



54 Proposed Policy Number and Title: <i>351 Annual Compensation and Benefits</i>		
Existing Policy Number and Title: <i>351 Annual Compensation, Benefits, and Pay Practices</i>		
Approval Process*		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input checked="" type="checkbox"/> Revision – Limited Scope	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
NOTE: Limited Scope, Partial Deletion. Bundled with Policy 202	Anticipated Expiration Date:	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

1	Draft Number and Date: <u>Stage 4, April 11, 2013</u>
2	President’s Council Sponsor: <u>Val Peterson</u> Ext. _____
3	Policy Steward: <u>Corey Callahan</u> Ext. _____
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POLICY APPROVAL PROCESS DATES	
<p>Policy Drafting and Revision Entrance Date: <u>9/20/2012</u></p> <p>University Entities Review Entrance Date: <u>10/18/2012</u></p> <p>University Community Review Entrance Date: <u>02/28/2013</u> Open Feedback: <u>02/28/2013</u> Close Feedback: <u>03/28/2013</u></p> <p>Board of Trustees Review Entrance Date: <u>04/11/2013</u> Approval Date: <u>MM/DD/YYYY</u></p>	<p align="center">POST APPROVAL PROCESS</p> <p>Verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update <hr/> <p>Policy Office personnel who verified and posted this policy to the University Policy Manual</p> <p>Name: _____</p> <p>Date posted and verified: <u>MM/DD/YYYY</u></p>



POLICY TITLE	Annual Compensation and Benefits	Policy Number	351
Section	Human Resources	Approval Date	
Subsection	Compensation and Benefits	Effective Date	
Responsible Office	Office of the Vice President of Finance and Administration		

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1.0 PURPOSE

2.0 REFERENCES

3.0 DEFINITIONS

4.0 POLICY

4.1 Annual Compensation/Benefit Plan

4.1.1 The ~~institution~~University shall provide an annual compensation/benefit plan as established by the President and approved by the Board of Trustees. Insofar as is possible, the compensation/benefit plan shall be:

- 1) Adequate—Meeting minimum governmental, institutional, labor market, and employee requirements;
- 2) Equitable—Paying employees fairly in line with job requirements, effort, performance, abilities, education, training, and so on;



- 43 3) Cost Effective—Being within the scope of what the [college University](#) can afford to pay based
44 on legislated and other funding sources;
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46 4) Balanced—Providing a reasonable combination of pay, benefits, and other rewards; and
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48 5) Motivational—Providing enough incentive for employees to be efficient, effective, and
49 productive in their work.
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51 **4.2 Salary and Wage Schedules**

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53 **4.2.1** Salary and hourly wage schedules for adjunct and overload faculty, and classified exempt,
54 nonexempt, and student employees shall be reviewed and published annually as part of the
55 institution's compensation/benefit plan. Current schedules are maintained in [Human Resources](#).
56 [the Personnel Office](#).
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58 **4.3 Employee Benefits**

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60 **4.3.1** The [institutionUniversity's](#) annual compensation/benefit plan shall define employee
61 benefits to be provided to benefits-eligible positions for a given plan year.
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64 **5.0 PROCEDURES**

65 **A. ~~PAY DAYS AND PAY CHECK PROCEDURES~~**

66 ~~1. **Pay Days for Hourly Employees**~~

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68 ~~The standard pay days for employees paid on an hourly basis are the 1st and 16th of each~~
69 ~~month. Checks issued on the 1st are for work performed from the 1st to the 15th of the~~
70 ~~previous month. Checks issued on the 16th are for work performed from the 16th to the end~~
71 ~~of the previous month. Generally, time cards must be submitted two working days after the~~
72 ~~last working day of the pay period. Payments for late time cards will be paid on the next~~
73 ~~payroll.~~
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75 ~~2. **Pay Days for Adjunct Faculty**~~

76 ~~The standard pay days for adjunct faculty will be the 1st and 16th of each month during the~~
77 ~~semester. Total adjunct pay is spread in even payments throughout each semester.~~
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79 ~~3. **Pay Days for Overload Faculty and Staff**~~

80 ~~Full-time faculty or staff who are contracted to teach by semester appointment will receive~~
81 ~~equal payments spread over the semester taught. These payments will be paid as part of~~
82 ~~regular contract paychecks on the 1st and 16th of each month.~~
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84 ~~4. **Pay Days for Salaried Employees**~~

85 ~~The standard pay days for salaried employees are the 1st and 16th of each month. Checks~~
86 ~~issued on the 1st are for the work performed during the last half of the previous month;~~
87 ~~those issued on the 16th are for work performed during the first half of the current month.~~
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Policies and Procedures

89 **5. ~~Pay Days that Fall on a Weekend or a Holiday~~**
 90 ~~When a standard pay day falls on a Saturday, checks are issued on Friday. When a pay day~~
 91 ~~falls on Sunday, checks are issued on Monday. If pay day falls on a holiday on Friday, checks~~
 92 ~~are issued on Thursday. If the holiday falls on any other week day, checks are issued the~~
 93 ~~following day.~~

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 95 **6. ~~Pickup Procedures~~**
 96 ~~Checks and direct deposit pay stubs will be disbursed on payday by the payroll coordinator.~~
 97 ~~All employees are assigned to the coordinator of the department where the greatest~~
 98 ~~percentage of pay is received. Special arrangements may be made for check distribution~~
 99 ~~(hold, mail, etc.) during vacation or holidays with the payroll coordinator.~~

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 101 **7. ~~Direct Deposit~~**
 102 ~~University employees are encouraged to have their pay checks deposited directly to a bank~~
 103 ~~account via magnetic wire transfers. Forms and additional information are available from~~
 104 ~~departmental personnel coordinators and the Payroll Office.~~

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POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity

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