WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS

West Virginia State University

BOG Policy #54

Title: Delayed Payroll Assignment

Section 1. General

1.1 Purpose: To provide an efficient system of preventing employees from using in excess of their accumulated leave;

　　1.1.1 To establish guidelines and procedures to be followed when an employee is to be notified of his/her assignment to the hourly payroll resulting in his/her paychecks being a half-month in arrears.

1.2 Definition: *Delayed Payroll* - an hourly payroll for services rendered in a pay period which is processed for payment at the end of the following pay period, i.e., one-half month in arrears.

1.3 Authority: This is a modified institutional restatement of the WV Division of Personnel policy titled *Delayed Payroll Assignment* (Policy DOP-P14) which has been in effect since October 1, 1994.

1.4 Effective Date: March 29, 2005

Section 2. Policy

2.1 An employee shall be placed on the hourly payroll when he/she has had two occurrences of insufficient leave within the preceding six months resulting in the employee's pay being docked.

2.2 An employee shall be placed on the hourly payroll as a result of his/her request, as indicated on the enclosed *Delayed Payroll Assignment Form*, to the Human Resources Office.

2.3 Assignment to the hourly payroll shall be formally documented and shared with the employee and may be part of a supervisor's attendance counseling when warranted;

2.3.1 After the first absence incident, the employee shall be advised in writing by Human Resources that if a second incident occurs, it shall result in the employee being placed on the hourly payroll. A copy of this policy shall be attached to the notice;

2.3.2 If a second absence incident occurs, the next written notice shall be issued by the University advising the employee of placement on the hourly payroll, stating the specific reasons and listing the dates of the incidents;

2.3.2.1 The employee shall be allowed five working days to reply to the University in writing, and the reply, if provided, will be placed in the employee's personnel file;

2.3.2.2 Following the written notice, a *Delayed Payroll Assignment Form* will be completed, dated, and signed by both the employee and the University representative before forwarding it to the Payroll Office.

2.4 Placement on the hourly payroll will commence after one pay period advance notice following the employee's return to work;

2.4.1 An employee will remain on the hourly payroll until he/she accumulates at least five days of sick leave and also at least five days of annual leave;

2.4.2 The Human Resources Department shall determine when an employee may be returned to the salaried payroll.

2.4.2.1 An employee's leave pattern and usage may be considered by the University before returning an employee to the salaried payroll;

2.4.3 At the termination of their delayed payroll status, an employee will be returned to their prior salaried payment schedule.

2.5 A *Delayed Payroll Assignment* in the subsequent 6-month period will result in permanent placement on the hourly payroll;

2.6 Each supervisors shall monitor their employees' leave balances closely to alleviate this type of action by assuring sufficient leave time is available prior to approving any requested leave.

DELAYED PAYROLL ASSIGNMENT FORM
West Virginia State University Human Resources Office

The individual named below will be placed on the hourly payroll until

further notice. The effective date of this action is: _____

Employee information:

Name: _____   SS#: _____

Address: _____

Sign here if this is a <u>Voluntary</u> <u>Request</u>: _____

Date of First Incident: _____   Date of Written Notice: _____

Facts related to the first incident: _____

_____

_____

_____

Date of Second Incident: _____   Date of Written Notice: _____

Facts related to the second incident: _____

_____

_____

_____

ACKNOWLEDGMENT: I have read the above information and have had an
opportunity to discuss it with my immediate supervisor. I have also been given an
opportunity to respond to this action in writing. I understand that I will be placed on
the hourly payroll beginning the next pay period, in accordance with West Virginia
State's *Delayed Payroll Assignment* policy (Administrative Policy #5).

Employee's Signature: _____   Date: _____

Supervisor's Signature: _____Date:Date: _____