

Compensation

The University annually reviews individual staff wages and salaries as well as its entire salary structure, and develops fiscal year

Compensation for Working Overtime—Salaried, Non-Exempt Employees

Non-exempt staff members may be compensated for overtime worked in the form of compensatory time or dollars.

Those employees whose normal work week is 40 hours per week will be paid overtime at the premium rate of time and one half for all hours in excess of 40. Those employees who work 37.5 hours will be paid overtime for all hours worked in excess of 37.5 per week.

Until a non-exempt staff member has accumulated 40 hours of compensatory time generated from working overtime, s/he will be free to choose between compensation in dollars or in compensatory time. All overtime worked will be compensated at the premium rate of time and one-half, whether payment is made in compensatory time or in dollars.

After 40 hours of compensatory time has been accumulated, the supervisor may either choose to pay for overtime in dollars or offer compensatory time in lieu of dollars. In every instance, though the supervisor may offer payment in compensatory time, the employee may always choose to be paid in dollars.

A maximum of 80 hours of compensatory time may be accumulated. After reaching 80 hours of compensatory time, the employee will be paid for any additional overtime worked in the form of dollars. As compensatory time is used by the employee and his/her accumulation drops below 80 hours, s/he will again be able to accumulate compensatory time. If the total accumulation of compensatory time drops below 40 hours, s/he will again be free to choose compensatory time rather than dollars.

Once compensatory time is earned, the employee should notify his/her supervisor at least two weeks in advance if s/he is planning to use more than two days of compensatory time, and at least 72 hours ahead if s/he is planning to use two days or less of compensatory time. Normally, the employee will be permitted to use accumulated time after making the request and giving such notice, provided that the compensatory time off does not unduly disrupt the operations of the department.

Upon separation of employment from the University, the employee with accumulated compensatory time must be paid for all unused compensatory time in dollars. Upon transfer to another college or department, the employee must be paid in dollars for accumulated compensatory time. The organization the employee is leaving will be responsible to make the cash payment.

Each college and department will be responsible for maintaining a record of an employee's consent to be paid in compensatory time rather than dollars and all hours worked must be recorded within the University's time records.

Compensation for Working Overtime—Exempt Employees

Typically, exempt employees are not entitled to compensation for overtime at either a premium rate or a straight-time rate. In instances where overtime becomes a frequent necessity, exempt employees may be granted compensatory time off on a one-for-one basis. To be compensated by payment in dollars rather than time off, prior approval of the Dean/Director and appropriate Vice-President/Provost must be obtained.

Call-Back with Less than 24-Hours' Notice—Non-Exempt Employees

Conditions for call-back occur when you are called back to the workplace for unscheduled work with fewer than 24 hours of notice. A non-exempt employee providing such service will be guaranteed a minimum of three hours of straight-time pay (or shall be paid at the overtime rate of one and a half [1.5] times their regular base rate of pay for all hours worked outside their scheduled shift, whichever is greater). If the on-call hours worked are contiguous to their scheduled shift, the equivalent of three hours of straight-time pay shall be in addition to their scheduled shift. The rate of pay will include the shift premium for those employees assigned on a regular or rotating basis to second or third shifts. If the employee is called back to work in an emergency and s/he does not come in and does not provide a justifiable reason for refusal to work, s/he may be subject to disciplinary action.

Call-back service should not be confused with policies referred to during a University closing for an emergency. (See [University Closings](#).)

Following are two illustrations of the kind of payment that can be expected for working during a call-back with less than 24-hours' notice.

Example 1:

A non-exempt employee earning \$10.00 per hour is called back to the workplace for unscheduled work with less than 24 hours of notice, and works 5 hours. In this case, the employee will receive 5 hours of additional pay at the overtime rate (one and one-half times their straight time rate of \$10.00, which equals \$15.00 per hour at the overtime rate), and will be paid a total of \$75.00 for these 5 hours. Or, the employee will be provided with compensatory time at 1½ times the overtime hours as defined under the overtime headings above. In this example, the employee would earn 7.5 hours of compensatory time (1½ times 5 hours worked).

Example 2:

A non-exempt employee earning \$10.00 per hour is called back to the workplace for unscheduled work with less than 24 hours of notice, and works 1 hour. In this case, the employee will receive three hours of pay at the normal straight time rate as guaranteed in this policy. S/he would be paid \$30.00 for the hour of work in this example.

Call-Back with Less than 24-Hours' Notice—Exempt Employees

For exempt employees recalled to service during an emergency, no additional dollar compensation will be paid. In some instances, compensatory time at the rate of time and one-half the hours worked will be provided. For example, an exempt employee working eight hours during an emergency outside his or her regular work time may be compensated with 12 hours off at a time to be determined with his or her supervisor.

Mileage

In an emergency when an employee is at home and is called in for unscheduled work which requires making an extra trip, mileage to and from work will be reimbursed. If in rendering on-call or emergency service, the time overlaps the beginning of the regular workday in which you would have been reporting for work, mileage will not be paid.

Supplemental Compensation and Outside Employment for Exempt Employees

Supplemental Compensation for Additional Work Performed within UVM

If you are an exempt employee in benefit group A or B, your salary is intended as compensation for all activities performed during the period of employment for, or in the name of, UVM. Sometimes, however, UVM provides opportunities and incentives to engage in activities beyond an employee's normal assignments.

Assignments for supplemental compensation require written approval of the dean/director and appropriate Vice President/Provost in advance. Such activities must not interfere with your regular responsibilities, including professional development, or be detrimental to your primary job assignment. Examples of assignments for which supplemental compensation may be paid include:

- evening division instruction

- instruction of in-house training sessions when the instruction is outside of normal job requirements

- participation in outreach activities

- short-term and specific consultation on a grant or to an administrative unit, provided the work is outside of normal job requirements

The total amount of supplemental compensation for a defined period of time received by a staff member in benefits group A or B should normally not exceed 20% of the base compensation of the staff member's regular position for the same period of time. The total supplementary service, inside and outside of the University, should not exceed the equivalent of one day per calendar week.

Second University Positions

If you are an exempt employee in benefit groups C-F, you will receive compensation for second positions at UVM commensurate with compensation normally paid for such positions. Compensation paid for work performed in second UVM positions will be paid as an extra payment if the second position is not a regular staff position (a regular staff position must either appear on the Position Status report or be an approved hourly position included in the wage budget of the support department).

Pay rates for second positions must be approved in advance by Human Resource Services.

Summer Positions

If you work an academic year or ten-month position, you will receive compensation for summer work based on the nature of the work performed during the summer period. Salary rates for summer positions must be determined in consultation with Human Resource Services.

Approval for Outside Professional Service

Teaching, research, and service are central to UVM's mission. Appropriate professional service outside the University can enrich academic programs and benefit a variety of public and private agencies and organizations. UVM acknowledges the value of your professional activities that render significant service to the public and at the same time contribute to your own competence as a professional.

In making decisions to engage in professional service or consulting outside UVM, with or without compensation, you must consider, first and foremost, the requirements of your total University commitments and responsibilities.

Exempt staff who wish to engage in outside professional services or consulting must have advanced