

## **Aims Community College Procedure**

### **Employee Services**

#### **Exempt Employees**

Employees who are designated as exempt are generally paid a fixed salary for their job responsibilities. Exempt employees are not eligible for overtime and are required to work the hours required to fulfill their job responsibilities. Similarly, regardless of variations in the number of days or hours worked or the quality of the work performed, the College will not make deductions from an exempt employee's salary for any work week in which the employee worked, unless such deductions are authorized by law or to comply with the Leaves of Absence Policy and Procedure.

There are certain circumstances where deductions from the salaries of exempt employees are permissible. The College is required by law to make certain deductions from your pay each pay period, including deductions for applicable taxes, wage garnishments, and child support orders. The College also may deduct from your pay your employee contribution to insurance premiums and voluntary contributions to retirement or pension plans. The College may also make other allowable deductions and salary reductions to an exempt employee's salary in a workweek.

Improper deductions for exempt employees are prohibited by the College. Any employee who is exempt and believes that an improper deduction has been made to their salary should immediately notify the Human Resources Department. The College will promptly review and investigate any complaint and will reimburse any employee found to have been subject to an improper salary deduction.

The College prohibits and will not tolerate retaliation against any employee because that employee made a good faith complaint under this policy. Specifically, no one will be denied employment, promotion, or any other benefit of employment or be subjected to any adverse employment action based on that person's good faith complaint about an improper wage payment or deduction. In addition, no one will be disciplined, intimidated, or otherwise retaliated against because that person exercised rights under this policy or applicable law.

**Adopted: College Council, May 23, 2022**

**Responsible Administrator: Executive Director of Employee Services**

*Updated from Human Resources to Employee Services – September 20, 2022*