




National University of Health Sciences General Policies

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		4-3-09		
President	Date			

POLICY STATEMENT

It is the University's desire that your salary be: (1) equitable with respect to your duties and performance; and (2) competitive, to the extent this is possible, in relation to prevailing salaries for comparable positions. The University provides for an annual job performance evaluation by your supervisor to discuss your progress, and to recommend any steps that may aid your continued career growth. Salary adjustments based on merit may or may not occur. The financial status of the University is also a factor. Some of the factors used to evaluate your performance are: job knowledge, quality of work, as well as quantity of work, learning ability, communications (written and verbal) initiative, dependability, interpersonal relations, attendance and punctuality.

Procedures

Cashing of Paychecks: Employees are expected to cash their paychecks on their personal time.

Paycheck Disbursement During Vacation Period: Paychecks will not be disbursed early for employees taking vacation.

Advances on Unearned Wages and Salaries: Advances on unearned wages or salaries will be made only in case of emergency and must be recommended by a department head and approved by the President or his/her designee.

Unclaimed Paychecks: Paychecks not claimed by employees within five (5) days of the date issues, must be returned to the payroll department.

Lost Paychecks: Employees are responsible for their paychecks after they have been issued. Checks lost or otherwise missing should be reported immediately to the payroll department so that a stop payment order may be initiated. The Finance Director will determine when and if a new check should be issued to replace a lost or missing check and a fee will be charged to the employee.

Payroll Deductions: By law, the University is required to deduct, where applicable, Federal Withholding Taxes, State Income Tax, Social Security Taxes and garnishments from an employee's pay.

Final Paycheck for Dismissed Employees:

Whenever possible, a final paycheck is issued to a dismissed employee at the time of dismissal. By law, the University is required to issue such paychecks by the end of the first day following dismissal that the payroll office is open.

Final Paycheck for Voluntarily Resigning Employees:

The final paycheck for a voluntarily resigning employee will be made available on the next regular payday. In unusual circumstances, a department head may request earlier payment and such payment is to be approved by the President or his/her designee.