

COMPENSATION AND BENEFITS
SALARIES AND WAGES

DEA
(LOCAL)

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.

**Annualized Salary
Required**

The College District shall pay and provide insurance coverage to all benefits-eligible employees over a 12-month period. A benefits-eligible employee shall receive his or her salary and insurance coverage in equal monthly or bimonthly payments, beginning with the first pay period of the fiscal year. Benefits-eligible employees with contracts less than nine months shall only receive pay and insurance coverage for the duration of the contract.

Early Separation

In accordance with IRS regulation 26 C.F.R. 1.409A-1(h), if a benefits-eligible employee separates from service prior to the end of his or her contract or assignment, the employee's final paycheck shall include the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation, minus any compensation owed to the College District.

Emergency Closings

All College District personnel shall be paid at the employee's regular rate during the period the College District is officially closed by the College President. Individuals may, at their option, elect to leave their duties prior to the official closing and remain absent beyond the official reopening.

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However, payment for such absences will be charged to vacation time, personal business leave or, if no balance remains, the absence will be considered absence without pay. In case of absence due to an emergency closing, the employee must remain in communication with his or her immediate supervisor and/or the appropriate vice president, as provided by the College District's attendance policy.

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 Fair Labor Standards Act (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 by notifying the College District's controller. 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 vice president 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. Monday until 11:59 p.m. Sunday.

Compensatory Time

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

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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.