

	POLICY	Motion No.	EXEC 1010-2024
	Employee Pay	Effective Date	4/16/2024
		Responsible Department	Human Resources
		Attorney Review / Date	NA

Employees shall be compensated for their contributions to the College and its programs in accordance with federal law, state law, Board Policy, and the provisions of the Collective Bargaining Agreement for employees in union positions.

At the time of hire, all employees receive a copy of their job description. For administrators and support staff, the duties and responsibilities in the job description, along with the education and experience required for the position, determine the pay range for the position.

When there is a significant change in the job duties of a position, the affected employee or a supervisor may request a review by the Human Resources Department of the job description and the pay range. Pay ranges are updated periodically by Human Resources to ensure appropriate compensation. Pay increases are determined annually as the budget permits or according to the terms of the applicable Collective Bargaining Agreements.

Employees are classified as exempt or non-exempt based on the Department of Labor employee rules. As such, to be classified as exempt, an employee must be paid more than the minimum salary threshold and meet the duties test provided by the Department of Labor. Faculty are considered exempt employees by the Department of Labor. Exempt employees are not eligible for overtime pay. Non-exempt employees are required to keep an accurate record of time worked and will be paid time and a half for all hours over 40 in a work week (Monday - Sunday). Holiday or PTO hours do not count as hours worked for the purposes of calculating overtime. In these instances, an employee is paid additional straight-time hours for hours over 40 at the normal pay rate. Overtime hours must be approved in advance by the employee’s immediate supervisor.

Administrators, support staff, and full-time faculty employees are paid biweekly on Friday. Part-time faculty are paid once per month during the semester in which they are assigned courses. Athletic coaches are also paid once per month. Full-time employees are paid through the pay date. Part-time staff and part-time administrators are paid for all work performed for the two-week period ending the Friday prior to the pay date.

Employee fringe benefits are addressed in separate College policies.

Effective Date	Motion Number	Document Author	Description of Change
4/16/2024	EXEC 1010-2024	Human Resources	Rewritten to provide clarity and name changed to "Employee Pay"
8/28/2018	EXEC 1015-2018	Human Resources	Eliminated mandatory break for part time employees.
6/27/2017	EXEC 1012-2017	Human Resources	Several clarifications made
10/23/2012	EXEC 1028-2012	Human Resources	Local Travel Reimbursement – changed ‘radius’ to ‘driving distance’
12/21/2010	EXEC 1013-2010	Human Resources	Added ‘Normal Workday’ section
12/21/2010	Policy # 209	Human Resources	Initial Release

