APPLICABILITY/ACCOUNTABILITY:

This policy applies to all exempt employees of the university.

POLICY STATEMENT:

Employees who are classified as exempt from the overtime provisions of the FLSA are paid on a salary basis at a rate intended to compensate the employee for all hours worked during the pay period. While the salary may be subject to review and modification from time to time, the salary will be a predetermined amount that will generally not be subject to deductions based on variations in the quantity or quality of the work performed, except for voluntary payroll deductions.

The university does not allow deductions from pay that violate the FLSA. Deductions from pay are permissible under certain circumstances, including the following:

- for absences from work when an employee has exhausted personal, annual, or sick leave
- to offset amounts employees receive as jury or witness fees or for military pay
- for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions
- for the initial or terminal week of employment
- for penalties imposed in good faith for infractions of safety rules of major significance
- for time in which an exempt employee takes unpaid leave under the Family and Medical Leave Act
- for repayment of obligations incurred by the employee relating to their university employment

In these circumstances, the university may make either partial day or full day deductions.
DEFINITIONS:

Deduction. An employer initiated adjustment to the employee’s biweekly base salary pay calculation.

Voluntary Payroll Deduction. Any payroll deduction from an employee’s salary where the employee has authorized the deduction.

Exempt employee. An exempt employee, in the context of this policy, is any employee of the university who qualifies for an exemption from the overtime requirements of the Fair Labor Standards Act (FLSA).

FLSA is the federal statute that governs the payment of overtime and minimum wage; it provides for a number of exemptions from overtime, including for professional, administrative, and executive employees who meet certain requirements.

PROCEDURES:

Employees are provided an on-line confirmation of pay each pay period. Employees should review this pay confirmation carefully each pay period. If an improper deduction has been made from an employee’s salary, the employee must immediately report this information to a supervisor. If the employee feels uncomfortable discussing the problem with a supervisor (or has not received a prompt reply), the employee should report this information to the university’s Payroll Department at (407) 823-2771. The employee must specify in writing the specific circumstances of the pay deduction and whether it has occurred on other occasions. Reports of improper deductions will be promptly investigated. If it is determined that the exempt employee’s pay has been improperly deducted, the university will take corrective action, including, but not limited to, full reimbursement to the employee during the next earliest possible pay period.

The University of Central Florida will not tolerate any form of retaliation against individuals who report a concern regarding the payment of wages, report alleged violations of this policy, or cooperate in the university’s investigation of such reports. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.
CONTACTS:

Office of Human Resources, UCF, 3280 Progress Drive Suite 100 Orlando, FL 32826-3229. Phone: (407) 823-2771.

Payroll Department, Office of Human Resources, UCF, 3280 Progress Drive Suite 100 Orlando, FL 32826-3229 Phone: (407) 823-2771.

INITIATING AUTHORITY: Vice President for Administration and Finance and Chief Financial Officer

POLICY APPROVAL (For use by the Office of the President)

Policy Number: 3-003.1

Initiating Authority:  

Policies and Procedures Review Committee Chair:  

President or Designee:  

Date: 4/27/10

Date: 5/23/10

Date: 4/4/10