

The College President shall recommend an annual compensation plan for all College District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. The recommended plan shall support College District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the College District. The Board shall also determine the total compensation package for the College President. [See BF series]

**Pay Administration**

The College President shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The College President or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

Stipend

The College President shall recommend a stipend pay schedule as part of the annual compensation plan of the College District.

*Supplemental  
Duties*

The College President or designee may assign noncontractual supplemental duties to personnel exempt under the Fair Labor Standards Act (FLSA), as needed. [See DJ(LOCAL)] The employee shall be compensated for these assignments according to the compensation plan of the College District.

Pay Increases

The College President or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.

Overload

Overload instruction for full-time faculty members on nine-month contracts shall be limited to 12 load hours per contract. The 12 overload hours shall be distributed between the fall and spring semesters, with no more than six hours each semester. Overload instruction for full-time faculty members on 12-month contracts shall be limited to 12 load hours per contract. The 12 overload hours shall be distributed over the fall, spring, and summer semesters.

Teaching loads for ADN faculty on either nine-month or 12-month contracts shall be limited to 16 load hours distributed equally between the fall and spring semesters. A teaching overload for a department chair shall be limited to a maximum of three load hours per semester.

Any deviations from limits on overload hours shall require approval from the dean of instructional services. [See DDA(LOCAL)]

Mid-Year Pay  
Increases

*Contract  
Employees*

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the College District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not con-

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form with the compensation plan shall require ratification by the Board. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]

*Noncontract  
Employees*

The College President may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity. The College President shall report any such pay increases to the Board at the next regular meeting.

**Pay During Closing**

If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure.

**Classification of  
Positions**

The College President or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the FLSA.

Exempt

The College District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the College District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the College District's attention, through the College District's complaint policy. [See DGBA] If improper deductions are confirmed, the College District shall reimburse the employee and take steps to ensure future compliance with the FLSA.

Nonexempt

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. An employee who is paid on a salary basis shall be paid for up to and including a 40-hour workweek.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

**Workweek Defined**

For purposes of FLSA compliance, the workweek for College District employees shall be 12:00 a.m. Saturday until 11:59 p.m. Friday.

**Compensatory Time**

At the College District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work.

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The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

Accrual

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of compensatory time, the College District shall require the employee to use the compensatory time, or at the College District's option, the College District shall pay the employee for the compensatory time.

Use

An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a duty year, the College District shall pay the employee for the compensatory time.

Compensatory time may be used at either the employee's or the College District's option. An employee may use compensatory time in accordance with the College District's leave policies and if such use does not unduly disrupt the operations of the College District. [See DEC(LOCAL)] The College District may require an employee to use compensatory time when in the best interest of the College District.

**Gifts, Grants, and  
Donations for Salary  
Supplements**

The College District shall not accept gifts, grants, donations, or other consideration designated for use as salary supplements.