



OLD DOMINION UNIVERSITY

University Policy

Policy #6024

WAGE EMPLOYMENT POLICY

Responsible Oversight Executive: Vice President for Human Resources
Date of Current Revision or Creation: October 2, 2009

A. PURPOSE

The purpose of this policy is to define the conditions under which wage employees work.

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.

[Commonwealth's 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. (6024)

D. SCOPE

This policy applies to all University departments and academic units.

E. POLICY STATEMENT

This policy sets forth the terms and conditions of employment for wage employees.

F. PROCEDURES

Hours of Work

Wage employees are limited to working 1,500 hours per employment year. The employment year is the 365-day period commencing with the wage employee's first day of work.

Immediate supervisors, or other office staff, are responsible for verifying and approving wage employee work hours via web time entry each pay period. Upon reaching the 1,500 hour limit, the supervisor must initiate a letter to the wage employee that indicates no further work may be performed until the 365-day period is completed. A copy of this letter must be sent to the Department of Human Resources. The next 365-day period will be calculated beginning with the employee's subsequent date of rehire. Exceptions to the 1,500 limit can be approved by the President via the Department of Human Resources.

Compensation

Wage employees are paid using the hourly equivalent of the salaries for classified staff in the Commonwealth's pay scale unless they are employed in positions for which specific alternate pay scales have been established by the Department of Human Resources. Wage employees are considered non-exempt for purposes of the Federal Fair Labor Standards Act, and should more than 40 hours be worked in a work week, the employee will be compensated at one and one-half times the employee's hourly rate for every hour worked over 40.

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

Salary increases may be requested from the Department of Human Resources based on sufficient funding in the budget unit and when appropriate using comparable practices that apply to classified staff.

Benefits

Wage employees are eligible for the following benefits:

- Workers' Compensation
- Applicable leave as contained in the Family and Medical Leave Act
- Leave related to military service
- 403(b) Tax Sheltered Annuities
- 457 Deferred Compensation Plan
- Tuition Assistance (after three years of service) – 75% of benefit
- Return to Work Program
- Employee Assistance Program
- University identification card privileges

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

Applicability of Department of Human Resources Policies

Wage employees may contact the Employee Relations Manager in the Department of Human Resources about workplace concerns. Wage employees are not covered by the Commonwealth's grievance procedure. Should a wage employee believe he or she has been discriminated against in connection with the job, there are University and State discrimination policies available to the wage employee.

Wage employees' performance may be evaluated informally, but no official Performance Planning and Evaluation Form is used. The Commonwealth Standards of Conduct do not apply to wage employees but may be used as a guide in appropriate disciplinary matters.

G. RESPONSIBLE OFFICER

Vice President for Human Resources

H. RELATED INFORMATION

[Federal Fair Labor Standards Act](#)

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

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

[Wage Employee Guidebook](#)