to current Bates staff members. An aim of the College's compensation practices is to ensure the wages of current and new staff members are equitable with consideration to the qualifications and experiences of each. Nonetheless, individual staff member salaries are confidential and are not published.

Starting salaries for *positions* are established after a classification evaluation has occurred and before the recruiting process has begun. Requests for a starting salary for an exceptionally qualified candidate that is outside of the established starting range for the position are requested in writing by the hiring manager with proper justification to the Director of Human Resources. The request will be reviewed by the Director of Human Resources who will comment on the relative merit of the request in comparison to appropriate market data, internal equity considerations, departmental and College needs, and other dynamic considerations related to recruiting and employment at that time. After this review, the request is forwarded to the Vice President for Asset Management and Treasurer for action.

422 ANNUAL SALARY INCREASES

Annual salary increases, when authorized, will be based upon the recommendation of each department head. Each recommendation for annual increases will be forwarded to and reviewed by the appropriate vice president or dean. Final approval of each salary recommendation is made by the President. Salary increases, when granted, will become effective on July 1st each year for staff members, and on August 1st for faculty members.

423 OTHER PAY- OR POSITION-RELATED CHANGES

Generally, changes to pay, employment status, or benefits occur at the beginning of each fiscal year. Exceptions to this policy must include justification as to the compelling reasons for making a change outside of the timeframe and cycle of other College pay related matters. All other pay-related changes are governed by the following protocol:

1. Changes to the pay of any staff member must be requested in writing by the department head, director, or other official who has budget authority.

2. This request shall be submitted to the appropriate vice president or dean.
3. After the approval of the appropriate vice president or dean, the request should be submitted to the Vice President for Asset Management and Treasurer via the Director of Human Resources.
4. The Director of Human Resources will comment on the request with consideration as to the relative advantages or disadvantages of the request in context with other College pay-related practices, in comparison to internal equity issues, and in consideration of the overall compensation goals of the College.
5. The request is submitted to the Vice President for Asset Management and Treasurer for review and action.

424 INTERNATIONAL EMPLOYEES AND THE IMMIGRATION REFORM AND CONTROL ACT OF 1986

In accordance with the Immigration Reform and Control Act of 1986, it is Bates College policy to hire only those individuals who are authorized to work in the United States. Pursuant to this law, all individuals who are offered employment will be required to submit documentary proof of their identity and employment authorization. Employees will be required to complete, and sign under oath, Immigration and Naturalization Form I-9. This form requires candidates for employment to attest that they are authorized to work on the job for which he or she may be hired and that the documents submitted are genuine. In addition to requiring all off campus applicants hired for employment to comply with this law, it will also apply to on campus applicants who are offered and accept employment in which there is a status change, i.e. temporary part-time to regular part-time to regular full-time.

If an individual is authorized to work in this country for a limited period of time, before the expiration of that period, he or she will be required to submit proof of employment authorization and sign another Form I-9 in order to remain employed. Bates College will not discriminate based upon national origin and citizenship.

424.1 INTERNATIONAL STUDENTS - According to the federal guideline established by the Immigration and Naturalization Service, an international student *cannot* work more than 20 hours a week while classes are in session. It is both the student's and the supervisor's responsibility to comply with this federal guideline. International students must first come to the Student Employment Office to fill out necessary paper work before they can apply for any jobs. The payroll department will determine if a student is subject to any tax treaties that may exempt them from tax payments.

424.2 INTERNATIONAL STAFF - International staff are required to come to the Payroll Department to determine their tax status. The Payroll department will require a copy of the employee's visa, their Form IAP-66 if on a J-1 visa or Form I-20 if on an F-1 visa, their social security card (if you need to apply for one, the Payroll Department can assist in this process), their offer letter or contract.

424.3 TN VISAS FOR CANADIAN AND MEXICAN PROFESSIONALS - TN is a temporary, nonimmigrant status available on a yearly basis for Canadian or Mexican citizens only. TN status is employer-specific and must be for professions, which are listed by INS as being eligible for this status. TN dependents are classified as "TD" and are not eligible for employment. The procedures for Canadian citizens and Mexican citizens to obtain TN status are quite different. Canadian citizens are not issued visa stamps and instead are admitted to the United States in TN status when they present appropriate documentation to INS inspectors at the point of entry. Their TN status is then noted on Form I-94. For Mexicans, the employer must send documentation to the DOL and INS for approval in advance. Mexican citizens must then obtain TN visa stamps before being admitted to the United States with the TN notation on Form I-94.

**SAMPLE PAYCHECK
PAY APPENDIX 1**

Employee Name	Employee ID	Social Security Number	Pay Period Begin	Pay Period End	Check Date	Check Number
Bates, Norman	000000406	123456789	04/09/00	4/22/00	4/27/00	123458

This Pay Period			Year To Date			Tax Information			
Gross Earnings	Total Deductions	Net Pay	Gross Earnings	Total Deductions	Net Pay	State Tax Filing Status	Extra State Withholding	Federal Tax Filing Status	Extra Federal Withholding
1114.68	342.16	772.52	9967.85	3060.21	6907.64	M3	5.00	M4	10.00

Sick and Vacation			Direct Deposit Information				
Hours Accrued	Hours Available		Bank	Peoples Heritage	Peoples Heritage	Fleet Bank	Total Direct Deposit
Vacation	6	96	Account Type	Savings	Checking	Savings	
Sick	2	20	Amount	100.00	250.00	422.52	772.52

Earnings					Deductions				
Description	Hours	Rate	Amount This Check	Amount Year to Date	Description	Your Cost This Check	Your Amount Year To Date	Employer Cost This Check	Employer Cost Year to Date
Regular	80	10.00	800.00	7200.00	Health HMO	90.25	812.25	335.34	1341.36
Overtime	20	15.00	300.00	2700.00	Life-Bas	0.35	3.15		
Dental Credit	1	7.69	7.69	32.90	LTD	6.58	32.90		
Life & AD&D Credit	1	0.41	0.41	2.05	AD&D Emp	0.06	0.54		
LTD Credit	1	6.58	6.58	32.90	Sup AD&D	0.18	1.62		
					AD&D Chi	0.15	1.35		
					AD&D Sps	0.15	1.35		
					Dep Care	4.16	37.44		
					Dep Subs	0.00	0.00	104.00	416.00
					HC Reimb	10.00	90.00		
Total			1114.68	9967.85	GSRA %	110.00	990.00		
Bulletin					1% Match	0.00	0.00	11.00	99.00
					Pension	0.00	0.00	67.00	603.00
					Rowe Fund	0.00	0.00	3265.00	3265.00
					SS FICA	62.14	559.26	62.14	559.26
					SS Med	14.53	130.77	14.53	130.78
					Me Tax	16.73	159.82		
					Fed Tax	26.88	239.76		
					Total	342.16	3060.21	3859.01	6414.40

YOUR CHECK/DIRECT DEPOSIT NOTICE WOULD BE HERE

**PAY STATEMENT DEDUCTION CODES
APPENDIX 2**

CODE	DESCRIPTION	CODE	DESCRIPTION
ABB	Pre-tax Basic AD&D - Biweekly	FIM	FICA Medicare Tax
ABM	Pre-tax Basic AD&D - Monthly	FIT	Federal Withholding Tax
ADB	AD&D Child Biweekly	GRC	Garnishments-Court Ordered
ADC	Computer Purchase	GRD	Garnishments-DHS
ADK	AD&D Child Monthly	GRI	Garnishments-IRS
ADN	AD&D Spouse Biweekly	GRO	Garnishment-Others
ADO	Advance Other	GRT	Garnishment-Tuition
ADP	Advance Personal Account	HAB	Health Taxable - Biweekly
ADS	Advance Student	HAM	Health Taxable - Monthly
ADV	Vacation Advance	HB1	Health Insurance - HMO Biweekly Full Time
ADX	AD&D Spouse Monthly	HB2	Health Insurance - HMO Biweekly 1/2 Time
AFB	AD&D Family Biweekly	HB3	Health Insurance - HMO Biweekly 3/4 Time
AFM	AD&D Family Monthly	HCD	Health Care Reimbursement Account Deduction
ASB	Supplemental AD&D – Biweekly	HM1	Health Insurance - HMO Monthly Full Time
ASM	Supplemental AD&D - Monthly	HM2	Health Insurance - HMO Monthly 1/2 Time
AUT	Personal Use of Company Vehicle	HM3	Health Insurance - HMO Monthly 3/4 Time
DAD	Dependent AD&D	HME	Health Married Employees
DCD	Dependent Care Deduction	HMS	Health Unusual - Pre-taxed
DCS	Dependent Care Subsidy	HOP	Health Insurance Opt Out
DEV	Bates Contribution	LBB	Pre-tax Basic Life Insurance - Biweekly
DL	Dependent Life Insurance Taxable	LBM	Pre-tax Basic Life Insurance – Monthly
EIC	Earned Income Credit	LSB	Supplemental Life Insurance - Biweekly
EOU	Employee A/R Not Paid - Taxable	LSM	Supplemental Life Insurance - Monthly
F15	International Tax	LTB	Long Term Disability Biweekly
FIC	FICA Social Security Tax	LTM	Long Term Disability Monthly

MSC	Miscellaneous
PB1	Health Insurance - POS Biweekly Full Time
PB2	Health Insurance - POS Bi-Weekly 1/2 Time
PB3	Health Insurance - POS Bi-Weekly 3/4 Time
PCC	Personal Use of Company Car
PEM	1% Matching Match 403(b)
PEN	Pension
PM1	Health Insurance - POS Monthly Full Time
PM2	Health Insurance - POS Monthly 1/2 Time
PM3	Health Insurance - POS Monthly 3/4 Time
PN1	College Pension Plan 401A
PN2	College Pension Plan 401A2
REF	Money Owed
RNT	Rent
ROW	Rowe Fund
SCG	Senior Class Gifts
SDP	Security Deposit
SHO	Show Allowance
SIT	Maine State Tax
SRF	Group Supplemental Retirement Account - Fixed
SRP	Group Supplemental Retirement Account - Percent
TSF	Tax Sheltered Annuity (403B) - Fixed
TSP	Tax Sheltered Annuity (403B) - Percent
UCC	Community Health Charities of Maine
ULA	L/A Arts Annual Giving
UMS	Maine Share
UW	United Way