

NEW EMPLOYEE TRAINING: NON-EXEMPTS

Time Worked: All time worked will be reported in .25-hour increments.

Overtime: As a non-exempts, employees are eligible for Overtime for any hours worked over 40 for the week. Overtime must be pre-approved by the employee's manager and recorded on the timesheet.

Shift Differential: Employees whose shift begins before 6:00 am or ends after 6:00 pm are eligible for Shift Differential. This is an additional \$0.30 per hour and should be recorded on the timesheet as *Regular-Second Shift*. Employees who work a regularly established shift that includes the time between 2:00 am and 3:00 am are eligible to be paid an additional Shift Differential. This is an additional \$0.60 per hour and should be recorded on the timesheet as *Regular-Third Shift*.

Call-Back: Employees who are called back into work are eligible to receive call-back pay. This is a 2-hour minimum pay for being called back in to work. The call back minimum will not apply if it is within 2 hours of their next scheduled shift and employees who are on standby are not eligible for call-back

Standby: Employees who work in Res Life Maintenance are eligible for standby pay when they are required to be available to report to work for emergency situations. Employees who are called in while on standby will report hours worked as Regular hours worked.

Time Off: Non-Exempts will record their time off in .25-hour increments.

Vacation: Full-time non-exempts will earn 6.77 hours of vacation time off each pay period.

- The max vacation an employee can carry is 304 hours.
- The University suggests employees maintain a 176-hour balance. Employees will be paid up to 176 hours of vacation upon separation.
- For more information, please see our Time & Leave Manual: <https://www.fhsu.edu/bus-off/time-tracking-and-time-off/>

Sick: Full-time non-exempts will earn 3.7 hours of sick time off each pay period.

- There is no limit on the amount of sick time off an employee can accrue.
- Sick time off may be used for yourself or family members who are sick.
- Sick time will only be paid out upon retirement based on years of service and the number of hours accrued.
- For more information, please see our Time & Leave Manual: <https://www.fhsu.edu/bus-off/time-tracking-and-time-off/>

Discretionary Day: Employees will earn a Discretionary Day after 6 months of employment. This is granted by the Governor each year.

Holidays: Designated Holidays are determined by the Governor each year.

- **Veteran's Day:** The University is open on Veteran's Day. Employees are not required to work, however if employees do work, non-exempts will earn 1.5 times the number of hours worked as Holiday Comp Time to be used during the Holiday Shut Down

- **Holiday Shut Down:** The University is closed each year between Christmas and New Year's. All employees must use leave time during this break. Holiday Comp Time from Veteran's Day should be used during this time if it was earned.
- **Designated Holidays:** A list of holidays can be found on the HR website.
 - o *Only essential employees are eligible to work on a holiday without prior approval.*
 - o *If a non-essential employee is required to work on a holiday, they must receive prior approval from the HR Director to work.*

Jury Duty: Employees who are called for Jury Duty will receive Paid Time Off as Jury Duty leave. Documentation received from jury duty does not need to be turned in to FHSU, however should be kept by the employee, for reference if needed.

Funeral Leave: Employees may be granted Funeral Leave, up to 6 days of leave, based on the relationship and location of the funeral. Funeral leave must be requested through the Request Time Off app in Workday and will go to the HR Director for approval.

Inclement Weather: The University does have inclement weather leave. In order to use this time off, Inclement Weather must be officially declared by the Administration.

- **University Closed:** All employees, with the exception of essential staff, should not report to work and Inclement Weather time will be reported.
- **Essential Employees:** Power Plant, University Police, University Farm, Grounds Department, and Residential Life Custodial
- **Remote Work:** Employees approved by the HR office to work remotely are not affected by the Inclement Weather declaration, thus not eligible for Inclement Weather paid time off.

Shared Leave: The University has a Shared Leave Program. To qualify, the following are considered:

- All leave time has been exhausted by the employee
- It must be a serious medical situation for the employee or close relation to the employee
- Employee must be employed with the University at least 6 months
- A Doctor's note and application must be turned in and Shared Leave will be granted based on a committee's approval.

Donor Leave: Employees who donate blood, blood products, etc. are granted Donor Leave if they are away from the office when the donation occurs. Employees taking leave time for blood donation will enter donor leave equal to the time they are gone in .25 increments, but not to exceed 1.5 hours every 4 months. For more information, please see our Time & Leave Manual: <https://www.fhsu.edu/bus-off/time-tracking-and-time-off/>

Parental Leave: Employees who are benefit-eligible and have been employed with the State of Kansas for 12 months are eligible for paid parental leave.

Leave without Pay (LWP): If all leave types have been exhausted, leave without pay will be recorded when the employee is away from work. Leave without pay will reduce the employees' pay based on the number of hours LWP is recorded.