

SECTION 3: WAGE AND HOUR INFORMATION

CLASSIFICATION OF EMPLOYMENT

According to the Fair Labor Standards Act, the following employment classifications are used throughout this handbook for purposes of salary administration and eligibility for various employee benefits:

Exempt Employee: an employee who is exempt from the overtime provisions of the Fair Labor Standards Act of 1939, 29 USC, and paragraph 201 et seq., as amended.

Non-Exempt Employee: an employee whose work is subject to the overtime provisions of the FLSA of 1939. Overtime for non-exempt employees is paid at the rate of one and one-half times the employee's normal hourly rate. Specific unions may dictate other overtime rates.

Regular Full-Time Employee: An employee who works on a full-time basis, normally defined as a 40-hour work week for an undefined or defined period of time.

Regular Part-Time Employee: An employee who works less than 40 hours per week for an undefined period of time.

Temporary Employee: An employee who is hired either on a full-time or part-time basis to work for a definite, specified period of time. Such employees are usually employed for less than six months.

WORKING HOURS

Normal office hours are 8:00 A.M. to 4:30 P.M., Monday through Friday. However, some offices work different schedules based on the department and student needs. Breaks are determined by union contracts or your supervisor. Non-teaching staff are granted a one-half hour, unpaid lunch period during the academic year. Faculty hours are determined by their class schedule and their office hours.

Beginning the first week after graduation and ending the week the faculty return in August, Summer Flex Hours may be scheduled in offices according to business needs. Specific information regarding Summer Flex Hours is provided by the Director, Human Resources.

ABSENCES

When you are going to be absent for any reason, you must notify your supervisor as soon as possible by speaking to her/him personally. Voice mail will allow you to call the campus at any time, day or evening and leave a message for your supervisor. However, a follow-up call must be made to speak directly to your supervisor.

Your job is important and we must make arrangements to handle your work load or teaching load so we can continue to serve our students and staff. Therefore, it is important to contact your supervisor personally. Upon return to work, full-time employees are required to complete a "Request for Absence" form available in the Human Resource Center.

PAYROLL INFORMATION

Pay Days

Checks will be distributed to the employees on a bi-weekly basis. If payday falls on a day when the College is officially scheduled to be closed, the payday shall be the preceding workday. Direct deposit information is available in the Payroll Department.

SURS (State Universities Retirement System)

All persons who are employed at the College are required to participate in the State Universities Retirement System (SURS). Currently, an 8% tax-sheltered deduction is taken from the employee's gross salary. Effective January, 1999, an additional post tax deduction of 0.5% will be made towards

the retiree health insurance plan. Only intermittent, irregular scheduled employees or student workers are not required to participate.

Federal and State Withholding Tax

Federal and state tax deductions are based on tax tables and the number of exemptions claimed by an employee on the W-4 forms. Should exemption status change, another W-4 form should be submitted to the Payroll Department. Employees must keep address information current by submitting an Address Change Notice to the Human Resources Center.

Credit Union & Tax Sheltered Annuities

Employees may join the Prairie Trail Credit Union. Also, although the College does not endorse any one tax sheltered annuity program (TSA), an employee may elect to have a portion of his/her salary tax sheltered through a TSA of his/her choice.


Optional Deductions

Optional deductions include United Way, US Savings Bonds, Employee Scholarship Funds, and others. Please contact the Payroll Department for further information regarding deductions.

Garnishments of Wages

Garnishment of wages will be recognized by the Payroll Department, in accordance with the laws governing this procedure.

HOW TO READ YOUR PAY STUB

	JOLIET JUNIOR COLLEGE DISTRICT 525 PAYROLL CHECK	NO. 000000 DATE AMOUNT 01/01/2001 \$000.00
Employee Name Street Address City, State Zip		

JOLIET JUNIOR COLLEGE DISTRICT 525 JOLIET IL 60431

Employee Name 000000

PAYMENT DESCRIPTION	SALARY/ HOURLY RATE	HOURLY FACTOR	NO. OF HOURS	GROSS AMOUNT
SU-Support Staff Salary	0,000.00		80.0	0,000.00
15 - Overtime at 1.5	000.00		20.0	000.00
20 - Overtime at 2.0	00.00		4.0	00.00
EP - Extra Pay	000.00			000.00
TOTAL GROSS				0,000.00

TAXES/FICA	CURRENT	YEAR TO DATE	DEDUCTIONS RETIREMENT	CURRENT	YEAR TO DATE								
Fica - Medicare	00.00	000.00	State Univ Retirement	00.00	000.00								
Federal Income Tax	000.00	0000.00	Retiree Health Inc	0.00	00.00								
Illinois State Tax	00.00	000.00	Union Dues	0.00	00.00								
			Long Term Disability	0.00	00.00								
			FIRST FEDERAL BANK	0,000.00	Checking								
<i>Accrued Leave Days (sick, vacation, personal)</i> <table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">SICK</td> <td style="text-align: center;">VAC</td> <td style="text-align: center;">PER</td> </tr> <tr> <td style="text-align: center;">BAL</td> <td style="text-align: center;">00.0</td> <td style="text-align: center;">00.0</td> <td style="text-align: center;">0.0</td> </tr> </table>				SICK	VAC	PER	BAL	00.0	00.0	0.0			
	SICK	VAC	PER										
BAL	00.0	00.0	0.0										
TOTAL DEDUCTIONS				00.00	00,000.00								
EMPLOYEE NUMBER	FYR GROSS	CYR GROSS	CHECK SUMMARY	CHECK DATE	GROSS	DEDUCTIONS	NET						
0999999	\$00,000.00	\$00,000.00		01/01/2001	\$0,000.00	\$000.00	\$0,000.00						

Fiscal Year Gross Earnings *Calendar Year Gross Earnings*

Automatic Deposit to Checking

Mandatory Taxes

Voluntary Deduction

Earnings

Mandatory Deductions