



New Jersey Schools Insurance Group  
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[www.njsig.org](http://www.njsig.org)

**Board of Trustees Meeting of May 16, 2018**  
**Action Item**  
**Second Policy Reading**  
**Policy 6111 Exempt and Non-Exempt Employees and Overtime**  
**Policy 6130 Holidays**  
**Policy 6131 Vacation**

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**Recommended Resolution:** Approve policies 6111, 6130 and 6131 as a second reading.

*William Mayo*

William Mayo, CPCU, ARM  
Executive Director

# NJSIG Policies

Adopted: 09/83

Index #: 6111

Amended: 06/12

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Reviewed: 03/12, **03/18**

## WORKWEEK

The workweek runs from 12:00 a.m. Monday, through 11:59 p.m. on the following Sunday.

## EXEMPT AND NON-EXEMPT EMPLOYEES AND OVERTIME

At times, ~~in order to meet the needs of the business and the needs of our customers,~~ it may become necessary for employees to work in excess of their normal hours. This policy discusses how such time may be compensated for certain employees.

Exempt Employees:

~~Exempt employees – those salaried employees whose primary duty consists of exempt managerial, professional, administrative or outside sales responsibilities - are not eligible to receive additional payment for overtime work, regardless of the number of hours worked during the work week.~~

Exempt employees will not be paid for overtime.

~~The Group~~ **NJSIG** pays exempt employees on a salary basis and makes only **those** deductions from salary which comply with state and federal law. ~~Exempt employees should be aware that workplace misconduct may result in unpaid suspensions from work.~~

~~Exempt employees shall not have their regular salary reduced based on the quality or the quantity of their work in any work week in which they perform any work, except for those deductions allowed by law. If you believe that you have had monies improperly deducted from your pay based on the quality or quantity of your work in violation of this policy, you may bring your concern to Human Resources for review. If a determination is made that an improper deduction was made, you will be reimbursed for the amount of the deduction. Please note that variations in the quality or quantity of an employee's work may subject the employee to counseling and/or discipline. Further, also note, an employee may be subject to unpaid suspensions for violations of workplace rules and regulations.~~

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## **EXEMPT AND NON-EXEMPT EMPLOYEES AND OVERTIME**

Non-~~e~~Exempt employees:

Non-~~e~~Exempt employees are those employees not meeting the criteria for "exempt" status and are eligible to receive overtime pay for hours worked over 40 in a work week. Non-~~e~~Exempt employees regularly scheduled to work less than 40 hours per work week shall be paid at their normal straight time rate for all hours worked up to 40 hours per week. Non-~~e~~Exempt employees shall be compensated for hours worked over forty (40) in any work week at a rate of 1 ½ times the employee's regular rate.

Please note that ~~e~~Employees are not permitted to work overtime without prior management authorization **in writing**, and that ~~e~~Engaging in unauthorized overtime work may result in discipline.

Scheduled holidays, **floating holidays**, vacations, paid sick time, or any other time in which the employee performs no work (**such as a snow day**) will not count as hours worked for the purposes of overtime. ~~However, in addition to their hourly pay (either at straight time or time and one half) for hours worked by Non-Exempt employees on a scheduled holiday, such employee will also be paid for the holiday.~~

~~Non-Exempt employees will be entitled to their choice of compensatory time or overtime pay for hours worked over 40 in the work week. Compensatory time shall be granted at the rate of time and one half. The accrual of comp time is subject to certain limitations. Non-Exempt employees may accrue up to 30 hours of comp time (which is 20 hours of actual overtime work). Employees shall be allowed to take compensatory time within a "reasonable period" after making the request if it does not unduly disrupt the operations of the employer.~~

Failure to follow or adhere to this policy may lead to disciplinary action up to and including termination.

# NJSIG Policies

Adopted: 09/93

Index #: 6130

Amended: 01/91, 02/91, 04/09, 06/12

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Reviewed: 03/12, **03/18**

## HOLIDAYS

The Group **NJSIG** provides fourteen **fifteen** designated paid holidays each year. Ten **Eleven** of these areas **are scheduled "holidays" and are** identified below, with the date on which the holiday will be observed in any given calendar year posted on the Group's bulletin board. Four are "floating" holidays to be scheduled by the employee with the approval of his or her supervisor. **These floating holidays are pro-rated in the first year of employment.** The ten **eleven** scheduled holidays are as follows:

New Year's Day	Martin Luther King Jr's Birthday
Memorial Day	Independence Day
Labor Day	Thanksgiving
Day after Thanksgiving	Christmas
Veterans Day	President's Day
<b>Columbus Day</b>	

### Weekend Holidays

When a recognized **scheduled** holiday falls on a Saturday, it will be observed on the Friday before the holiday. Recognized **Scheduled** holidays that fall on a Sunday will be observed on the following Monday.

To be eligible for holiday pay, employees must work their scheduled hours (and any required overtime) on the last scheduled workday before the holiday and the first scheduled workday after the holiday, unless they are excused from work. A holiday that falls during an employee's scheduled vacation **or sick time** will not be charged as a vacation day.

Eligible employees who are scheduled to work 20 hours or more, will be paid for a holiday if they are normally scheduled to work on the day on which the holiday falls. The holiday will be paid based on the number of hours the employee is regularly scheduled to work on that day.

# NJSIG Policies

Adopted: 01/87

Index #: 6131

Amended: 10/93, 01/01, 03/02, 12/08, 04/09, 06/12

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Reviewed: 03/12, **03/18**

## VACATION

Full-time staff are granted vacation days on a calendar year basis in accordance with the following schedule:

Employees in Positions below Grade 13 <b>Non-Exempt Employees</b>		Employees in Positions at Grade 13 or above <b>Exempt Employees</b>	
Calendar Years	Days Vacation	Calendar Years	Days Vacation
1st	10 (pro rated)	1st	15 (pro rated)
2nd	11	2nd	16
3rd	12	3rd	17
4th	13	4th	18
5th	14	5th	19
6th – 9th	15	6th	20
10th -15th	20	7 <sup>th</sup>	21
16th	21	8th	22
17th	22	9 <sup>th</sup>	23
18th	23	10th	24
19th	24	11th and over	25
20th and over	25		

**Managers shall be granted 25 vacation days.**

In the first calendar year of employment, vacation days are granted on pro rata basis based on full calendar months of employment and may only be taken after being granted.

After the end of the first year of employment, vacation continues to be granted on a monthly pro rata basis pursuant the schedule set forth above, but in anticipation of continued employment, the annual allotment of vacation may be scheduled and taken during the calendar year prior to actually being granted, subject to management approval.

# NJSIG Policies

Adopted: 01/87

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Amended: 10/93, 01/01, 03/02, 12/08, 04/09, 06/12

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Reviewed: 03/12, **03/18**

## VACATION

Vacation time should be scheduled in advance and approved before it is taken. Up to a maximum of 5 days may be carried over into the next calendar year. Any carry over days must be used within 180 days of the end of the vacation year **from which they were carried** or be forfeited. Vacation time over 5 days may not be carried over to a future vacation year without **written approval by the** Executive Director approval. Time not taken is forfeited.

No employee shall accrue more than 25 vacation days.

Vacation shall not accrue during any period of unpaid leave of absence.

In the event of termination, an employee shall be paid for unused accrued current year vacation.