

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 2826

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**PROCEDURE TITLE:** Safe Harbor Provisions

**STATUTORY REFERENCE:** FLORIDA STATUTE 1001.64

**BASED ON POLICY:** I-1 Administration and Organization of Miami Dade College  
II-17 All Personnel: Employment Documentation  
II-51 Professional Exempt Contractual, Professional Exempt Non-Contractual and Support Non-Exempt Personnel: Unified Salary Schedule  
II-52 Instructional/Contractual Salary

**EFFECTIVE DATE:** October 4, 1978

**LAST REVISION DATE:** April 19, 2005

**LAST REVIEW DATE:** April 19, 2005

## **I. PURPOSE**

It is Miami Dade College's policy to comply with the salary requirements of the Fair Labor Standards Act (FLSA). Miami Dade College's practice is to accurately compensate employees and to do so in compliance with all applicable state and federal laws. Therefore, the College prohibits all managers from making any improper deductions from the salary of exempt employees for such things as variations in the quantity or quality of work.

## **II. PROCEDURE**

It is the responsibility of every employee to promptly review his/her electronic pay stub to ensure accuracy of payment for hours worked, leave balances and deductions. While the College makes every effort to ensure our employees are paid correctly, inadvertent mistakes may happen. If an error does occur and it is reported, the College shall make any corrections necessary.

The College's electronic Time and Attendance System and Faculty Workload System report exceptions to the scheduled work week (refer to Procedure 2828).


Part-time employees are reported based on hours worked as recorded on electronic or paper time sheets.

A. REPORTING DISCREPANCIES

1. Any discrepancies, improper deductions or incorrect leave balance(s) noted on the electronic pay stub must be immediately reported in writing to the supervisor.
2. Employees should identify the pay period in which the discrepancy first occurred.
3. The College will not assume any responsibility for discrepancies not reported within ninety (90) days and for which no substantive or factual support can be produced. If the supervisor is not available or if the employee believes that it would be inappropriate to contact that person, he/she must follow the appropriate administrative channels.

B. REIMBURSEMENT OF IMPROPER DEDUCTIONS

1. The supervisor will review all documentation presented by the employee and provide a written determination within five (5) business days.
2. Payroll and Benefits Accounting Department will receive a copy of the determination document when a system error occurs.
3. In cases where a correction is warranted, the supervisor will direct the time and attendance preparer to make the necessary adjustments for the next check date.
4. If the employee has not received a response from the supervisor within five (5) business days, he/she may contact Payroll and Benefits Accounting Department.

	4/19/05
<b>PRESIDENT</b>	<b>DATE</b>