



OLD DOMINION UNIVERSITY

University Policy

Policy #6024

WAGE EMPLOYMENT POLICY

Responsible Oversight Executive: Vice President for Human Resources

Date of Current Revision or Creation: March 30, 2016

A. PURPOSE

The purpose of this policy is to establish the terms and conditions of wage employment at the University.

B. AUTHORITY

[Virginia Code Section 23-9.2:3, as amended](#), grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

[Virginia Department of Human Resource Management Policy 2.20 – Types of Employment](#)

C. DEFINITIONS

Wage Employee – A non-salaried employee who receives pay for hours worked and is not covered by the provisions of the Virginia Personnel Act. (Wage employees are sometimes referred to as hourly employees.) Wage employees have no guarantee of employment for a particular term or a particular daily or weekly work schedule; they serve at the will of the designated hiring official, and may be terminated at any time.

Wage Employment - Employment to meet seasonal, temporary, part-time, or casual workforce needs.

Web Time Entry (WTE) - A web-based system designed to enable employees to submit hours worked and leave information electronically, eliminating the paper submission of time slips, time and attendance forms, leave activity forms, and leave reports.

D. SCOPE

This policy applies to all University departments.

E. POLICY STATEMENT

It is the policy of the University to comply with Federal and State employment laws with regard to wage employment and to support wage employees through consistent application of policies and procedures.

F. PROCEDURES

Hours of Work

Wage employees are restricted to working 29 hours per week on average during the timeframe of May 1 to April 30 (up to 1500 hours). Supervisors are responsible for monitoring hours worked and ensuring compliance with this law.

The Department of Human Resources provides reports to supervisors that support monitoring hours worked by wage employees. If a wage employee is in danger of exceeding the 29 hours per week on average in the May 1 – April 30 period, Human Resources will direct the supervisor to establish a plan in writing describing how work hours will be adjusted to remain compliant with the work hour limit. The supervisor must submit the plan to the Department of Human Resources.

There are no exceptions to the work hour limits for wage employees. Supervisors who allow wage employees to exceed the 29 hours per week on average during May 1 to April 30 are in non-compliance with State policy.

Supervisors are responsible for ensuring that wage employee work hours are entered, verified and approved via Web Time Entry (WTE) each pay period.

Compensation

Wage employees are paid using the hourly equivalent of the salaries for comparable classified positions in the Commonwealth's salary structure. Wage employees are considered non-exempt for purposes of the Federal Fair Labor Standards Act (FLSA). As such, wage employees will be compensated at one and one-half times the employee's hourly rate for hours worked over 40 in a work week.

Wage employees are not eligible for holiday pay and will not be compensated for official University holidays unless these days are worked.

Pay rate increases may be requested from the Department of Human Resources. Pay rate increases are contingent on the availability of budget unit funds and requests may be assessed using [pay factors](#) comparable to those used for classified staff.

Benefits

Wage employees are eligible for the following benefits:

- Family and Medical Leave Act (FMLA)
- Military Leave
- 403(b) Tax Sheltered Annuities
- 457 Deferred Compensation Plan
- AFLAC Insurance
- Tuition Assistance at a pro-rated rate
- Return to Work Program

Workers' Compensation
University identification card privileges

Information concerning these benefits is available from the Benefits Unit in the Department of Human Resources.

Supervisor Responsibilities

Supervisors are responsible for:

- Assigning duties, monitoring performance and providing feedback as needed
- Scheduling wage employees to ensure that total hours worked does not exceed 29 hours/week on average during the May 1 – April 30 period each year
- Monitoring and tracking hours worked on an on-going basis
- Reviewing and approving time in WTE each pay period
- Revising work schedules when needed to insure compliance with the 29 hours/week average limit

Employee Responsibilities

Wage employees are expected to:

- Report to work as scheduled
- Performing work as assigned
- Obtain approval prior to changing work hours including arriving early or leaving late
- Enter work hours accurately in WTE each pay period

Employee Relations

Wage employees are expected to comply with the Old Dominion University Policies and Procedures, the ODU Code of Ethics, the Service Standards and guidelines provided in the Wage Employee Guidebook. Wage employees are also expected to conform to the standards for behavior and performance provided in the Standards of Conduct Policy. The protections contained in the Commonwealth's Standards of Conduct Policy, including access to the Grievance Procedure, are not available to wage employees.

Wage employees may contact the Employee Relations unit in the Department of Human Resources for assistance with workplace concerns. Wage employees may contact the Office of Institutional Equity and Diversity for assistance should they believe they have been the victim of discrimination, retaliation, sexual harassment or related concerns.

Records Retention

Time and attendance, deduction authorizations, compensation and leave records are retained for five years and then destroyed in compliance with the Commonwealth's Records Retention and Disposition Schedule.

G. RESPONSIBLE OFFICER

Staffing and Operations Manager, Department of Human Resources

H. RELATED INFORMATION

[Federal Fair Labor Standards Act](#)

[University Policy 1002 – Code of Ethics](#)

[University Policy 6020 - Recruitment/Selection of Classified and Wage Positions](#)

[University Policy 6130 - Policy for Emergency Employment](#)

[Wage Employee Guidebook](#)

