The College is committed to maintaining a faculty, administrator, and staff compensation plan that is competitive with peer institutions within the state.

The objectives of the College’s compensation program are to:

1. Establish pay relationships between jobs that are fair and equitable when compared to other jobs in the College;
2. Provide salary levels that are competitive and/or comparable with peer colleges and organizations in order to attract and retain well-qualified employees;
3. Accommodate new jobs and changes in existing jobs, as well as adjust to changes in economic conditions and the job market; and
4. Establish clearly defined policies, procedures, and guidelines for salary budgeting and administration and ensure a clear understanding among all employees of the College about how the compensation program works.

The staff and administrative pay plan establishes compensation based on an analysis of the job-related duties of a position, including factors such as decision-making responsibilities. The compensation schedule is reviewed every two years and adjusted periodically to reflect market changes. Employees have no guarantee that the College will adjust their pay under the compensation schedule.

The District President or designee will administer and maintain compensation in accordance with this policy and the related procedures and guidelines for the College’s compensation plan.

The designated College workweek will be from 12:01 a.m. Sunday through 12:00 midnight on Saturday.

The District President or designee will 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 employees are compensated on a salary basis for their employment period and are not entitled to overtime compensation.

Nonexempt employees are compensated on an hourly basis for all hours worked each week and are compensated for overtime in accordance with federal and state regulations and the College’s compensation plan.

Nonexempt employees are not permitted to 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 overtime or beyond the approved schedule without advanced written approval. In the case of an emergency or where campus safety is involved, a verbal directive is appropriate authorization. The verbal approval should be documented with a follow-up e-mail from the supervisor to the employee.

A nonexempt employee is 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 are documented by the employee and approved in advance by the appropriate supervisor.

Pay to employees during an emergency closure, as declared by a federal, state, or local official, or as approved by the Board, for which the workdays are not scheduled to be made up at a later date, must be authorized in advance either through delegated emergency authority granted to the District President by the Board of Trustees or by a vote of the Board. In any event, the authorization must reflect the public purpose served by the expenditure.

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

As part of the benefits package for key administrators, compensation-related emoluments are provided as follows:

- A stipend, as outlined below, is provided to cover the cost of transportation-related expenses such as mileage, insurance, maintenance, toll, and parking fees.
  - $1000 per month for the executive vice president and senior vice presidents
  - $500 per month for vice presidents
  - $250 per month for the faculty council president during his or her tenure in the position
  - Other administrators with College-wide responsibilities that require substantive local travel among campuses may also receive a stipend, not to exceed $500 per month, when the District President determines it is in the best interests of the College.
  - A stipend in the amount of $75 per month is provided for administrators who require smart phones to perform their jobs.
• A stipend in the amount of $40 per month or a College-owned cell phone is provided for staff who are required to be regularly "on call," but their job does not require a smart phone. Such staff who are in nonexempt positions must comply with all College timekeeping policies.

Emoluments are considered annually by the Board as a part of the budget review and approval process. All emoluments are listed in the annual budget of the College and reported to state agencies as required by law.