



<b>Policy Name:</b>	Hourly Employee Compensation and Benefits					
<b>Section Number:</b>	3.03	<b>Section Title:</b>	Human Resources			
<b>Policy Owner:</b>	Director of Human Resources		<b>Last updated:</b>	February 2020	<b>Reviewed:</b>	March 2020
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### Pay Period

All hourly employees are paid biweekly. The official work week of Jones College begins at 12:01 a.m. Saturday and ends at midnight Friday.

### Work Schedule

Supervisors will advise employees of the work schedule. An employee who works only a portion of their scheduled day must observe the scheduled lunch period and cannot work late or report for work early on another day to make up for the missed time. Any exception to this must be approved in advance by the employee's supervisor and the Office of the Director of Human Resources.

Except for breaks and meal periods, employees are expected to be in their place of work and remain there until their scheduled departure time. Employees must punch out any time they leave the campus during work hours. An employee's supervisor must approve in advance the performance of duties while away from the institution.

### Meal Periods

All employees working more than five consecutive hours must take a meal period, and each employee must take the entire time for which they are scheduled for lunch each day. Meal periods are mandatory, and employees cannot shorten their workday by foregoing a meal period. Meals may not be taken at the employee's work area.

All employees should take meals between 11:00 a.m. and 2:00 p.m. If two or three hourly employees work in the same office area, meal periods should be scheduled at different times so that the office may remain open.

### Break Periods

Employees scheduled to work at least four consecutive hours are permitted to take a paid fifteen-minute break. Employees scheduled to work more than six hours per day may take an additional fifteen-minute break after the scheduled meal period. Break periods may not accumulate nor be taken in conjunction with lunch. Break time exceeding fifteen minutes will be deducted from the employee's hours. Break periods are a privilege granted by the institution; an employer is not required to grant them. Employees must remain in their own building during breaks so that they may be contacted by their supervisor if needed.

Employees must have supervisor's permission to leave campus during break and must clock out to do so. A break period should not begin less than one hour and fifteen minutes after the beginning of the workday or a meal period. Breaks should conclude at least one hour before a meal or the end of the workday. If two or three hourly employees work in the same office area, break periods should be scheduled at different times so that the office may remain open.

### Timecards

Each hourly employee has a timecard, and it is the individual's responsibility to record accurately their hours worked. Falsification of time records will not be tolerated. It is never permissible for an employee to punch the time clock for another employee.

If an employee fails to punch their timecard or if the card is incorrectly punched, the employee's supervisor must record the correct time and approve the correction. If the Payroll office cannot determine the hours worked by an employee before a payroll is processed, the employee will be paid for accurately recorded time. The employee will be paid for the time in question, including appropriate overtime, on the next payroll.

Employees must not punch in more than four minutes before their scheduled start time or punch out more than four minutes after the scheduled quitting time. Employees must never wait at the time clock before punching out.

### Overtime

It is the institution's intent to compensate overtime in accordance with federal and state law. However, it is against Jones College policy for an employee's regular schedule to include more than forty hours per week.

Employees working more than forty hours in a workweek will be paid one and one-half time the regular rate of pay for the hours in excess of forty. Overtime will never be paid because of vacation and/or sick leave pay.

Campus Police Officers are paid overtime pay for any time worked over 85.50 hours during the two week pay period. It is the intent of Jones College for overtime to occur only in case of emergency or extenuating circumstances. Any timecard reflecting overtime must be accompanied by a written explanation from the employee's supervisor that describes the exception.

### Payroll Checks

Employee earnings and payroll deductions will be shown on the stub of the payroll advice. Employees should review each payroll advice immediately so that any errors may be corrected promptly. Any questions concerning a payroll advice should be directed to a supervisor or the Payroll or Human Resources offices.

All employees are required to be on Direct Deposit. A direct deposit form can be printed from the JCJC Insider or picked up from the Human Resources or Payroll Offices. All payroll advices are mailed to the employee. You may also view your check via the portal. Go to the self-service tab and then select Payroll and Compensation.

It is illegal for Jones College to make a wage advance to any employee.

### Wage Garnishments

A garnishment is legal permission for creditors to collect part of an employee's pay directly from Jones College. Garnishments may result from unpaid debts, voluntary or involuntary child support, etc.

Although the institution does not wish to become involved in an employee's private matters, Jones College is compelled by law to administer orders of the court.

Garnishments are expensive to Jones College because they require the time and effort of employees who have their regular duties to perform. Therefore, they may result in disciplinary action.

The Payroll office will contact the employee to explain the details of the garnishment and how it affects wages. The possibility of resolving the situation before turning it over to implementation also will be explored. Employees are encouraged to resolve these matters privately to avoid Jones College's involvement in this mutually unpleasant situation.

### **Qualifications for Benefits**

Fulltime employees (30 hours or more per week) are eligible for the benefits described in this section. Part-time employees (29 hours or less per week) do not qualify for the following benefits unless specifically stated in the benefit descriptions. Temporary employees do not qualify for benefits.

Benefits for former employees who return to work at Jones College will be determined as if they are a new employee. The employee will be informed in writing of any exceptions that will be made before they begin work. Any exceptions made will be noted in the employee's personnel file.

Part-time or temporary employees reclassified to a fulltime position will begin to accrue benefits on the date of reclassification.

### **Holidays**

Fulltime employees are eligible for holiday pay. Paid holidays may vary from year to year because of changes in the school calendar. In most years the paid holidays will be New Year's Day, Martin Luther King Day, Good Friday, July Fourth, Labor Day, Thanksgiving Day, and Christmas Day. Holiday pay will be based on the employee's scheduled work hours during the period in which the holiday falls.

To receive holiday pay, an employee must receive compensation for their normal hours on the last scheduled day before the holiday and the first scheduled day after the holiday. A doctor's excuse will be necessary for the employee using sick leave to meet holiday compensation requirements.

### **Vacations**

Only fulltime employees are eligible for vacation. Vacation may be used for any scheduled workday but is always subject to the supervisor's approval.

Employees must request vacation via electronic time keeping system in advance to receive vacation pay. This request must be approved by the supervisor and the Payroll office. In order for supervisors to plan for employees' vacation time, requests for vacation must be submitted for approval in advance. Jones reserves the right to cancel or reschedule any or all vacations at any time. Pay will be received on a payroll after the vacation dates.

Employees may accrue 10 vacation days per calendar year. New employees will receive their first vacation accrual after they have completed one full month of employment. Accrued benefit time is posted on the final day of the month and is reflected on the next paycheck after accrual date.

Effective May 9, 1997, vacation pay for employees who are not scheduled to work the same number of hours during the regular term and the summer term will be computed as follows:

{(Hours per week during regular term divided by the number of days worked per week during the regular term multiplied by 3) + (hours per week during summer divided by the number of days worked per week during the summer)} divided by 4.

Example:

An employee is scheduled to work seven hours per day on Monday through Friday during the regular school term. The employee is scheduled to work six hours per day on Monday through Friday during the summer

Vacation hours allowed per day will be computed as follows:

35 hours divided by 5 multiplied by 3 equals 21.00 hours  
30 hours divided by 5 equals 6.00 hours  
27.00 hours divided by 4 equals 6.75 hrs/day vacation pay

An employee who works any portion of the day cannot use vacation to accrue more hours than they are scheduled to work on a given day.

Vacation accrual is based on the accumulation of 10 vacation days per calendar year. Because of the varying work schedules, the amount of vacation benefit accrued monthly is shown below:

Scheduled Hours per Day/Benefit Hours Accrued Per Month  
8.00/6.67 7.50/6.25 7.25/6.04 7.00/5.83 6.50/5.42 6.25/5.21 6.00/5.00

Employees with a weighted average for benefits will be assigned to one of the benefit schedules shown.

Unused vacation will accrue to an unlimited amount. These hours may be certified for retirement purposes. At termination an employee may be paid for a max of 10 days of vacation with the remaining days certified to PERS.

### **Sick Leave**

Employees unable to work due to illness are required to telephone their supervisor or the Payroll/Personnel office within 15 minutes of their normal scheduled starting time.

Full time employees will receive the appropriate number of hours each month to equal one full working day. (An employee scheduled to work 8 hours per day would receive 8 hours of sick leave per month.)

New employees will accrue sick leave after the completion of the first full month of employment.

Sick leave may be taken for the illness or death of an immediate family member. Immediate family members are as follows: father, mother, brother, sister, spouse, child, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren. Using sick leave for persons not listed will be

considered on an individual basis. Written requests for consideration should be submitted to the Payroll/Human Resource office. No more than three consecutive days off, with pay, will be granted to make arrangements for and/or to attend a funeral. If additional time is needed, the immediate supervisor should be contacted to arrange for additional time off without pay.

**Sick leave is never to be considered as vacation and may only be used for sickness or death of an immediate family member as described above.**

Employees may request sick leave via electronic time keeping system in advance to receive sick leave. Sick leave pay will be paid on the next available payroll.

No less than one full hour of sick leave can be used. An employee who works any portion of the day cannot use sick leave time to accrue more hours than he or she is scheduled to work on a given day. A doctor's excuse is not required for three consecutive days of sick leave. However, on the fourth day of absence, and for each additional day, a doctor's certificate stating employee's inability to work is required. Jones reserves the right to require doctor's certification for multiple absences of three days or less.

### **Family Medical Leave**

Any employee who anticipates being absent or is absent for more than three days due to their own health condition or the condition of an immediate family member must contact the Human Resource office for a determination of eligibility for Family Medical Leave. This federal legislation offers benefit and protection to employees in certain situations. If eligible, an employee is required to use sick and/or vacation leave concurrent with Family Medical Leave. Paid leave must begin on the first day of Family Medical Leave and be used consecutively until exhausted. No additional sick or vacation days will accrue during the FMLA period whether it is paid or unpaid.

Family Medical Leave used in conjunction with a Workmen's Compensation claim allows the employee to elect to use benefit (sick or vacation) time. See Workmen's Compensation in this section. Family Medical Leave is fully outlined in the Legal Issues portion of this handbook.

### **Public Employees Retirement System (PERS)**

All employees of the State of Mississippi, including our institution, are required to participate in the Public Employees Retirement System if they meet certain criteria.

All fulltime employees are required to be members. Some, but not all, part-time employees (working 20 hours or more per week) are required to join PERS. Part-time employees will be informed if they will be a member once their work schedule is defined. Temporary employees are not eligible for retirement benefits. Employees who are already retirees of PERS are required to complete specific documentation furnished by the Human Resources office. Employees who are required to be a member of PERS must make contributions to the system. These contributions come in the form of a designated percentage of wages deducted from each payroll check. The College also makes a contribution on behalf of each member employee. The contribution rates for both the employee and the institution are set by law.

Information concerning the Public Employees Retirement System can be obtained in the Human Resources office.

### **Public School Employees' Health and Life Insurance Plan (PSEHIP)**

Jones College participates in a group medical and life insurance plan that is administered by the State of Mississippi, Department of Finance and Administration (DFA), Office of Insurance. The State is paying a majority of the employees' health premium depending on their hire date and the state pays one half of the premiums for life insurance for employees meeting Department of Finance and Administration eligibility requirements. Questions relating to eligibility should be directed to the Human Resources office. An eligible employee may elect dependent coverage at their expense.

Health and life insurance coverages are not automatic. The fulltime employee (working 20 hours or more per week) must complete proper application forms in the Human Resources office. Insurance coverage is effective the first day of employment upon completion of the application.

### **Health Reimbursement Account HRA**

The college provides all fulltime employees (working 30 hours or more per week) with a preloaded card to be used for medical expenses. The card may be used for medical, dental, prescription, and vision. You must be a full-time employee prior to January 1st to receive the card. If you are employed January 1st or later, you will receive the card the following year.

### **Other Insurance and Tax-Sheltered Annuities**

Other insurance plans and tax shelters are available to fulltime staff, with all premiums and payments being paid by the employee. Other insurance includes dread disease, salary protection, life, etc. The Human Resources office can provide the names of agents and their companies for whom we make payroll deductions.

### **Cafeteria Plan**

Jones County Junior College offers cafeteria plan saving to all employees who are enrolled in qualified plans and elect this option. A cafeteria plan allows an employee to pay certain insurance premiums with pretax dollars thus reflecting a savings to the employee in the amount of Federal, State and Social Security taxes withheld.

Open enrollment will be held in October of each year with an effective date of January for any changes, additions, or deletions.

### **Leaves of Absence**

A leave of absence is an extended period of time absent from work without loss of employment. Even though there is no official policy regarding leaves, Jones College realizes that an employee may need time off for various reasons. These could include jury duty, court witness, military duty, disability, etc.

Employees who need to be away from work should make a written request to their supervisor and the Payroll/Human Resources office. The request should include the reason for and the length of the leave of absence which will be considered on an individual basis.

The laws of the State of Mississippi provide for military leaves for employees who are members of the Armed Forces Reserve or the National Guard. This leave does not count against the employee's earned vacation, and the employee will receive compensation for their regularly scheduled hours. However, if an employee's duty time exceeds that permitted by the Mississippi Code, they will not be paid unless they elect to use vacation time. The employee also may be required to pay the cost of any medical insurance that is normally paid by the institution.

### Workers' Compensation (WC)

All employees, including student workers, are covered by Workers' Compensation. All injuries incurred on the job must be reported to the immediate supervisor and Human Resources Manager within 24 hours of the injury so that appropriate documentation of the injury can be made. Except in emergency situations notification should be made before seeking medical treatment off campus.

Payment for medical treatment and lost wages may be claimed. Employees, who qualify, may use the Family Medical Leave Act (FMLA) in conjunction with a WC claim. Employee will be granted all provisions of FMLA; however, the employee may elect to use sick or vacation leave while on WC. Use of such benefit does not impact Workmen's Compensation paid for lost wages. No additional sick or vacation days accrue during a period of FMLA.

### **Staff Development**

The College periodically offers seminars on subjects relating to work and personal development. Announcements are made concerning the seminars, and all employees are expected to attend.

**THE PAYROLL/HUMAN RESOURCES OFFICE AND THE BUSINESS OFFICE WANT TO ASSIST YOU IN ANY WAY POSSIBLE. ALTHOUGH WE CAN PROVIDE INFORMATION REGARDING INSURANCE COVERAGE, TAX STATUS, OR YOUR SERVICE RETIREMENT, NONE OF OUR STAFF IS QUALIFIED TO HELP YOU MAKE DECISIONS IN THESE AREAS.**