

# Employee Compensation

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# Employee Compensation

*Employee salary or hourly rate is based on the guidelines provided by the UUA or when not available through the UUA, the Colorado Nonprofit Association's annual Salary Report.*

# Forms

*A completed W-4 Form and a completed I-9 Form with supporting documentation as needed must be turned in to the DFO before a paycheck can be issued.*

# Timekeeping

*Timekeeping is required of all non-exempt employees. A written or electronic time sheet must be turned in to the direct supervisor by the designated due date. Late timesheets may result in delayed pay. Any scheduled hours not worked or time worked in excess of the regular schedule must be noted and approved. It is important that all time worked is recorded accurately. It is the employees responsibility to maintain and turn in time sheets.*

# Pay Schedule

*Employees shall be paid on a bi-weekly basis with Direct Deposit available on applicable Fridays (or the nearest business day when Friday is a banking holiday). Paper checks may be picked up the following week. Employees are required to regularly review their pay stubs upon receipt and report any concerns to their supervisor or the DFO immediately. In the event of a mistake that results in an Employee being underpaid based on their agreed upon wage, Foothills is responsible to correct the mistake as soon as possible after discovery. In the event of an employee being overpaid based upon their agreed upon wage, an employee may be held responsible to pay back the surplus in a timely manner.*

# Pay for Exempt Employees

*Employees shall be paid on a bi-weekly basis with Direct Deposit available on applicable Fridays (or the nearest business day when Friday is a banking holiday). Paper checks may be picked up the following week. Employees are required to regularly review their pay stubs upon receipt and report any concerns to their supervisor or the DFO immediately. In the event of a mistake that results in an Employee being underpaid based on their agreed upon wage, Foothills is responsible to correct the mistake as soon as possible after discovery. In the event of an employee being overpaid based upon their agreed upon wage, an employee may be held responsible to pay back the surplus in a timely manner.*

# Overtime Pay

From time to time, employees may be required to work overtime. In these instances, employees are given as much advance notice as practical. For nonexempt employees, hours worked in excess of 12 hours in a day, 12 consecutive hours without regard to the starting and ending time of the workday, or 40 hours per workweek, whichever results in the greater payment of wages, are paid at one and one-half (1 1/2) times the employee's regular rate. When a nonexempt employee has daily overtime and weekly overtime hours, the payment of daily overtime counts toward the payment of the weekly overtime. The established workweek begins at 12:01 a.m. on Monday and ends at 12:00 a.m. on Sunday.

For purposes of calculating overtime payments, only hours actually worked are counted. Consequently, hours paid but not worked, e.g., vacation, are not counted. All overtime hours, including signing in early, shortened lunch periods, and time worked beyond that of the employee's scheduled shift, must be approved by the direct supervisor. All changes to the worked schedule should be discussed and approved ahead of time with your supervisor. The time sheet must reflect all overtime hours, indicate the reason, and include the name and signature of the approving supervisor. Unapproved overtime is considered a serious violation of Church policy that can be subject to disciplinary action. By submitting time sheets an employee is verifying that the hours were in fact worked.

# Grants

No personal loans or advances for employees are allowed. When an employee finds themselves in an emergency financial situation, they should approach their supervisor about the possibility of a one-time financial hardship grant. These will be granted no more than once every five years of an employee's tenure, and is distributed at the discretion of the Senior Minister, subject to budgetary capacity. This money is considered income and is subject to payroll taxes. Employees facing hardship can also apply for assistance through the Unitarian Universalist Association's Living Tradition Fund. Contact the [DFO](#) for more information.

# Payroll Deductions

Federal and state laws require payroll deductions for income tax, Social Security, and Medicare. Deductions are shown on the stub of the paycheck. Changes to withholdings or errors in deductions should be called to the attention of their supervisor or the DFO. Adjustments will be reflected in the employee's next paycheck.

# Unemployment Compensation

Foothills is covered by the Federal Income Tax Exemption Ruling as a § 501(c) (3) corporation. As such, Foothills is specifically exempt from the requirement to pay Federal Unemployment Compensation Taxes. Therefore, terminated employees are not eligible for unemployment insurance payments, either Federal or State, for the period of employment.

# Separation Pay

An employee who has worked at Foothills for 12 months or longer is eligible for separation pay. An employee may receive up to three weeks of their normal pay (either salary or calculated from the prior 12 weeks of hourly earnings), by providing a minimum of 3 weeks' notice of departure in writing. If notice is less than three weeks, separation pay will mirror the notice given, i.e. two weeks of pay for two weeks' notice. If the employee gives less than one week notice, no separation pay will be provided.