

COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(LOCAL)

The College President shall recommend an annual compensation plan for all College District employees. [See also DEAA] The compensation plan may include wage and salary structures, stipends, and benefits. 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.

Copies of the appropriate salary schedule shall be distributed to all personnel at the beginning of each academic year.

**Pay Increases**

The College President shall recommend to the Board an amount for employee pay increases as part of the annual budget. The College President or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.

Any salary increases awarded to an employee will be effective September 1. In order for an employee to be eligible for a salary increase on September 1, he or she must be on the payroll or under contract by April 1 of the same year.

*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 if 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 shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]

Noncontract  
Employees

The College President or designee 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.

**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. The Board action may occur at a meeting after the closure without interrupting the regular pay schedule.

COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(LOCAL)

**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.