On occasion, Dartmouth employees will transfer from an hourly-paid (non-exempt) position to one that is salaried (exempt), or vice versa. There are differences in the benefits afforded the two Fair Labor Standards Act (FLSA) classifications, and they are briefly discussed below. Please note, for union employees some of these items may be subject to and amended by the terms of the applicable collective bargaining agreement. Further, the information below is only a summary; for full details regarding each benefit, please review the appropriate section of the Office of Human Resource’s website, or contact your Human Resources Consultant.

**Paydays**

Hourly employees are paid every other Friday, for the two immediately-preceding complete workweeks (Sunday through Saturday). Salaried employees are paid on the first of each month for the immediately-preceding month.

**Overtime**

Hourly employees are paid the overtime rate (1.5 times the normal hourly rate) for all hours worked over 40 in a workweek. Salaried employees do not receive overtime pay.

**Dartflex**

In case of a transfer between the two classifications, the benefit elections made by an employee remain in effect. However, the payroll deductions made for the employee’s contributions may change, depending upon the elections made, the “full-time equivalent” of the position, and the employee’s hourly rate or salary. Further, given the differences between pay periods (bi-weekly for hourly employees, and monthly for salaried employees), there are also differences in when the deductions are made.

Specifically, hourly employees are paid in arrears, and their Dartflex deductions are made equally from the first two pay dates in a given month. Thus, by way of example, if the first bi-weekly pay date in a month is Friday the 10th, then that pay is for the work performed in the two weeks immediately preceding and including Saturday the 4th of the month, and the Dartflex deductions cover the first half of that month. The next pay date will be Friday the 24th, at which time the pay will be for the work performed from and including Sunday the 5th through Saturday the 18th, and the deductions will cover the...
second half of the month. In those months which have three pay dates, the third paycheck or deposit will not have any Dartflex deductions.

Salaried employees are also paid in arrears, but their Dartflex contributions are deducted in advance. For example, pay received by a salaried employee on September 1 is for the work performed in August, but the deductions from that pay are for Dartflex coverage through September 30.

7% Special Benefit

Certain salaried (exempt) employees who are age 40 and older receive an additional 7% of their base salary from the College. This may be taken as taxable income, or, as is strongly encouraged by the College, it may be contributed to the employee’s Supplemental Retirement Account (SRA). Those eligible to receive this benefit include the following:

- All faculty members; and
- All staff in salaried positions as of June 30, 2010 who remain in a salaried position and who have already reached or will reach the age of 40 on or before December 31, 2015.

Medical Flexible Spending Account

On January 1 of each year, the College deposits $250.00 in the Medical Flexible Spending Accounts of all hourly employees.

Vacation

For hourly employees, vacation is credited at the beginning of each fiscal year, based primarily upon the number of years of continuous service and in accordance with the following schedules:

Administrative/professional positions
1 - 3 years of service . . . . . . . . . . 10 days
3 - 15 years of service . . . . . . . . . . 15 days
15 or more years of service . . . . . . . . .20 days

Non-union service positions:
1 - 5 years of service . . . . . . . . . . 10 days
5 - 12 years of service . . . . . . . . . . 15 days
12 - 20 years of service . . . . . . . . . .20 days
20 or more years of service . . . . . . . .25 days

An hourly employee’s vacation allowance will further be based upon the scheduled hours per week and the actual months the employee worked during the previous fiscal year. Beyond that, additional vacation days are awarded to hourly employees upon certain
service anniversaries; for full details, please see the Employment Policies and Procedures Manual.

Salaried employees accrue vacation time at the rate of 1.83 days for each month of continuous service, and are thus credited with 22 vacation days at regular pay at the beginning of each fiscal year (July 1). When the employee’s continuous service on July 1 is under one year, the amount is prorated according to the number of months worked in the prior fiscal year.

**Personal time**

11 days of personal leave time are granted to hourly employees each July 1, providing time off for personal reasons. If an employee has worked less than 12 months, the amount of personal time granted is pro-rated. Employees may use personal time when they arrange for it in advance with their supervisors. Personal time is to be used for scheduled absences, such as home or car repairs and medical or business appointments, and for unanticipated absences such as personal or family illness. Personal time is not intended or designed to be used as “extra vacation”. Employees should be encouraged to save their personal time for situations when it is most needed, and to that end, an employee can carry over up to five days of personal time into the next fiscal year, resulting in a maximum allowance of 16 days a year.

Salaried employees are not granted a specific amount of additional time off for personal or sick time because their work is not tracked on an hourly basis. When time is needed for personal reasons that cannot be scheduled outside of the normal workday (e.g., appointments, errands, time off with sick family members, and so on) or for personal illness, salaried employees are encouraged to request such occasional needs for time off with their managers in advance,. This time off is approved at the manager’s discretion.

**Short-term disability**

Hourly employees are eligible for short-term disability (STD) benefits beginning on their sixth consecutive workday of absence or after one normal workweek due to a disability. Hourly employees are expected to use personal time or vacation time to cover the first five days of absence due to disability. The remaining STD benefits are paid through a central fund administered by the Benefits Office.

Salaried employees are eligible for STD beginning on their first workday of absence due to a disability. The first two weeks of STD benefits are paid by the employee’s department’s funds, and the remaining STD benefits are paid through a central fund administered by the Benefits Office.