

COMPENSATION AND BENEFITS  
SALARIES AND WAGES

DEA  
(LOCAL)

PHILOSOPHY	The College District is committed to maintaining a faculty, administrator, and staff compensation plan that is competitive with peer institutions within the state.
OBJECTIVES	The objectives of the College District compensation program are to:
INTERNAL EQUITY	1. Establish pay relationships between jobs that are fair and equitable when compared to other jobs in the institution;
EXTERNAL COMPETITIVENESS	2. Provide salary levels that are competitive and/or comparable with peer organizations in order to attract and retain qualified employees;
CONTINUITY AND FLEXIBILITY	3. Accommodate new jobs and changes in existing jobs, as well as adjust to changes in economic conditions and the job market; and
EFFECTIVE ADMINISTRATION	4. Establish clearly defined policies, procedures, and guidelines for salary budgeting and administration and ensure a clear understanding among all employees of the College District of how the compensation program works.
PAY PLAN AND FRAMEWORK	The staff and administrative pay plan establishes compensation based on an analysis of the level of decision making required to accomplish job-related duties of a position. Each staff and administrative position with the College District shall be assigned to a market decision band based on this criterion. The compensation schedule shall be reviewed and adjusted periodically to reflect market changes. Employees have no guarantee that the College District will adjust their pay under the compensation schedule.
ADMINISTRATION	The College President or designee shall administer and maintain compensation in accordance with this policy and the related procedures and guidelines for the College District's compensation plan.
DESIGNATED WORKWEEK	The designated College District workweek shall be from 12:01 a.m. Monday through Sunday, 12:00 midnight.
EXEMPT / NONEXEMPT	<p>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).</p> <p>Exempt employees shall be compensated on a salary basis for their employment period and are not entitled to overtime compensation.</p>
COMPENSATORY TIME	Nonexempt employees shall be compensated on an hourly basis for all hours worked each week and shall be compensated for over-

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time in accordance with federal regulations and the College District's compensation plan.

Nonexempt employees shall not work beyond their scheduled work hours unless authorized in writing, in advance, by the appropriate supervisor. Nonexempt employees may be subject to disciplinary action for working beyond the approved schedule without advanced written approval.

Nonexempt employees shall be compensated through compensatory time off or direct pay for the additional hours worked beyond 40 in a workweek, at a rate of time and one-half the employee's normal pay rate. Employees may not earn and take compensatory time within the same workweek. Adjusted schedules shall be documented by the employee and approved in advance by the appropriate supervisor.