Purpose

All full-time employees receive a Pace University Employee Handbook upon initial employment at the University. This Supplement for Information Technology Employees is intended to clarify and augment guidelines and policies in the University handbook. If there is a disparity between the two documents, the University Employee Handbook policies supersede those in this Supplement.

Employment At-Will

Pace University Statement of At-Will Employment

Employment with Pace University is on an “at-will” basis. The employee may leave the job, and the University may terminate the employee at any time, for any non-discriminatory reason or for no reason. The provisions of the following Policies are not intended to create a contract of employment, and no agreement or promise regarding an employee’s terms or conditions of employment is binding on the University. The provisions of these Policies supersede any conflicting statements made by supervisors, and the University has the right to change the policies at any time without prior notice.

Source: Pace University Employee Handbook

Exempt and Non-Exempt Employee Status

A position's exempt/non-exempt status is determined by the University's Compensation Department in accordance with criteria established by the Department of Labor through the Fair Labor Standards Act. If you are not sure if you are an exempt or non-exempt employee, check with your Department Director.

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, equal pay, record keeping, and child labor standards for employees who are covered by the act. Pursuant to the FLSA, non-exempt employees are entitled to a mandated minimum wage, as well as overtime pay of not less than one-and-one-half times their regular hourly rate of pay for all hours worked in excess of 40 in their workweek.

Non-Exempt Employee Status

If you are non-exempt, the University is required by federal law to pay you a regular hourly wage. The University is also required to pay you overtime at the rate of one-and-one-half times your regular hourly rate for all hours you work over 35 for a full-time employee or 40 for apart-time employee in a given workweek. You also come under the minimum wage requirements of the law. In summary, non-exempt employees are:

- Covered by the provisions of the FLSA.
- Required to account for all time worked as well as the use of sick, vacation, and other leave time on an hourly basis.
• Entitled to **overtime pay** at a rate of not less than one-and-one-half times their regular hourly rate of pay in a given workweek after 35 hours of work for a full-time employee or 40 hours of work for a part-time employee.

**Exempt Employee Status**

The nature of exempt positions may require exempt employees to work more than regularly scheduled hours in a given workweek. Exempt employees are **not** eligible for overtime pay and are **not** covered by the overtime pay provisions of the Federal Fair Labor Standards Act. Exempt employees are not subject to a reduction in pay based on quality or quantity of work. In summary, exempt employees are:

• Not subject to the minimum wage and overtime provisions established by the FLSA.
• Major exemptions are for executive, administrative, professional, and outside sales workers.
• Compensated on a salary basis.
• Not subject to reduction of pay based on the quality or quantity of work.
• Overall, pay is not based on the amount of time spent at work, but rather for "**getting the job done.**"

**Source:** United States Department of Labor, Employment Standards Administration, Wage and Hour Division

**Vacation Entitlements**

All full-time DoIT employees are entitled to a predetermined number of vacation days based on their initial full-time date of employment and supervisory approval. The vacation cycle coincides with the academic year (September 1 through August 31). Vacation days are taken during the current year. If there is a reason, either employee-initiated or employer-initiated, that requires vacation days be held over to the subsequent academic year, carryover days must be approved in writing by the Department Director (with a copy sent to the Business Operations and Plans Department) and used prior to the last working day of the calendar year.

The Non-Exempt Employee initial hire vacation allotment is equivalent to 10 days. The Exempt Employee initial hire vacation allotment is equivalent to 15 or 22 days, dependent on job level.

If the University is closed for an emergency, an employee on vacation or taking a personal day is not entitled to additional vacation or personal time.

**Personal Days**

“Personal days are provided to full-time employees to conduct personal activities that can be accomplished only on the workday involved. Up to a maximum of three (3) days per calendar year are granted… Personal days cannot be carried over from prior calendar years.”

**Source:** Pace University Employee Handbook

**Sick Days**

“Pace depends upon the regular attendance of its employees and hence does not allot a fixed number of days to be taken for illness… If you are absent for more than three consecutive days, a statement from your physician may be required. If you are absent for eight consecutive days (including the weekend), you will be considered as having a temporary disability. In that event, your supervisor will arrange to have Human Resources supply you and your physician with the appropriate forms to complete.”

**Source:** Pace University Employee Handbook
Emergency Closing

In response to an unusual condition (e.g., inclement weather, power outage) necessitating early morning closure of offices on one or more campuses, your area DoIT emergency telephone chain, designated by your Director, will be activated. You are responsible that your Director and the Business Operations and Plans Department (BOPD) have your latest telephone number and address. If you are not contacted by the phone chain and think that the University might be closing, call the University Emergency telephone numbers to obtain information on delayed openings or early closings.

“When the University is open and a mid-day decision is made to cancel afternoon or evening classes, all offices will be notified through the administrative telephone chain.”

Source: Pace University Employee Handbook

Essential services personnel, designated by the Directors and the Vice President of Information Technology, may be required to report to work or remain at work during the emergency closing.

Working in the DoIT Organization

As a professional and member of the DoIT organization, you are responsible for the following areas:

- Wear your Pace and DoIT I.D. cards when on Pace property—all campuses.
- Display Pace University parking decal on your car as directed by the Department of Safety and Security.
- Arrive to work on time.
- Dress appropriately.
- Contact your immediate supervisor when you are unable to attend work and you must take a personal or sick day.
- Request approval for vacation leave from your immediate supervisor.
- Ensure that your weekly record of time worked and time-off taken is accurately reported using Pace’s time and attendance system.
- Keep your OnTime calendar current to facilitate planning.
- Arrange for outside child care and pet care during the hours you are at work.
- Actively participate in DoIT Division, Department and Unit meetings.
- Participate in community and outreach programs of the University.
- Be familiar with and adhere to the Pace Appropriate Use Policy for Information Technology.

Employee Assistance Program (EAP)

United Behavioral Health/Working Solutions is the provider for the Employee Assistance Program (EAP). This program is designed to provide full and part-time faculty/staff and immediate family members with a wide range of services, confidentially, to meet your personal work/life challenges. Some benefits EAP provides are access to a comprehensive array of referral services including:

- Assessment and Counseling
- Child/Parenting Support Services
- Adult/Elder Support Services
- Chronic Condition Support Services
- Life Learning Resources
- Legal and Financial Assistance
- Convenience Services

EAP is available 24 hours a day, 365 days a year by calling 1-866-248-4096. Or, visit online at http://www.liveandworkwell.com and enter the access code of 61530.
Staff Performance Appraisals

The annual employee Performance Appraisal is usually scheduled once a year. It is your opportunity to review your job performance with your supervisor and to plan your goals and aspirations for the following year. It is important that Performance Appraisals are completed and signed by the designated submission date.