

Operating Staff Handbook

University System
of New Hampshire 

- University of New Hampshire
- Plymouth State University
- Keene State College
- Granite State College
- System Offices

This handbook is describing employment conditions and providing an overview of policies and practices for status Operating Staff of the University System of New Hampshire (USNH). Please note that the information contained in this handbook is intended as a guideline only. While the handbook summarizes plans, programs, and policies, the exact terms of the written documents for these plans, programs, and policies take precedent. USNH reserves the right to make changes to this handbook and any such plans, programs, and policies at any time without prior notice. More specific information is available in USNH's online Policy Manual, which may be accessed through your campus Human Resources web page, or at www.usnholpm.unh.edu

This handbook is not and should not be interpreted as a contract of employment between any current Operating Staff member or former Operating Staff member and USNH. If you have questions about any of the information in this handbook, you are encouraged to consult your campus Human Resources Office or the University System Human Resources Office.

Welcome

**Visit your campus HR website
via the USNH HR website:
www.usnhhr.unh.edu**

Welcome to the University System of New Hampshire. We are proud of the high caliber of our staff, and value your contributions towards our goal of providing high-quality education to our students while being a responsible member of the community. We serve the people of New Hampshire through our collective efforts in higher education, governance, advocacy, planning, stewardship, and service initiatives. Created in 1963, the University System incorporates five separate campuses (the University of New Hampshire at Durham and Manchester, Keene State College, Plymouth State University, and the state-wide Granite State College, and numerous organizations such as the NH Agricultural Experiment Station, Cooperative Extension, and NH Public Television – all affiliated under a single Chancellor and Board of Trustees. The University System conducts its financial, personnel, purchasing, construction and other programs, through its administrative offices in Lee, New Hampshire, and campus entities.

The University System of New Hampshire serves approximately 30,000 students from New Hampshire, across the United States, and other nations. USNH institutions offer undergraduate and graduate programs that provide students with a broad general education (as well as a comprehensive offering of majors in the arts, math and sciences, teacher education, and technical and professional areas), while still retaining a unique campus character and sense of community. The University System is committed to promoting a work environment that is both equitable and rewarding. You are encouraged to take full advantage of the learning and growth opportunities USNH has to offer. We are pleased to have you join the University System of New Hampshire!

Yours Sincerely,

Joan M. Tambling
Director, USNH Human Resources

USNH Personnel Policy/HR Website Information

[usy v.] Indicates System-wide Personnel Policy
<http://usnholpm.unh.edu/USY/V.Pers/Default.html>

The letter following USY indicates in which section this information can be found:

- USY A. Employee Benefits
<http://usnholpm.unh.edu/USY/V.Pers/A.htm>
- USY B. Affirmative Action
<http://usnholpm.unh.edu/USY/V.Pers/B.htm>
- USY C. Employment
<http://usnholpm.unh.edu/USY/V.Pers/C.htm>
- USY D. Employee Relations
<http://usnholpm.unh.edu/USY/V.Pers/D.htm>
- USY E. Professional Development
<http://usnholpm.unh.edu/USY/V.Pers/E.htm>
- USY F. Compensation
<http://usnholpm.unh.edu/USY/V.Pers/F.htm>

You can find the University System of New Hampshire Personnel Policy Manual at www.usnholpm.unh.edu

**Via the USNH HR website <http://usnhhr.unh.edu>
you can find information regarding USNH Benefits
and visit your campus HR website.**

Granite State College - <http://www.granite.edu/>

Keene State College - <http://www.keene.edu/hr/>

Plymouth State University - <http://my.plymouth.edu/cp/home/loginf>

University of New Hampshire - <http://www.unh.edu/hr/>

University of New Hampshire at Manchester - <http://www.unhm.unh.edu/hr/>

System Office - Lee, NH - <http://usnhhr.unh.edu/SystemOfficeHR/>

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Your Employment

Orientation Program

When you are first hired, you will participate in an orientation program coordinated by your campus Human Resources Office. In addition to information that is specific to your campus (e.g., parking and ID cards), you will receive information about the benefits for which you are eligible. Your supervisor will provide you with other important information, including your specific duties and responsibilities, work hours, meal periods, breaks, recording work hours/time sheets, and pay periods.

Work Week/Hours of Work

The regular work week is a seven-day period that begins on Saturday and ends the following Friday. The typical full-time work schedule for Office and Technical support staff is 37.5 hours per week and 40.0 hours per week for Grounds, Trades, Service, and Dining Hall staff. You are expected to work your full scheduled workday and work week, unless otherwise authorized in advance by your supervisor. In case of illness or any emergency, you are responsible for directly notifying your supervisor as soon as you know that you will be late or unable to come to work. Your campus Human Resources Office will review any significant permanent change in your work schedule (for example, a change in the number of hours you work per year). Your supervisor will provide reasonable notice of any permanent change in your regular work schedule.

Recording Work Hours/Time Sheets

You are responsible for completing time and attendance records to report your hours worked each pay period. Your supervisor will inform you of the time reporting process for your department and will approve your time records each pay period. The campus Human Resources or designated Office(s) maintains the official time and attendance accrual records for all staff members.

Meal and Rest Periods

You are entitled to take a meal period each day, which your supervisor will schedule, in compliance with applicable state law. Meal periods generally last for either one-half hour or one hour and are unpaid time. Under current state law, you may not be required to work more than five consecutive hours without an unpaid half-hour meal period. If you work full-time, you may take two 15-minute rest periods each day, which are considered as time worked. Your supervisor will schedule these rest periods.

Introductory Period

The period from your first day of work up to six months following is considered your Introductory Period. The Introductory Period provides opportunities for you to become familiar with the duties of your position and for your supervisor to evaluate your performance and determine your success in meeting the requirements of the position. Your supervisor will complete a performance evaluation prior to the end of your Introductory Period and make a determination concerning the continuation of your employment. It's important to note that the Introductory

Period may not extend beyond the initial six months of employment. During the Introductory Period, you are covered by the same rights and privileges of employment extended to all USNH employees, including the accrual and use of Earned Time, with the exception of grievance rights if your employment is involuntarily terminated at any time during the six-month introductory period.

About Your Appointment

Operating staff members in full-time status positions work a minimum of 37.5 or 40 hours per week for 12 months, are paid at an hourly rate, and are eligible to participate in the USNH's Benefit program. A full-time appointment is established as either a budgeted or a grant-funded position that has been funded for at least one year. The fiscal (budget) year for the University System is July 1st - June 30th.

So that work schedules can be arranged to meet departmental workload requirements, some positions are established as flextime appointments, meaning they are based on a percentage of a full-time schedule. For example, using a 40-hour work week base, a 50 percent flex-time appointment may be 40 hours a week for six months of the fiscal year, or 20 hours per week for 12 months; a 75 percent flex-time appointment may be 40 hours per week for nine months, or six hours per day for 12 months. Operating Staff members in flex-time status positions work at least 18.75 hours per week and are eligible for benefits. Earned Time, tuition waivers, and other benefits are prorated based on the number of hours worked per fiscal year.

When grant or contract funds become available, a person may be hired into an externally funded position that exists for the duration of the grant or contract. Staff members in externally funded positions are subject to all USNH policies and practices, including those that relate to job classification, salary structure, and benefits.

When you are hired or move to a new position within the University System, your supervisor will explain the requirements and performance expectations of your position. In addition, your supervisor will meet with you annually as part of the University System's formal evaluation process. During this meeting, you and your supervisor will discuss your job performance, reassess your job goals, and develop performance objectives and responsibilities for the upcoming year. A written evaluation based on this discussion will become part of your official personnel file. Your supervisor will also provide you with a copy of the evaluation for your records. Your annual performance review is used for the following: Decisions regarding professional development and training; and/or Awarding of a merit-based pay

Full-Time Appointments

Flex-Time (Part-Time) Appointments

Externally-Funded Appointments

Performance Evaluations

increase (subject to Trustee and campus salary guidelines and the availability of funds); and/or Documentation for a variety of personnel actions, such as promotion, transfer, probation, disciplinary action, demotion, or termination.

Probationary Period

If your performance falls below acceptable standards at any time after you have completed your introductory period, you may be placed on probation. The purpose of the probationary period is to provide a structured environment of constructive criticism and the opportunity to improve your performance. Failure to meet acceptable standards may result in your involuntary termination.

Personnel Files/Information

The Human Resources Office at each campus maintains a personnel file for each staff member. This file serves as the official record of your personnel history as a University System employee. Documents in your personnel file may include your application form, payroll and benefit forms, professional development and performance related materials, transcripts, resumes, and employment verification. You may review the material in your personnel file in your campus Human Resources Office. Please note that third parties are not allowed to review personnel files. A third party is any person or group other than you or your designee, USNH Human Resource Officers, or other appropriate officials of the University System. Note: You are responsible for notifying your campus Human Resources Office when any of the following information changes: name, address, telephone number, beneficiary(ies), dependents, marital status, and education.

Resolution of Complaints and Grievances

Each campus has a Complaint and Grievance Policy; contact your Human Resources Office for a copy, or you may access it via the On-Line Policy Manual. In most cases problems in the workplace can be resolved through informal, open discussion between the parties involved. Whenever possible, you are encouraged to resolve problems informally as they arise, rather than through the more formal and lengthy complaint resolution and grievance procedures. Issues regarding termination may only be addressed through the grievance procedure. Unless you believe a violation of the University System's non-discrimination policy has occurred, concerns related to judgments about performance, supervisory style, and final job classification are not eligible to be heard under these procedures. Decisions made during the complaint resolution or grievance procedures are on a case-by-case basis and are not precedent setting. A decision in one case will not necessarily apply to another. All decisions made as part of the grievance procedure will comply with applicable state and federal law. No employee shall be subject to discrimination or adverse treatment for using the complaint resolution or grievance procedures. You are encouraged to learn about the policies and procedures that affect you as a USNH employee and to discuss your concerns and seek information on matters affecting your job from your supervisor or campus Human Resources Office.

Medical Information

Medical information is not maintained in your personnel file. Medical information is considered confidential, and as such, is maintained in separate files in the Human Resources Office and is only released by the campus Human Resources Office on a case-by-case basis, either to individuals who have a legitimate need for the information, or to appropriate authorities in compliance with federal, state, or local law.

Physical Examinations

A medical examination and/or medical documentation may be required in situations such as the following:

- A request for accommodation under the Americans with Disabilities Act (ADA);
- Application for a leave of absence under the Family and Medical Leave Act (FMLA)
- Determination of eligibility for payment of accrued Earned Time/Sick Pool, worker's compensation or disability benefits.
- For reasons of health and safety, physical examinations and/or testing are required of employees in certain job classifications and/or work environments. If your position involves heavy physical work, you are required to have a physical exam when you are hired and when concerns arise about your ability to meet the physical requirements of the job.

University System Equipment

The University System's equipment, supplies, and other resources are intended for business use. Equipment, supplies, and resources include, but are not limited to telephones, photocopying machines, fax machines, computers, and e-mail. While it may be necessary on occasion to use University System property for personal use, you should limit such use. Excessive or inappropriate use of University System resources may be grounds for disciplinary action, up to and including involuntary termination of your employment.

Conflict of Interest

Because USNH is a public institution, you have an obligation to avoid any conflict of interest between outside activities and your position. Conflict of interest means any activity that creates an ethical, legal, financial, or other conflict that is opposed to, or interferes with, your responsibilities within the University System. If you have questions about a particular activity, you are encouraged to discuss your concerns with your supervisor or your campus Human Resources Office.

To the extent provided by state and federal law, the University System's Conflict of Interest policy is designed to facilitate free discussion of all political viewpoints. If you hold a political office, it is your responsibility to make clear that you speak as a private individual, not as a University System representative.

Employment of Relatives

While members of the same family may be employed by the University System, no faculty member, administrator, or supervisor may participate in decisions affecting the appointment, promotion, or other personnel status of a relative. Relative means parent, spouse/same-sex domestic partner, child, brother, sister (or the foregoing as relatives of spouse or USNH defined same-sex domestic partner), and other close relatives by birth or marriage (such as aunt, uncle, nephew, or niece).

Prior Service Credit

Former staff members who are rehired by the USNH may earn back their prior service. For information about prior service credit, contact your campus Human Resources Office.

Voluntary Resignation

If you decide to resign your position with the University System, you should submit your written resignation to your supervisor as soon as possible, but no later than two weeks before your expected last day of work. A copy of your resignation letter should also be sent to your campus Human Resources Office. Your last day of active service is your last day worked. Unused Earned Time cannot be used to extend your employment or benefits eligibility beyond your last day worked.

Retirement

If you work for USNH until you are eligible to retire, you should submit your written retirement notification to your supervisor and the campus Human Resources Office as much ahead of your planned retirement as possible, so appropriate arrangements can be made concerning your benefits and retirement program payments.

Termination Due to Limited Time Appointments

If you are hired in an externally funded position or term appointment, you will be notified of the limitations to your position, such as funding restrictions, the anticipated duration of a program, and/or other programmatic conditions that may affect your appointment.

Involuntary Termination

Position Based Reasons

Occasionally, a staff member's employment may be terminated for reasons that are not performance-related, such as lack of funding, program curtailments, changes in educational missions, and/or changes in technology. To ensure that you are treated equitably and with due consideration, the University System will provide you with as much advance notice as possible if such an event impacts your position. A minimum 30 days written notification of termination of employment will be provided.

Performance Based Reasons

If your job performance is not meeting expectations, your supervisor will provide you with verbal and written notification. This notification will include a description of the expected improvements and a time frame in which to achieve them. If

your job performance does not improve, your employment will be terminated. The University System reserves the right to bypass these steps and terminate a staff member immediately if, in its sole judgment, the nature of the situation justifies immediate termination. In either case, you will receive a letter of termination describing the reason for the termination, the date on which your employment will end, and the procedure for filing a grievance.

Other Reasons for Job Separation

Layoffs, failure to return from a leave of absence, and job abandonment are other situations that may result in termination of employment.

Exit Interviews

Upon notification of your resignation, retirement, or termination, your supervisor and your campus Human Resources Office will coordinate an exit interview and provide you with important information about your benefits and potential unemployment compensation. Prior to your departure, you will be required to return your ID card, keys, and any other University System property that may have been issued to you.

Benefits

Your last day of work is the last day of benefit coverage through USNH. Your campus Human Resources Office will discuss with you the options concerning the continuation of your medical and dental insurance for a period of time through application of COBRA. Also, depending on your reason for departure, you may be eligible for unemployment compensation. In most instances, you will be paid for unused Earned Time when you retire or terminate your employment as described on Page 9.

A Fair and Safe Workplace

The University System of New Hampshire takes seriously its responsibility to provide a fair and safe place to work. As such, it is the responsibility of all employees to deal honestly, fairly, and respectfully with co-workers, students, visitors (or the public) and all other individuals associated with the University System and to report violations to your campus Human Resources Office or Affirmative Action Office.

Equal Employment Opportunity

USNH is committed to a policy of providing equal employment opportunities for all staff members and qualified applicants. Employment decisions, including hiring, training, and opportunities for advancement, are made on the basis of qualifications and experience, without discrimination because of gender, race, religion, color, age, marital status, sexual orientation, national origin, disability, or veteran's status. USNH adheres to Equal Employment Opportunity and Affirmative Action guidelines when advertising employment opportunities. For more information contact your campus Human Resources Office or Affirmative Action Office.

Job Announcements

Campus Human Resources Offices are responsible for announcing position vacancies. Job announcements include the job title, a brief job description, department, pay range, minimum qualifications, and application deadline. You may check bulletin boards, campus publications, and/or visit campus web sites for listings of job openings. Staff members are encouraged to apply for promotion and transfer opportunities within the University System. If you move from one Operating Staff position to another within the University System, your benefits (for example, accumulated Earned Time and service credit) will carry over to your new position.

Non-Discrimination

The way in which members of the University System interact with each other, with students, and with the public, affects the way USNH is perceived, both as an employer and as a member of the community.

USNH adheres to a policy of non-discrimination in all employment areas, including compensation, job evaluation and review, professional development opportunities, and performance evaluations. If you believe you have been subject to illegal discrimination at work, you should notify your supervisor and/or the campus Human Resources Office or Affirmative Action Office. Complaints will receive prompt and impartial consideration under our Affirmative Action policy. For details about complaint procedures, refer to your campus process on resolution of complaints and grievances, or contact the campus office responsible for Human Resources or Affirmative Action.

Sexual Harassment

The University System's policy on sexual harassment supports a working environment that is free of discrimination. You are strongly encouraged to exercise your right to raise any concerns or problems with the appropriate campus office responsible for receipt of such complaints. Each campus has a specific procedure for resolving sexual harassment complaints. For more information, contact your campus Human Resources or Affirmative Action Office.

All faculty, staff, and students have a right to work in an environment that is free of discrimination and harassment, including freedom from inappropriate or offensive behavior. Such behavior violates the University System's policy, as well as state and federal law. Any faculty or staff member who violates this policy is subject to disciplinary action, up to and including termination of employment. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or academic environment;
- Submission to, or rejection of, such conduct by an individual is used as the basis for an employment or academic decision affecting the individual; or
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic work. The circumstances under which the behavior occurs have an impact on whether or not it is considered or perceived to be sexual harassment. While it is not possible to list every type of behavior that could be considered sexual harassment, here are some examples:
 - Unwelcome sexual propositions;
 - Graphic comments about a person's body;
 - Sexually suggestive objects or pictures in the workplace;
 - Derogatory or sexually explicit statements about an actual or supposed sexual relationship; and
 - Derogatory, gender-based humor.

It is important to note that you cannot assume conduct is acceptable simply because an individual does not openly protest against it. In addition, some conduct may be considered sexual harassment, even if it is not intended as such. In general, common sense is your best guide — treat other individuals fairly and with respect.

Drug-Free Workplace

USNH is fully committed to ensuring a drug-free workplace. As a condition of employment you are required to comply with our drug-free workplace policy which states that you:

- Are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance or alcohol in the workplace; and
- Must report any criminal conviction for a drug statute violation that occurs in the workplace to your supervisor or the campus Human Resources Office no later than five days after the conviction.

Violation of this policy may result in a variety of disciplinary actions, including but not limited to a warning, reprimand, suspension, or termination of employment.

The University System also recognizes that drug and alcohol dependency may be considered illnesses. While no supervisor or USNH official can diagnose any illness, you may be referred for a medical assessment, or to counseling, rehabilitation, the Employee Assistance Program, or other treatment programs as appropriate options.

Special Help for Drug and Alcohol Problems

The University System believes that education is the key to preventing drug and alcohol dependency problems. That is why we sponsor drug/alcohol awareness programs at each campus. For information or assistance about the program or any drug or alcohol related issue, call your campus Human Resources Office or the USNH Employee Assistance Program (EAP).

Americans with Disabilities Act

USNH is committed to a policy of Equal Employment Opportunity and non-discrimination regarding disabilities, which includes the use of reasonable accommodations to enable employees to perform the essential functions of their jobs. If you disclose an ADA-defined disability, your supervisor and the campus Human Resources Office will discuss reasonable accommodations or other options with you. In addition, you may be required to provide medical documentation concerning your disability and/or work capabilities.

Smoking

As required by law and in recognition of the health hazards of smoking and second-hand smoke, USNH prohibits smoking in all University System buildings and facilities, including offices, classrooms and laboratories, studios, libraries, theaters and auditoriums, gymnasiums and athletic areas, and public reception areas. Smoking may be allowed in some specifically designated areas and/or further restricted as determined separately by each campus.

Right to Know About Toxic Substances

You have a right to know if you are exposed to toxic substances in the course of your work. Your supervisor will discuss such toxic substances during your employment orientation. You may request a Material Safety Data Sheet (MSDS) or other information about any such toxic substance at any time from your supervisor, the campus safety office, or your campus Human Resources Office.

Uniforms, Other Special Clothing, and Equipment

Based on the nature of your job, you may be required to wear a uniform, protective clothing, or other safety or job related equipment. In some instances, these articles may be provided by your campus at no cost to you. In this case, you must return any such articles when you retire or your employment ends.

Workers Compensation

If you experience a work-related injury or illness, you must immediately report the incident to your supervisor and/or your campus Workers Compensation administrator or Human Resources Office. Eligible claims, including claims for medical care and partial income replacement, are processed through the University System's Workers Compensation carrier.

Each campus has a Safety Committee. For further information, consult your campus Human Resources Office.

Employee Assistance Program (EAP)

Wellness Programs

While some personal problems may be solved on your own, there are times when professional assistance can make a big difference. Our Employee Assistance Program (EAP) is designed to provide free, confidential assistance to you, your spouse/domestic partner, and your dependent children during those times. You are encouraged to take advantage of this program whenever you have a problem that affects your home or work life. The EAP can help with a wide range of issues, including work conflicts, marital or relationship problems, emotional difficulties and stress, drug and alcohol dependency, and family problems. Depending on your needs, the EAP can provide confidential care, assessment, professional counseling, education, referral assistance, and follow-up care. An EAP informational brochure is distributed with your orientation package, and is also available by contacting your campus Human Resources Office or the University System Human Resources Office.

You may access the EAP website or call the EAP 24 hours a day, seven days a week. Private discussions with your EAP counselor are confidential.

Embrace Life Fully (ELF)

The Embrace Life Fully (ELF) program offers educational opportunities and health screenings that provide support in improving and maintaining your health and well-being. Seminar topics have included stress management, meditation, nutritional education, self-esteem, change management, and HIV/AIDS education. Health screenings, such as blood pressure clinics and cholesterol testing, are also available through the program. For more information about ELF, contact your campus Human Resources Office or the University System Human Resources Office or visit the USNH Wellness website at <http://www.usnhhr.unh.edu/wellness/>

Your Compensation

The USNH compensation program includes a comprehensive benefits program and a salary program designed to provide equitable pay and pay structures. Specific benefit information is provided with enrollment materials, and benefit policies are found in the USNH online Policy Manual. In accordance with the University System's pay structure and guidelines, hourly rates for new employees and promotions are determined according to each staff member's job responsibilities and the effort required to perform the job as well as relevant education and experience. Compensation decisions are consistent with University System equal employment opportunity and affirmative action policies and applicable state and federal laws.

Hourly Pay Rate

In compliance with federal and state labor laws and University System policy, you are paid an hourly rate for your work in your

operating staff position. To determine your annual salary, multiply your hourly pay rate by the number of hours you are scheduled to work in the fiscal year. Your position is considered non-exempt, which means that you are eligible for overtime pay if your work hours exceed 8 hours in a day or forty hours in a week.

Hourly Payroll Schedule

As an hourly (non-exempt) staff member you receive your paycheck the week after your pay period ending date and are paid for work performed through the pay period ending date, including any additional pay, such as shift, overtime, etc. To have your pay directly deposited into your checking, savings, or credit union account(s), please request a direct deposit form from your campus Human Resources Office, Payroll Office or the USNH HR website.

Job Classifications

Once the institution has determined the responsibilities and requirements of a job, the position is evaluated and assigned to the appropriate job classification in USNH's classification system. Each job classification is assigned an hourly pay range (see Pay Ranges, below).

Pay Ranges

The University System establishes pay ranges for each job classification, based on market survey data. These surveys look at positions outside the University System that are similar to USNH positions in responsibilities, professional expertise, background requirements, and education. Each pay range has a minimum, midpoint and maximum. No staff member may be paid below the range minimum or beyond the range maximum.

Starting Hourly Pay Rate

Generally, the starting pay for employees who meet the minimum qualifications for a particular job classification is the minimum of the pay range. In most cases, the maximum starting hourly rate for employees with higher qualifications is normally the top of the first quartile (the halfway point between the minimum and the midpoint of the pay range).

Market Equity Pay Range Change

A job classification may be moved to a higher pay range to be competitive with similar jobs in the general marketplace as determined by market salary survey data. Increases associated with range changes depend on several factors, including the availability of funds. However, when increases are granted, hourly rates of staff members that fall below the new pay range's minimum are adjusted to at least the minimum, unless a staff member is on probationary status.

Additional Hours/Overtime Pay

Any additional work hours/overtime must be approved in advance by your supervisor. Extra time worked is reported on your regular time record and is usually included with the pay for the pay period in which the extra time was worked. As a non-exempt employee, you are eligible for overtime pay when you work more than 40 hours in one week. By University System

policy, you also receive overtime pay if you work more than eight hours in one workday, unless you have requested an alternate work schedule and signed a waiver. If your regular workday is 7.5 hours, the first half-hour of additional time worked in one day (or the first 2.5 hours in a week) will be paid at your regular hourly rate. All overtime pay is paid at one and one-half times your regular hourly pay rate, including shift/weekend differentials, longevity pay, and standby pay. Please contact your campus Human Resources Office or reference the Additional Pay Policy for further details regarding Overtime.

Compensatory Time

If campus policy permits, you may choose to receive compensatory time in lieu of pay for extra hours worked, up to a maximum of 240 hours per year. You and your supervisor must agree in advance that you will receive compensatory time instead of overtime pay and must list it on official time records. Compensatory time cannot be carried over from one fiscal year to the next. Instead, you will be paid for any unused compensatory time on or before June 30 of each year. If you terminate or transfer to another department, you will also be paid for any unused compensatory time.

Paid Holiday Leave

There are 11 holidays per calendar year which are authorized by the Board of Trustees. See page 21 for holiday information. To receive paid holiday leave, your dates of appointment must encompass the holiday, and you may not be on a leave without pay immediately prior to or following the holiday. If you work less than a full-time schedule, your paid holiday leave hours will be based on the percent of your appointment and your scheduled work hours for the week in which the holiday occurs. The following guidelines also apply to paid holiday leave:

- If a scheduled holiday falls during your vacation, you receive paid holiday leave for that day and the time is not charged to your Earned Time.
- When calculating overtime pay, a holiday is counted as a day worked.
- If an authorized holiday falls on your regularly scheduled day off, you may take a day off with pay during the same or following week. With your supervisor's approval, you may instead collect an additional day's pay at your usual pay rate. In addition, employees may use Earned Time to observe holidays which are not part of the University System/campus official schedule.
- With your supervisor's approval of the time away, employees may use Earned Time to observe holidays which are not part of the University System/campus official schedule.

