

PAY PRACTICES

Policy Number: 115GS

Effective Date: 6/21/17

Revised Dates: 11/09/2020

Scope

This Policy on Pay Practices applies to faculty, staff, predoctoral researchers, summer scholars and applicants ("Covered Individuals") of The Graduate School of the Stowers Institute for Medical Research ("The School").

Purpose

The purpose of this policy is to establish uniform procedures for the pay practices.

The School is included in the Stowers Group of Companies ("SGC") Organizations and has adopted the following policy as its own.

Policy

Pay Period

Members are paid bi-weekly (26 pay periods per year). Pay periods begin on Sunday and continue until the second Saturday. Payday is normally every other Friday. If the Friday pay date falls on a banking holiday, members will be paid on the prior work day.

Payroll Advance

The SGC will neither pay in advance nor loan money to members.

Payroll Errors or Questions

Any discrepancies or questions about a member's pay should be raised immediately. Every effort is made to be accurate, but mistakes can occur. Please bring any such discrepancies or questions to the immediate attention of the Accounting Department.

Overtime

A member is classified as exempt or non-exempt. A non-exempt member or an exempt member in a flexible employment classification is entitled to overtime pay at a rate of one and one-half times the normal hourly pay rate for hours worked over 40 in a week. For purposes of overtime, "hours worked" does not include paid time off, such as holiday leave, bereavement leave, or any other time off.

Any overtime must be approved in advance by the applicable supervisor. Members are expected to comply with a supervisor's request that a member work overtime. Failure to comply with such a request may result in discipline, including termination.

Shift Differential

The SGC pay a shift differential to compensate non-exempt employees for working evening or night shifts. The majority of hours must be worked within the designated shift to receive the differential, and there is no "partial shift" differential. The differentials are as follows:

Shift	Differential
7:00am to 3:00pm	None
3:00pm to 11:00pm	\$1.00/hour
11:00pm to 7:00am	\$1.00/hour

Thus, if a member's shift is from 9:00am to 7:00pm, no differential will be paid (the majority of hours (6) are within the "no differential" shift). If a member's shift is from 11:00am to 9:00pm, a \$1/hr. differential will be paid for all hours worked (the majority of hours (6) are within the "differential" shift).

If the member is regularly scheduled for a shift with a differential, the shift differential will be paid for all paid leave occurring during regularly scheduled hours (such as vacation, sick, bereavement, and so on).

Call Back

The SGC provide a premium if a non-exempt member is called back to work. The non-exempt member will be paid for a minimum of two (2) hours at a rate of one and one-half times the normal hourly pay rate. Any subsequent time will be paid at a rate of one and one-half times the normal rate until the regular shift begins or the member stops work, whichever is earlier.

On Call

Non-exempt members who are required to be "on call" will receive one hour of straight time for every eight (8) hours on call. This on-call premium will be prorated for the period of time on call. On-call time does not count as hours worked for purposes of calculating overtime.

Travel

In accordance with federal laws and regulations, the SGC has the following pay practices for travel time for non-exempt members.

- Travel time is generally compensable for special one-day trips.
- For overnight trips, travel time is generally compensable if accomplished during normal work hours, whether on a normal workday or not. If the travel time is outside of normal work hours, travel time is generally not compensable if the individual is a passenger, such as when public transportation is used or the individual is a passenger in a car. Special rules apply when the individual drives a car.

The foregoing description is intended to cover the most common situations in a general manner. There are exceptions, clarifications, and additional travel rules that may apply in a particular circumstance. Please see the Benefits Department for specific information.

Time Submission Form

Non-exempt members are required to submit time submission forms to managers at the end of each pay period. Non-exempt members are required to record hours worked on the form. No one may record hours worked on another's time submission form. Filling out another's form may result in disciplinary action for both individuals, including termination. Further, alteration of time submission forms is not allowed.

Exempt members are required to submit time submission forms for purposes of tracking leave time.

In the event of an error or a question on the time submission form, please immediately report the matter to the Accounting Department.

Direct Deposit

The SGC's payroll makes available an automatic deposit of net pay of a member's paycheck into a checking or savings account. Please consult the Benefits Department to provide necessary direct deposit information or to make alternative pay arrangements.

This policy was approved by the GSSIMR Board of Directors on September 5, 2018.
This policy was last updated by the GSSIMR Board of Directors on November 09, 2020.
This policy will be reviewed by the GSSIMR Board of Directors in 2022.