

GCCC Policy Add Template

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Policy Title: Exempt Employee Pay

Policy Statement: In accordance with the Fair Labor Standards Act regulations, exempt employees who are required to be paid on a salary basis may not have his/her pay reduced for variations in the quantity or quality of work performed.

Procedures:

Provisions Mandated by the Salary Basis Rules

1. Exempt employees normally must receive his/her full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform NO work at all for the college.

2. Deductions from pay cannot be made as a result of absences due to the circumstances listed below. Such improper pay deductions are therefore specifically prohibited, regardless of the circumstances. Managers or supervisors violating this policy will be subject to investigation of their pay practices and appropriate corrective action in accordance with normal procedure.

- a. Jury duty
- b. Attendance as a witness
- c. Temporary military leave
- d. Absences caused by the employer
- e. Absences caused by the operating requirements of the college
- f. Partial day amounts other than those specifically discussed below

3. Exceptions to the requirement to pay exempt employees on a salary basis are listed below.

- a. Absences for personal reasons other than sickness or disability, including vacation leave.
- b. Absences of one or more full days due to sickness or disability
- c. Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due the employee for the week. No deductions can be made for failure to work for these reasons, however.
- d. Penalties imposed for infractions of safety rules of major significance or serious workplace misconduct.
- e. Unpaid disciplinary suspensions of one or more full days in accordance with GCCC's disciplinary policy.
- f. Deductions for the first and last week of employment, when only part of the week is worked by the employee, as long as this practice is consistently applied to all exempt employees in the same

circumstances.

g. Deductions for unpaid leave taken in accordance with legitimate absence under the Family and Medical Leave Act.

Contacts: Director of Human Resources

Approved Date: 7/1/2015

Policy History: Click here to enter text.

Keywords: Exempt employee, leave, pay

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