I. General Policy

This policy applies to all Rice University faculty and staff

Payroll Schedules
Rice University uses two payroll schedules: biweekly and semimonthly.

Biweekly Schedule. Individuals paid on a "biweekly" schedule work at an hourly rate and receive checks every other Friday ("biweekly"). When a holiday occurs on a biweekly pay day, paychecks are distributed the last business day before the holiday. Each pay week in the biweekly pay period runs from 12:01 a.m. Sunday until 12:00 midnight the following Saturday. Any overtime is calculated on the basis of the work week in which extra working hours occur.

Semimonthly Schedule. Salaried faculty and professional, executive, or administrative staff, along with some technical and support staff, are paid on the sixteenth and the first of the month (called "on a semimonthly basis"). Should either of these dates fall on a weekend or holiday, paychecks are distributed on the last business day before the normal pay date. Special payments for professional services, honoraria, etc. are included in regular paychecks and, like regular pay, are subject to all government withholdings. Each pay week in the semimonthly pay period runs from 12:01 a.m. Sunday until 12:00 midnight the following Saturday. Any overtime for technical and support staff who are paid semimonthly is calculated on the basis of the work week in which extra working hours occur.

Nine-month pay option for faculty
Effective July 1, 1993, faculty may request that compensation for the academic year be paid over a nine-month period. Otherwise, salaries for nine, ten, or eleven month recurring assignments are paid over twelve months.

Normal work week
The normal work week for full-time staff is considered to be 40 hours. However, because of the differing demands of various departments, each department establishes its normal hours of operation and work schedule. Technical and support staff (who do not meet the criteria of the Fair Labor Standards Act for professional, executive, or administrative staff) are paid the federally required overtime rate for hours worked in excess of 40 in any pay week. Only hours actually worked and holidays staff are required to observe are taken into consideration for the purpose of calculating overtime. Overtime work should always be approved by the supervisor, preferably in advance. Approval is assumed if the supervisor permits the employee to work the additional hours. Professional, executive, and administrative staff (who meet criteria set forth in the Fair Labor Standards Act) are not eligible for overtime pay.

Lunch and rest periods for staff
Lunch periods vary from one-half hour to one hour in length and are unpaid. If the staff member is required to stay on the premises and be available to respond to requests for service, then the lunch break is paid.

The University does not specify formal rest periods. If the work schedule of a department permits, the staff member may be given a paid break of up to 15 minutes in each four-hour shift. Breaks which exceed 20 minutes are unpaid. Breaks not taken do not qualify for additional pay and cannot be accumulated for additional time off from work.
Compensatory time
An employee's schedule may be adjusted during the pay week to provide time-off in place of working at overtime rates. This provision applies only to technical and support staff (non exempt).

Benefit time advances
Payments for benefit time may be included in the last regular paycheck before a scheduled absence provided the payment is requested by the staff member and approved by the appropriate department chair/director two weeks in advance of the paycheck.

Extra pay for time worked on holidays
Rice University pays technical and support staff (nonexempt staff) extra pay equal to 50 percent of base pay for hours worked on holidays observed by the University (See the Holiday Policy). In addition, non-exempt staff who are required to work on national holidays recognized by the University but officially observed by the University on a different date are eligible for the holiday differential.

Campus and weather emergencies
When the University or a specified work area is closed for periods designated as emergencies by the President or his or her representative, some staff may not be required to work previously scheduled hours. These individuals are compensated at their regular rate for lost time. Technical and support staff (non-exempt staff) whose supervisors require them to work are paid at premium rate (1.5 x base rate) for hours worked and also receive emergency pay at their base hourly rate for their normal work hours that occur during the emergency. Professional, executive, and administrative staff (exempt staff) who are required to work do not receive the extra emergency pay.

For example, if a weather emergency occurred for four hours during a day on which an employee was required to work eight regular hours, the employee would receive the following pay:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Rate</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regularly Scheduled Hours</td>
<td>Regular Pay Rate</td>
<td>$80</td>
</tr>
<tr>
<td>Worked 8</td>
<td>or Base Pay</td>
<td></td>
</tr>
<tr>
<td>Emergency Hours Worked 4</td>
<td>Emergency Pay</td>
<td>$60</td>
</tr>
<tr>
<td></td>
<td>4 x $15/hr</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$140</td>
</tr>
</tbody>
</table>

In contrast, an employee who regularly earned $10 per hour and was not required to remain during the emergency would receive $40 regular pay and $40 for the four hours lost during the emergency for a total of $80.

Standby and call-out pay
Individuals who are available for call in case of an emergency are paid three hours pay for being on-call for a one-week period. If called to work, they and other employees who are called-out are paid at their normal rate for all hours worked plus actual travel time. The minimum period for which they are compensated is three hours.

Time to vote
Texas law requires employers to give employees paid time off to vote unless the polls are open for two consecutive hours outside the employee's working hours. Thus an employee is not eligible for paid time off if he or she regularly leaves work on or before 5:00 p.m. or reports to work on or after 9:00 a.m. or is allowed a two-hour lunch break.

Parent-teacher conferences
Employees are normally excused to attend parent teacher conferences. They are asked to schedule those
conferences to minimize conflicts with work responsibilities. If conferences are scheduled during normal work hours, technical and support staff may either make up the time missed or use available benefit time.

**Deductions from paychecks**
With authorization from the employee, reductions or deductions, including but not limited to the following, may be made from paychecks:
- Insurance Premiums
- Credit Union Deposit
- US Saving Bond Purchase Price
- Medical Care Spending Account Contribution
- Dependent Care Spending Account Contribution
- Voluntary Retirement Plan Contributions
- Contributions to Rice University
- United Way Contributions
- Parking Fees
- Delinquent Faculty Club Charges
- Payment of Fines
- Loan Payments

Deductions from paychecks may be made in accord with federal, state law or court orders, including, but not limited to:
- Federal Income Tax
- Social Security Tax
- Medicare Tax
- IRS Levies
- Child Support Payments

**II. Responsible Official and Key Offices to Contact Regarding the Policy and its Implementation**

Responsible Official: Vice President for Administration
Key Offices: Human Resources

**Policy History**
Clerical Change: January 10, 2018
Supersedes:
March 19, 1996
Policy No. 410-96
Policy No. 410-93 (12/20/93)
Policy No. 410-93, 05/01/93
Policy No. 410-93, 01/05/93
Policy Memorandum No. 410-84
Policy Memorandum No. 401-82