

## **Bryn Mawr College Non-Standard Pay Policies**

### **1) Purpose**

- a) To establish College pay policies for overtime, shift-differential, on-call, College declared bad weather or emergency days and College holidays.

### **2) Effective Date**

- a) The effective date of this policy as revised is April 1, 2007.

### **3) Overtime Pay**

- a) Only regular and temporary non-exempt

#### **4) Shift-Differential Pay**

- a) Only regular and temporary non-exempt employees are eligible to receive shift differential pay.
- b) College departments that normally operate more than sixteen hours per day will have either two or three shifts. The shifts will be a day shift, an evening shift and a night shift if there are three shifts. The hours for each shift will be determined by each department. Adjustments to departmental shift hours must be communicated to the Human



approves the use of a paid leave day. A doctor's letter may be required by a department for essential employees who call-in sick on a bad weather or emergency day.

## **7) Holiday Pay**

- a) All regular full-time and part-time employees are eligible to receive holiday pay. Temporary employees do not receive the paid holiday benefit.
- b) The College has the following designated holidays each year:
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - The day after Thanksgiving Day
  - Nine to eleven scheduled winter holidays that change each year depending upon the day of the week on which Christmas Day and New Years Day fall.
- c) Most employees are not expected to work on holidays; however, departments may determine that some employees are required to work on holidays.
- d) Employees who do not work on a holiday will receive their regular pay for the period they are normally scheduled to work. All full-time regular employees will receive twelve paid holidays for the period January 5 through January 4 of the subsequent year. When full-time employees are not scheduled to work on a College holiday they will be granted a paid holiday for a day during the same time period as the College holiday.
- e) Employees who are required to work on a holiday will receive their regular pay for the period they are normally scheduled to work. In addition they will receive pay for the hours actually worked during the holiday at a rate that is one and one-half times their regular pay-rate.
- f) Temporary employees will receive pay at the rate of one and one-half times their regular pay rate for the hours worked during a College designated holiday.
- g) The maximum hourly pay rate is 2.5 times the regular pay rate even if the hours worked are overtime time periods.