



# CITY OF SUFFOLK

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## ADDENDUM NO. 7

City of Suffolk  
RFP #15089-JS  
April 23, 2015

Purchasing Division  
442 Market Street, Room 1086  
Suffolk, VA 23434-5237  
Phone: (757) 514-7520 / Fax: (757) 514-7524  
<http://www.suffolkva.us/purchasing>

The Request for Proposal (RFP) for Employee Benefits has been amended as follows:

The following questions and answers are incorporated in this RFP:

Q1: Which tab in the binder are we to respond to the Scope of Services?

A1: Tab 1: The Scope of Services 4.0 (also referred to as the Statement of Need or "minimum service requirements") shall be restated and included along with your response acknowledging your understanding of the services required and specifically address each provision.

Q2: What does it mean by "minimum service requirements" in Tab 1 (page 18 of RFP)

A2: See response above.

Q3: On page 10 of the RFP it says to see "chart in Appendix 1" for alternative plans to bid. Would you direct me to the chart or furnish the exhibit to illustrate the costs for the alternative plans.

A3: Disregard/Delete: "proposed plan options (chart in Appendix 1)"

Q4: Please confirm whether or not the VLTD benefit amount plus any sick leave/salary payment can exceed 100% of the Pre-disability Earnings or if it's capped at 100%. Also, please obtain details on their sick leave plan. How many days due they get? How many can they carry? Can they provide the number of sick days available for those enrolled?

A4: Plan pays in addition to sick leave and salary continuance, there is no coordination or offset. There is a payment limit in no event will the LTD benefit plus deductible income plus work earnings exceed 100% of pre-disability earnings. See Appendix 23 "City of Suffolk Time and Attendance Policy". (Attached).

- Q5: Does Item B on page 15 of the RFP mean that there will be no update to the claims data provided and that stop/loss rates must be locked in based on the data provided to date?
- A5: Please indicate in Attachment C Price Quotation Exhibits Revised – Exhibit titled, “Reinsurance Medical and Pharmacy” under Sections: General, Caveats and Endorsements any and all terms, conditions, disclosures and qualification requirements necessary to finalize your proposal/quote including additional claims data.
- Q6: Can you provide the most recent invoice for voluntary LTD from National Insurance Services? Also, please provide the age bands with volumes and lives for each age band.
- A6: The City cannot provide this information.
- Q7: Is PERS offset in effect for this group?
- A7: PERS (Public Employer Retirement System or VRS) Deductible Income: Full Family SSI; workers comp; employer's retirement plan; disability payments under the employer's retirement plan; amounts under Jones's Act, Does not include salary continuation; sick leave or third party payers (auto etc).
- Q8: What are the current and requested commissions for this group?
- A8: Commissions are not included.
- Q9: Please confirm the LTD pre-ex exclusion. The RFP is saying it should be 12/12/24 but the pre-ex language doesn't dictate a 12 month treatment free period after the coverage effective date, it specifies a 12 month treatment free period prior to the coverage effective date, which would indicate a 12/24 pre-ex.
- A9: The policy states Pre-existing conditions means a sickness or injury for which you had receive medical treatment, consultation, care or services including diagnostic measures, or had taken prescribed drugs or medicines in the 12 months prior to your effective date of coverage.
- A pre-existing condition may be covered if you have not received treatment for the condition in the 12 months prior to the effective date of coverage.
  - A pre-existing condition may be covered after you have been insured under the policy for 24 continual months and have worked at least one full day after the end of the 24 month period.
- Q10: Can you please confirm only active employees are eligible for the voluntary LTD?
- A10: Confirmed.
- Q11: Please confirm the commission level to be quoted. Should this be net of commissions?
- A11: Net of commissions. No commission included.

Q12: Please confirm the inforce commission level. If any.

A12: Net of commissions, No commission included.

Q13: Please provide a rate history and enrolled lives history over the life of the experience.

A13: Rates have been guaranteed since January 1, 2011

Q14: Please identify any plan changes which have occurred in the last 5 years.

A14: VLTD? – None

Q15: Please provide a Long-Term Disability incurral exhibit showing earned premium and reserves by incurral period and paid claims by incurral and accounting period.

A15: See above

Q16: Please provide renewal rates for the vol. LTD.

A16: Rates have been firm since January 1, 2011. As part of the procurement process a renewal was not submitted.

Q17: Is the grid on page 71 a listing of the services currently provided by Healthways? If not, can we have a description of the current program Healthways offers?

A17: Healthways is a subcontractor for Anthem BCBS and is currently providing health risk assessment (HRA) services including an on-line portal, individual reporting to members who complete the HRA, aggregate reporting to the employer, and accepting physician fax-in forms with biometric screening information to be included with the individuals' HRA information and included in aggregate reporting. They also report to the City those employees who are participating in the health risk assessment and biometric screening activities for Wellness program credits.

Q18: The Vision experience is through December 2014. Is a more current experience available for the vision?

A18: Not at this time.

Q19: I have reviewed the Excel version of Appendix 21 which is the occupation list for LTD. I have combined this & the original census which was quite the lengthy process. There are 1140 ee's on the original census. There are 105 employees in Appendix 21 that are not on the original census. That is almost a 10% difference. Please obtain clarification from the group why there is such a big difference. In reality the group really needs to provide a complete & accurate census. I don't have experience or a bill to verify enrollment. I didn't request experience since they have less than 500 ee's electing VLTD per the original census.

A19: Appendix 21 that is referenced is not just an LTD census, it is the entire employee population census. In Addendum 3, Appendix 21 on page 2 it reads "appendix 21 active LTD census attached" but what is attached is not just the LTD census of employees, it is the full employee census. That is why his numbers are off. He should

look at the original benefit census provided with 1140 employees(324 of which are LTD) and then the LTD census with 324 people enrolled. This second census was provided because it had zip codes, but it is not only of the LTD employees it's all employees. The City is not sure if it can extract just the LTD enrolled from this census because it is a standard report.

Offerors are to submit one (1) printed original and six (6) printed copies and two (2) electronic versions of their proposal. CD or flashdrives are acceptable for the electronic versions of the proposal.


**Proposals sent by email or fax will not be accepted.**

**Contract Officer:**

  
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Jay Smigielski, Purchasing Agent,

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent, at [jsmigielski@suffolkva.us](mailto:jsmigielski@suffolkva.us) It is the Offeror's responsibility to ensure they have read all addendums and incorporated them in their proposal.

APPENDIX 23

 CITY OF SUFFOLK	ADMINISTRATIVE PERSONNEL POLICIES	Policy No.:
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	TIME AND ATTENDANCE POLICY	Date: 1/6/2015
		Supersedes: 1/01/2014

**I. Purpose:**

All employees are expected to maintain satisfactory attendance and report to work on time every day. Employee work hours and shifts, at a minimum, must enable the City to meet operational requirements. All payments to employees for time worked shall be in accordance with City policies and the Fair Labor Standards Act (FLSA). Timekeeping shall be uniform across the City in accordance with City policies and shall be maintained through KRONOS Workforce Timekeeper.

**II. Definitions:**

**Administrative leave** - leave that is used for the temporary removal of an employee from his or her job assignment.

**Annual leave** – leave granted under Section 66-279 of the Code of the City of Suffolk.

**Bereavement leave** – leave granted under Section 66-282, titled “Bereavement Leave”, of the Code of the City of Suffolk.

**Comments** – descriptive text that may be used in the KRONOS system to manage employee activity, communicate information between employees, supervisors, and payroll, and to track reasons for edits.

**Compensatory time** - time that may be credited to employees in lieu of overtime pay when they are required to work in excess of hours designated by the Fair Labor Standards Act regulations.

**Exceptions** – deviations from regularly scheduled work hours.

**Exempt employee** – a person who is exempt as defined by applicable law from the minimum wage and overtime requirements of the Fair Labor Standards Act.

**Family and Medical Leave Act** - the Family and Medical Leave Act of 1993, as amended.

**Holiday** - one of the official dates declared a holiday by the city consisting of a period of eight (8) hours\*. Holidays occurring on Saturday will be observed on the preceding Friday and holidays occurring on Sunday will be observed on the following Monday.

**Leave** - a specifically approved absence with or without pay of an employee for a period of time.


**Military leave** - leave granted under Section 66-283, titled “Military Leave,” of the Code of the City of Suffolk.

**Overtime** - defined by the Fair Labor Standards Act.

**Pay codes** – components of the KRONOS system used to distinguish paid working time from other types of paid leave or unpaid leave.

**Pay period** – an employee’s normal pay cycle that has a starting date and time and ending date and time.

**Personal leave** – leave granted under Section 66-281, titled “Personal Leave, ” of the Code of the City of Suffolk.

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***Paid Time Off (PTO)*** - means leave granted to full time employees hired on or after January 1, 2014 or those employees that have moved to the Virginia Retirement System's hybrid plan.

***Recognition leave*** – leave that may be granted by the City in acknowledgement for special service or contributions that must be preapproved by an employee's Department Director, is not cumulative, and has an identified expiration date.

***Schedule*** – the assigned pattern of work hours during a designated work period that an employee is expected to work.

***Short term disability*** – A short term disability is an illness, injury or other condition, such as surgery, pregnancy, complications from pregnancy or a catastrophic or major chronic condition, that prevents you from performing the full duties of your job.

***Sick leave*** - leave granted under Section 66-280 of the Code of the City of Suffolk.

***Timecard*** – a display of all hours worked by an employee in a given work period.

***Workday*** - any one day during which an employee is scheduled to work.

***Work hours*** – the number of hours an employee works in a day, week, or year. The official hours of work for all city employees shall be set by the city manager by administrative policy and shall be in accordance with the rules and regulations of the Fair Labor Standards Act.

***Work period*** – the designated work period for all city employees, except sworn police and fire suppression personnel, shall be seven (7) consecutive days beginning at 12:01 a.m. Sunday through 12:00 midnight Saturday. The designated work period for all sworn police personnel shall be fourteen (14) consecutive days. The designated work period for all fire suppression personnel that are assigned to twenty four (24) hour shifts shall be twenty one (21) consecutive days.

## **II. Policy:**


It is the policy of the City of Suffolk to track and approve all employee work time and leave time. The City has the right to require employees with poor attendance history to provide a doctor's certificate justifying absences due to illness or injury.

### **Administration of Employee Leave**

#### **A. Administrative Leave With Pay**

Administrative leave is used for the temporary removal of an employee from his or her job assignment with pay. While on administrative leave, an employee shall be available to the city during normal business hours and shall cooperate with the city during any investigation. Inaccessibility to the city during administrative leave or failure to cooperate with the city for the completion of an investigation may be grounds for disciplinary action, up to and including termination.

The department of human resources or any department director, with the approval of the director of human resources, may place an employee on administrative leave for a period of time when the director of human resources determines the following conditions exist:

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1. The continued presence of the employee on city property may constitute a substantial interference with the orderly functioning of the city; or
2. There is a need to initiate and complete an investigation of an alleged violation of law or city policy by the employee; or
3. Actions have been directed toward the employee by another person that affect or potentially affect the employee's well-being or another employee's well-being and such actions require resolution.

**B. Administrative Leave Without Pay**

*See Arrest and Conviction Policy*

While on administrative leave, an employee shall be available to the city during normal business hours and shall cooperate with the city during any investigation. Inaccessibility to the city during administrative leave or failure to cooperate with the city for the completion of an investigation may be grounds for disciplinary action, up to and including termination.


Administrative leave is not a form of disciplinary action.

**C. Annual Leave**

Annual leave with pay shall be earned by all full-time employees in the Virginia Retirement System's Plan 1 and Plan 2 other than fire suppression personnel. The Schedule is set forth below:

**ANNUAL LEAVE - FULL-TIME EMPLOYEES**

Months of Service	Hours Earned per Month	Hours Earned per Year	Maximum Accumulation
1-59	8	96	192
60-119	10	120	240
120-179	12	144	288
180-239	14	168	336
240 and over	16	192	384

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The annual leave schedule for full-time fire suppression personnel in the Virginia Retirement System's Plan 1 and Plan 2 is set forth below:

**ANNUAL LEAVE - FIRE SUPPRESSION PERSONNEL**

Months of Service	Hours Earned per Year	Maximum Accumulation
1-59	144	288
60-119	180	360
120-179	216	432
180-239	276	552
240 and over	288	576

**D. Paid Time Off Leave**

Paid time off leave shall be granted to full time employees hired on or after January 1, 2014 (Public Safety employees which are covered under enhanced VRS benefits are exempt) that are in the Virginia Retirement System's Hybrid Plan or those employees that have moved to the Virginia Retirement System's hybrid plan. For physician verified illnesses, when Paid Time Off credits are inadequate to cover absences caused by the employee's illness, the time lost will be charged first to the compensatory time, if any; next to Paid Time Off, if any; and last to leave without pay. The schedule is set forth below:


**Paid Time Off (PTO)**

Months of Service	Hours Earned per Month	Hours Earned per Year	Maximum Accumulation
1-59	10	120	120
60-119	12	144	144
120-179	14	168	168
180 and over	16	192	192

For VRS Plan 1 or Plan 2 employees who have chosen to opt into the Virginia Retirement System's Hybrid Plan or are moving from a Part Time position to a full time position, any accrued sick leave will be forfeited on the date they become active in the Hybrid Plan. At this time, all annual leave will be transferred to PTO on an hour to hour basis up to the allowable Maximum Accumulation limit.

Upon leaving the city's service, an employee is entitled to be paid at his current rate of pay for all accrued PTO. In the event of death, the employee's estate shall be entitled to payment for any unused PTO leave balances.



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**E. Short Term Disability Benefits**

Short Term Disability Benefits are granted to full time employees hired on or after January 1, 2014 (Public Safety employees which are covered under enhanced VRS benefits are exempt) that are in the Virginia Retirement System's Hybrid Plan or those employees that have moved to the Virginia Retirement System's hybrid plan after 12 months of service. The maximum short-term disability period is 125 workdays. The 125-workday period is based on a Monday-through-Friday workweek and includes paid holidays. If an employee is still disabled after 125 workdays, he or she may be placed on long-term disability.

Short-term disability begins after seven calendar days from the first day of the disability. During the seven calendar day waiting period, employees may use PTO, personal leave, or other eligible leave to cover the absence from work with the approval of their supervisor. Employees may also use eligible leave to offset a reduction in income replacement when using short term disability, which may not exceed 100% income replacement.

**Short Term Disability Benefits for PTO Employees**


<b>Months of Continuous Service</b>	<b>Workdays of Income (Replacement at 100%)</b>	<b>Workdays of Income (Replacement at 80%)</b>	<b>Workdays of Income (Replacement at 60%)</b>
Less than 12	0	0	0
13-59	0	0	125
60-119	25	25	75
120-179	25	50	50
180 or more	25	75	25

**F. Bereavement Leave**

Bereavement leave is limited to twenty four (24) hours.

**G. Court Leave/Jury Duty**

When an employee has been granted leave for court and is excused by proper court authority, the employee shall report back to the employee's place of duty unless the employee is summoned and appears for jury duty for four or more hours, including travel time, in one day and is scheduled to start his or her work shift at or after 5:00 p.m. on the day of the appearance for jury duty or before 3:00 a.m. on the day following the day of the appearance for jury duty. Pay received during the period of court leave shall be endorsed to the city and submitted in whole to his or her department director.

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**H. Family and Medical Leave**

In accordance with the Family and Medical Leave Act (FMLA), eligible employees may use paid leave or request up to 12 weeks of unpaid leave, or any combination of paid and unpaid leave, because of the birth of a child or the placement of a child for adoption or foster care; to care for a parent, spouse, or child with serious health conditions; because of employees' own serious health conditions; or because employees' circumstances (as defined by the federal Department of Labor) qualify for leave due to a spouse, child, or parent being called up for or on active duty in the Armed Forces. Employees also are eligible for up to 26 weeks of unpaid leave to care for a servicemember who is a spouse, child, parent, or next of kin and becomes seriously ill or injured while serving in the Armed Forces. Absences or instances of lateness covered by employees' use of approved FMLA leave are not considered grounds for disciplinary action. For detailed information about FMLA, contact the Human Resources Department.

*In the event an employee is absent for three consecutive working days for any of the above FMLA-related reasons, the employee's department must inform the Human Resources Department.*

**I. Holidays**

All regular full-time-employees shall receive time off, holiday compensatory time or regular pay for recognized state holidays. Each year, the city manager shall prepare a holiday calendar for observance by city employees, allowing city employees the same holiday schedule as employees of the state. The holiday calendar will be effective January 1 through December 31 of each year. The observance of holidays may vary for general employees and shift employees. In order for an employee to receive payment for a holiday, he must work the last regularly scheduled workday before and the first regularly scheduled workday after the holiday, or be on approved absence with pay. Whenever possible, department directors shall make every effort to arrange working schedules to permit time off for holidays. For more information, please reference the City's Holiday Pay Policy.

**J. Leave Without Pay**

Employees shall not be entitled to leave without pay except in accordance with the Family and Medical Leave Act or Uniformed Services Employment and Reemployment Act of 1994. The city may permit an employee to take time off from work without pay. Requests for such leave will be granted by the city manager at the city manager's discretion, unless pre-arranged and approved by the Department of Human Resources prior to an employee's first day of employment.

**K. Military Leave**


Any employee who is or may become a member of any reserve component of the armed forces of the United States shall be entitled to a leave of absence from his respective duty without loss of time, regular leave, vacation, impairment of employee evaluation, or any other rights or benefits to which he is otherwise entitled, for all periods of military service during which he is engaged in the performance of duty or training in the service of the state or the United States, under competent orders. A full-time employee while on such leave shall be paid his salary or compensation for a period not exceeding fifteen (15) workdays in any one federal fiscal year.

**L. Personal Leave**

All regular full-time employees shall be granted twenty four (24) hours personal leave in each calendar year. Personal leave must be preapproved and is not cumulative.

**M. Recognition Leave**

Recognition leave may be awarded to an employee in the form of a set number of hours to be used by an identified expiration date. Recognition leave must be preapproved by an employee's Department Director and is not cumulative.

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**N. Sick Leave**

Sick leave with pay shall be earned by all full time city employees in Virginia Retirement Systems Plan 1 or plan 2, and all part-time employees other than seasonal and temporary employees. Full-time employees shall earn sick leave at the rate of eight (8) hours for each month of continuous service. Regular part-time employees shall earn sick leave at a rate of four (4) hours for each month of continuous service. Fire suppression personnel shall earn sick leave at a rate of sixteen hours for each month of continuous service. For members of the department of fire and rescue assigned to fire suppression duty absent from regularly scheduled duty on account of sickness, sick leave shall be charged at the rate of sixteen (16) hours for each 24-hour shift missed.

Sick leave may be accrued without limitation but shall not be compensated for upon separation from the city's service; except when the separation is due to retirement or death.

For physician verified illnesses, when sick leave credits are inadequate to cover absence caused by the employee's illness, the time lost will be charged first to the compensatory time, if any; next to annual leave, if any; and last to leave without pay.

**O. Unapproved Absence**

All absences must be approved by an employee's supervisor. In the event an employee is absent for three consecutive working days, without approval from his/her supervisor, the employee is deemed to have abandoned his/her job and to have resigned. Excessive absenteeism may result in disciplinary action up to and including termination.

**Administration of Working Time**

**A. Meal Periods**

The City has the authority to schedule employees' meal periods to provide for the continuity of operations as well as appropriate rest time for employees.

**1. Meal Periods**

Employee meal periods shall be established on or before an employees' first day of work. Each employee shall be notified of their assignment to a meal period.


In general, meal periods are unpaid work time, with the exception of sworn police and fire personnel. When employees take their meal period, they are relieved of all work duties during that time. Nonexempt employees, unless otherwise advised/directed, must clock out when they take such meal periods and clock in when they resume work.

*Each employee's department must assign every employee to a meal deduction group of 30 minutes, 45 minutes, or 1 hour in the KRONOS system based on their meal period assignment, which will result in an automatic deduction of this meal period from the employee's work hours. If the employee will be clocking in and out for every meal break, the employee's department must assign them to the "No Meal Deduction" group.*

**B. Recording of Hours Worked**

All non-exempt employees are required to clock in and out of the KRONOS system at the start and end of their shift and at the start and end of their meal period, unless setup under an automatic meal break deduction.

Different types of employees may use different methods of inputting time into the KRONOS system. Some groups may be able to use multiple methods. Non-Exempt employees may be set-up to use the KRONOS 4500 Touch ID biometric time clock

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device and/or computer web-based access.

Exempt employees shall use the computer KRONOS web-based access to enter only exceptions to their scheduled work hours.

If an employee encounters difficulty in using the KRONOS system, he/she shall notify his/her supervisor for assistance.

There is a grace period configured in the KRONOS system that determines whether an employee's start time and/or end time will move backward to the previous round increment or forward to the next round increment (round up or round down).

**1. Clocking In Early**

If an employee clocks in up to 15 minutes earlier than his/her scheduled start time, his/her time will be rounded up to the scheduled start time of his/her schedule.

**2. Clocking In Late**

If an employee clocks in up to 7 minutes later than his/her scheduled start time, his/her time will be rounded down to the scheduled start time of his/her schedule. **Note: the actual time will be recorded for the clocking in, therefore, the employee may still be considered late if clocking in later than his/her scheduled start time.**

**3. Clocking Out Early**

If an employee clocks out up to 7 minutes earlier than his/her scheduled end time, his/her time will be rounded up to the scheduled end time of his/her schedule. **Note: the actual time will be recorded for the clocking out, therefore, the employee may still be considered as clocking out earlier than his/her scheduled end time.**

**4. Clocking Out Late**

If an employee clocks out up to 7 minutes later than his/her scheduled end time, his/her time will be rounded up to the scheduled end time of his/her schedule. **Note: the actual time will be recorded for the clocking out, therefore, the employee may still be considered as clocking out later than his/her scheduled end time.**


**5. Travel and/or Training**

If an employee is assigned to off-site training or is otherwise unable to clock in to the KRONOS system, the employee must inform his/her supervisor so that the employee's work hours may be manually entered into the employee's timecard.

**C. Schedules**

The City shall set the schedule for each employee's work hours during their designated work period. Each employee may view his/her work schedule in the KRONOS system. Each supervisor may view the work schedule of his/her assigned employees in the KRONOS system.

*Each employee's department must enter the work schedule for each employee into the KRONOS system prior to his/her first day of employment. Any changes to an employee's assigned schedule must be maintained in the KRONOS system by the employee's department.*

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**D. Approval of Time**

Each employee is required to approve his/her timecard in the KRONOS system on a weekly basis. Each supervisor is required to approve their employees' timecards in the KRONOS system on a weekly basis. Each department's timekeeper must approve their department's timecards once their department's supervisors have completed their weekly approval process. Once timecards have been approved by the necessary personnel, the payroll division of the Finance Department will perform final sign-off and processing of payroll.

**E. Review of Exceptions**

As part of their weekly approval process, each supervisor is required to review any exceptions, which are any deviations from regularly scheduled work hours, and ensure that each exception is allocated to a specific KRONOS pay code or noted with a comment and note in the KRONOS system. Pay Codes may be automatically added to an employee's timecard or, in some cases, must be manually added by the employee's department. Supervisors may attach and view comments in the KRONOS system on unscheduled punches in and out of the system, and time or pay code entries.

If a non-exempt employee fails to clock in or out of the KRONOS system, the supervisor must confirm the actual time of the beginning or end of the hours worked, as applicable. The supervisor must manually enter the beginning or end time that was missing into the KRONOS system.

**F. Recording and Approval of Overtime Hours**

Each city employee shall be assigned regular work duties and responsibilities which can normally be accomplished within the established time schedule. For non-exempt employees, hours physically worked over 40 in a 7 day work period shall be deemed "Unapproved Overtime" requiring an employee's overtime to be approved. In cases of sworn personnel in the Police Department, the work period is considered to be a 14 consecutive day cycle. In cases of fire suppression personnel in the Fire and Rescue Department, the work period is considered to be a 21 consecutive day cycle.


If overtime is worked by non-exempt employees, the hours will accumulate as "Unapproved Overtime" in the KRONOS system. As part of their weekly approval process, each supervisor is required to review any hours noted as "Unapproved Overtime" and perform approval of such time to move it to "Overtime" in the KRONOS system. Overtime must be approved by the supervisor in the KRONOS system individually for each employee for each date overtime was worked in the work period.

**G. Recording of On-Call Hours**

If an employee is placed on an on-call status, the employee's supervisor must manually add the on-call hours to the employee's timecard manually. For more information, please reference the City's On-Call Assignment Policy.

**H. Recording of Call-In Hours**

If an employee is called in to work outside of his/her normal work schedule, the employee's supervisor must manually add the hours worked to the employee's timecard as "Call In Regular", unless otherwise directed to add the hours worked to a different code in the KRONOS timekeeping system.

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		<b>Supersedes: 1/01/2014</b>

### III. Procedures:

#### A. Overtime Compensation and Other Adjustments to Payroll

Overtime compensation at a rate of one and one half times the normal hourly rate shall be earned in the form of compensation time or paid to non-exempt employees in the form of overtime payment in accordance with the Fair Labor Standards Act.

Overtime earned during a pay cycle may not be compensated on the next immediate payroll process, but instead may be compensated on a later payroll process.

For example, overtime worked from October 3<sup>rd</sup> to October 16<sup>th</sup> may be paid on October 29<sup>th</sup>.

(Please reference the "Adjustments to Pay Schedule" document for exact date ranges. This document is accessible on the Intranet under the "Finance Department" and "Payroll", as well as on the "P" Drive under "Payroll Forms/Schedules).

#### B. Part-Time Employee Compensation and Other Adjustments to Payroll

Part-time employees are paid in arrears based on hours worked during a time period. These time periods are reflected on the "Adjustments to Pay Schedule" located on the Intranet under the "Finance Department" and "Payroll" and on the "P" drive under "Payroll Forms/Schedules." Date ranges on this schedule are weekly and each pay period will consist of either two or three weeks of hours. These date ranges are used for part-time employees' hours worked as well as for any other adjustments to regular pay for full-time employees.