

COLLEGE OF MICRONESIA-FSM

BOARD POLICY No. 6009

Compensation Policies and Practices

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Compensation Policies and Practices

The president and Board of Regents will consider the below job related factors in developing and establishing position and employee compensation policy, regulations, practices, and guidelines.

1. Job Related Factors

The President and Board of Regents will utilize the following twelve (12) job related factors in developing , establishing and maintaining the internal equity of all positions based on job size.

a) Education

The minimum level of education required to perform the functions required of the position. This combines both formal and informal levels of training and education.

b) Experience

The length of practical experience and nature of specialist or managerial familiarity required. This experience is in addition to formal education.

c) Complexity

The time taken to learn and adjust to the specific job requirements

The level to which the job functions are defined and follow established and predictable patterns

The thinking challenge required to adapt to rapidly changing circumstances, and the innovative or conceptual thinking required to initiate new directions or change

d) Scope of Work

The managerial breadth or scope of the position.

e) Problem Solving

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The nature and complexity of problem solving expected of the job. Judgment exercised, availability of rules and guidelines to assist in problem solving, the degree of analysis and research required, and the originality, ingenuity and initiative required to arrive at a solution are all considered.

f) Freedom to Act / Supervision Received

The extent of supervision, direction or guidance imposed on the job holder and the freedom the job holder has to take action.

g) Work Environment

This factor measures the physical work environment in which the job is substantially performed. It considers environmental influences such as noise, dirt, heat, cold and dampness in excess of that normally associated with office conditions.

This factor also relates the physical work environment to work hazards exposure.

h) Physical Demands

This factor measures the physical demands of the job in terms of work posture and physical exertion.

i) Impact of Discretionary Decisions

The level of discretionary decision making taken solely by the job holder and the direct cost to the organization as a result of poor judgment or the direct contribution to the organization achieved through good judgment.

j) Human Relations Skills / Contacts

The requirement for human relations skills in dealing with other personnel including external contacts.

k) Authority Exercised

Authority levels expressed in terms of : staffing, contractual and financial.

l) Supervisory / Managerial Responsibility

The responsibility for the control and management of staff within the organization, including direct line and project team management

2. PERIODIC REVIEW OF COMPENSATION PLANS

The president shall periodically conduct necessary and appropriate study of pay rates and pay practices within college of Micronesia-FSM and the geographic area from which employees are

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normally recruited and make recommendations to the Board of Regents. The review will be made on an "as needed" basis or as directed by the Board of Regents. It is anticipated that a compensation and classification plan will have a minimum life of five (5) years before a major review is needed.

3. ADMINISTRATIVE DELAYS IN GRANTING ELIGIBLE SALARY INCREMENTS

Should granting of an employee's salary increment be delayed beyond its effective date due solely to administrative reasons, the salary increment shall be made retroactive to the effective date.

4. REGULAR FULL-TIME 10-MONTH FACULTY COMPENSATION

a. For instructors, the minimum qualification is a master's degree in the field of work from an institution accredited through any one of the U.S. Department of Education-recognized accrediting commissions. Divisions with less than fifty percent (50%) Micronesian faculty members may hire Micronesians with bachelor's degrees in the field of work from institution accredited by a U.S. Department of Education-recognized accrediting commission. Credentials earned outside the U.S. must be equated to the minimum qualification to meet U.S. standards.

b. Pay Level Definitions

There are six pay levels in the current Faculty Salary Schedule. (See Appendix A)

K TA Vocational Teaching Assistants: Vocational High School graduate with less than two years work experience **OR** completion of a first year apprentice program or equivalent. (This placement is for Step a).

L Academic Instructors: Earned Bachelor's degree in the teaching area or related field from an accredited institution **AND** two years of full-time teaching at the post-secondary level.

Vocational Instructors: High School graduate or equivalent with earned Journeyman Certificate in the occupational teaching area or related field **AND** eight years of full-time equivalent related occupational work experience or four years of full time teaching at the post-secondary level **OR** an earned Journeyman Certificate in the occupational teaching area or related field **AND** fifteen credits towards an associate degree in the occupational teaching area or related field, or education **AND** six years of full-time equivalent related occupational work experience or three years of full-time teaching at the post-secondary level **OR** an earned Journeyman Certificate in the occupational teaching area or related field **AND** an earned associates degree from an accredited institution in the teaching area or related field, or education **AND** four years of full-time equivalent related occupational work experience or two years of full-time teaching at the post-secondary level.

M Academic Instructors: Earned bachelor's degree in the teaching area or related field from an accredited institution **AND** thirty upper division or graduate semester units in the teaching or related area earned beyond the bachelor's degree **AND** two years of full-time teaching at the post-secondary level.

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Vocational Instructors: Earned Journeyman Certificate in the occupational teaching area or related field AND an earned associates degree from an accredited institution in the teaching area or related field, or education AND ten years of full-time equivalent related occupational work experience or five years of full-time teaching at the post-secondary level. **OR** an earned bachelor's degree from an accredited institution in the occupational teaching area or related field, or education from an accredited institution AND two years of full time equivalent related occupational work experience or one year of full-time teaching at the post-secondary level.

N Academic Instructors: Earned master's degree in the teaching area or related field from an accredited institution AND two years of full-time teaching at the post-secondary level.

Vocational Instructors: Earned bachelor's degree in the occupational teaching area or related field, or education from an accredited institution AND six years of full time equivalent related occupational work experience or three years of full time teaching at the post-secondary level **OR** an earned master's degree in the teaching area or related field, or education from an accredited institution AND four years of full time equivalent related occupational work experience or two years of full time teaching at the post-secondary level.

O Academic Instructors: Earned master's degree in the teaching area or related field from an accredited institution AND thirty upper division or graduate semester units in the teaching or related area earned beyond the master's degree AND two years of full-time teaching at the post-secondary level.

Vocational Instructor: Earned master's degree in the teaching area or related field, or education from an accredited institution AND ten years of full time equivalent related occupational work experience or five years of full time teaching at the postsecondary level **OR** an earned master's degree in the teaching area or related field, or education from an accredited institution AND thirty upper division or graduate semester units in the teaching or related area *or* education earned beyond master's degree and four years of full time equivalent related occupational work experience or two years of full time teaching at the postsecondary level.

P Academic & Vocational Instructors and Researchers: Earned doctorate degree from an accredited institution AND two years of full-time teaching at the post-secondary level.

Vocational Instructor: Earned doctorate degree from an accredited institution and four years of full time equivalent related occupational work experience or two years of full time teaching at the postsecondary level.

c. Other Definitions

CA courses may be taught by vocational instructors and the minimum requirements will be a bachelors' degree from an accredited institution and the required work or teaching experience. A degree in an unrelated field will require twice as many years of work and/or teaching experience than as stated.

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For vocational instructors, two years of related occupational work experience will be equivalent to one year of postsecondary teaching experience. Equivalencies at all levels are allowed. Vocational Instructors will not be eligible for the steps a and b.

An accredited institution is one accredited by one of the regional accrediting commissions in the United States recognized by the U.S. Department of Education.

Degrees/certificates earned from institutions outside the United States may be considered as equivalent IF the degree is so interpreted by an independent professional organization that provides such service. The burden of proof rests with the employee.

d. Initial Placement on the Salary Schedule

A faculty member's pay level placement on the Faculty Salary Schedule shall be in accordance with the placement criteria in effect on the date of employment.

- 1) For academic instructors, one (1) sub-step will be granted for each full year of teaching at the post-secondary level. The required two years of teaching experience for initial placement may not be applied towards step placement.
- 2) For vocational instructors only, one sub-step will be granted for each two years of previous paid full time related occupational work experience or for each full year of teaching at the postsecondary level. Experience used for pay level placement may NOT be applied towards step placement.
- 3) For vocational teaching assistants only, one sub-step will be granted for each two years of previous paid full time related occupational work experience or for each full year of an apprenticeship program completion or equivalent. Step three includes the possibility of an individual holding a Journeyman's certificate who does not meet the minimum qualifications for Pay Grade L. (Initial placement begins on Step a).
- 4) Equivalencies for teaching experience and acceptable related fields vary from division to division.
- 5) A maximum of three steps will be allowed for initial placement. (With the exception of Teaching Assistants. Teaching Assistants can be placed from Step a through Step 3).
- 6) Appointment of faculty without two years of post-secondary teaching experience may be considered but will be placed at the appropriate sub-step.
- 7) Hired back for a previously held position or another teaching position. Employee will be placed on his/her own last step on the salary schedule of that position provided that the salary schedule of for faculty has not changed. If the salary schedule has changed to something higher, the returning employee will be placed on the equivalent step where the salary is the same or the closest to the last held step.
[Example: Last Step: N/11/A \$21,743.00 PA Math & Science Div.
Returning: N/11/A \$21,743.00PA Education Div.]
- 8) Hired back to a teaching position while the last held position was non-teaching. Employee will be granted a maximum of three (3) sub-steps where two (2) years of related services will be considered against one (1) sub-step but not to exceed the previously held salary in the last position with the College.

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[Example: Last step: O/3/A \$18,344.00 PA Director of FAO
Returning: N/1/D \$15,046.00 [MA degree but less than 1 year
of College teaching experience but with 6 years of
curriculum design, student advising, & part-time teaching
experience equivalent]

All prior experiences used for placement are at the college only.

9) All eligible previous teaching and/or related work experience used for initial salary placement shall be verified prior to granting any step placement beyond step 1. The verification shall be provided by the faculty member's former employers on the prescribed "Paid Work Experience Verification" form. The College reserves the right to make the final determination in interpreting what is "related work experience".

e. Advancement on the Faculty Salary Schedule (Step Increase)

After the initial placement on the salary schedule, the faculty member or teaching assistant shall advance the necessary sub-steps on the schedule on his/her anniversary date when the below conditions are met:

- (1) The faculty member has received at least a satisfactory performance evaluation for the immediate past year;
- (2) The supervisor recommends an increase; and
- (3) The longevity or maximum step and sub-step for the pay level has not been reached.

f. Advancement in Pay Levels

Faculty members and teaching assistants who complete the additional educational requirements for pay level advancements, shall upon verification by official transcript(s) sent directly to the designated administrative office, be placed on the appropriate pay level effective the beginning of the next academic semester.

g. Instructional Faculty Member's Work Calendar

Instructional faculty members and teaching assistants are required to be on duty two weeks prior to the first day of instruction for fall semester and one week prior to the first day of instruction of the spring semester. Faculty instructional responsibility will end immediately after graduation in the fall and spring semesters. Faculty duty for summer classes will begin one working day before classes begin and end on the day grades are due.

h. Designation of Academic Rank

Academic rank is determined by placement on the established faculty salary schedule. See Appendix A for details.

i. Compensation for Division Chairperson

Chairperson of the academic divisions will be compensated with a stipend, which is a

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percentage of incremental step L/4/D or \$12,932 (10 Month Faculty Salary Schedule). The percentage varies according to the following criteria:

- i) Level I - minimal divisional responsibilities, generally less than four (4) full-time instructors/support staff, including the chairperson. These division chairs have minimal divisional coordination responsibilities.
Stipend: $13\% \times \$12,932 = \$1,681.16$
- ii) Level II - medium amount of divisional responsibilities, generally from four (4) to seven (7) full-time instructors/support staff, including the chairperson. A division chair could qualify for Level II with less than four instructors if the chair was required to do heavier than average divisional coordination and other related work. Stipend: $19\% \times \$12,932 = \$2,457.08$
- iii) Level III - heavy amount of divisional responsibilities. Generally, more than seven (7) full-time instructors/support staff, including the chairperson. A division chair could qualify for Level III with less than seven but more than four instructors if the chair was required to do heavy divisional coordination and other related work. Stipend: $25\% \times \$12,932 = \$3,233.00$

5. REGULAR FULL - TIME 12-MONTH FACULTY COMPENSATION

Positions covered under this plan are Researchers, Instructional Coordinators, Maritime and Fishing Instructors and other positions from a grant that meets these requirements. There are six pay levels in the 12-Month Faculty Salary Schedule (See Appendix B).

a. Pay Level Definitions

K Teaching Assistants: Depending established requirements in each field. (This placement is for Step a).

L Researchers, Instructional Coordinators and Grant positions: Earned bachelor's degree in the employment area or related field from an accredited institution AND two years of full-time related experience at the post-secondary level.

Maritime & Fishing Instructors: Earned recognized Certificate of Competency as Class 5 Master or Class 5 Engineer in accordance with the requirements of the STCW Convention AND eight years of full time equivalent related occupational work experience or four years of full time teaching at the postsecondary level. Certificate shall be in the occupational teaching area or related field.

M Researchers, Program Developers, and Grant positions: Earned bachelor's degree in the employment area or related field from an accredited institution AND thirty upper division or

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graduate semester units in the employment or related area earned beyond the bachelor's degree AND two years of full-time related experience at the post-secondary level.

Maritime & Fishing Instructors: Earned recognized Certificate of Competency as Class 4 Master or Class 4 Engineer in accordance with the requirements of the STCW Convention AND eight years of full time equivalent related occupational work experience or four years of full time teaching at the postsecondary level. Certificate shall be in the occupational teaching area or related field.

N Researchers, Program Developers, and Grant positions: Earned master's degree in the employment area or related field from an accredited institution AND two years of full-time related experience at the post-secondary level.

Maritime & Fishing Instructors: Earned recognized Certificate of Competency as Class 3 Master or Class 3 Engineer in accordance with the requirements of the STCW Convention AND eight years of full time equivalent related occupational work experience or four years of full time teaching at the postsecondary level. Certificate shall be in the occupational teaching area or related field.

O Researchers, Program Developers, and Grant positions: Earned master's degree in the employment area or related field from an accredited institution AND thirty upper division or graduate semester units in the employment area or related area earned beyond the master's degree AND two years of full-time related experience at the post-secondary level.

Maritime & Fishing Instructors: Earned recognized Certificate of Competency as Class 2 Master or Class 2 Engineer in accordance with the requirements of the STCW Convention AND eight years of full time equivalent related occupational work experience or four years of full time teaching at the postsecondary level. Certificate shall be in the occupational teaching area or related field.

P Researchers, Program Developers, and Grant positions: Earned doctorate degree from an accredited institution AND two years of full-time related experience at the post-secondary level.

Maritime & Fishing Instructors: Earned recognized Certificate of Competency as Class 1 Master or Class 1 Engineer in accordance with the requirements of the STCW Convention AND eight years of full time equivalent related occupational work experience or four years of full time teaching at the postsecondary level. Certificate shall be in the occupational teaching area or related field.

b. Other Definitions

Accredited Institution: An accredited institution is one accredited by any accrediting commissions recognized by the U.S. Department of Education.

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Equivalency: Degrees/certificates earned from institutions outside the United States may be considered as equivalent IF the degree is so interpreted by an independent professional organization recognized by the U.S. Department of Education that provides such service. The burden of proof rests with the employee.

c. Initial Placement on the Salary Schedule (see Appendix B)

For initial salary placement purposes only:

- i A 12-month faculty member's pay level placement on Appendix B shall be in accordance with the placement criteria in effect on the date of employment.
- ii One (1) step will be granted for each full year of related work experience at the postsecondary level. The required two years of related work experience for initial placement may not be applied towards step placement. The verification shall be provided by the faculty member's former employers on the prescribed "Paid Work Experience Verification" form. The college reserves the right to make the final determination in interpreting what is "related work experience".
- iii Equivalencies for education and related work experience in acceptable related fields vary between positions.
- iv A maximum of three steps will be allowed for initial placement.
- v Appointment of 12-month faculty without two years of post-secondary related experience may be considered but will be placed at the appropriate sub-step.

d. Advancement on the 12-Month Faculty Member

After the initial placement on the salary schedule, the faculty member or teaching assistant shall advance the necessary sub-steps on the schedule on his/her anniversary date when the below conditions are met:

- 1) The faculty member has received at least a satisfactory performance evaluation for the immediate past year.
- 2) The supervisor recommends an increase.
- 3) The maximum step and sub-step for the pay level has not been reached.

e. Advancement in Pay Levels

12-Month Faculty members who complete the additional educational requirements for pay level advancements, shall upon verification by official transcript(s) sent directly to the designated administrative office, be placed on the appropriate pay level effective the beginning of the next academic semester.

6. TEMPORARY FACULTY COMPENSATION PLAN

a. Definition

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Temporary faculty are instructors who are clearly of a non-continuing nature. These positions include the following:

- (1) Positions which do not last more than a semester, or two at the most;
- (2) Positions which are part-time and/or intermittent in nature;
- (3) Emergency time-bound (limited term) appointments; and
- (4) Special contracts for classes that are not part of a full-time faculty member's contract.

b) Compensation Plan

This plan is based on the current (adopted May 2013) referred to Appendix C and D.

- 1) For temporary faculty, the rate per contact hour is: for instructors with less than two years of relevant teaching experience (see Appendix C) and for instructors with two or more years of relevant teaching experience (see Appendix D). The rate is then multiplied by the number of contact hours taught
- 2) The amount is then divided by the number of pay periods for that term of employment and paid according to the normal bi-weekly schedule or, for State Campuses, divided into two equal payments to be paid at mid-term and after grades are submitted.

The resulting rate is then multiplied by the number of contact hours taught

- 3) For full time regular faculty, the calculation of compensation is based on the following formula:

$$\begin{aligned} \$21,743 \text{ (Annual Salary)} \div 20.5 \text{ (Pay Periods)} &= \$1,060.60 \div 80 \text{ (biweekly hours)} = \\ &= \$13.26 \text{ hourly rate} \end{aligned}$$

$$\begin{aligned} \$13.26 \text{ (hourly rate)} \times 2 \text{ (1 teaching hour and preparation hour)} &= \$26.52 \times 16 \text{ (weeks)} \\ = \$424.32 \text{ (per contact hour)} \times 1.2\% \text{ (incentive)} &= \$509.19 \text{ per contact hour.} \end{aligned}$$

b. Minimum Qualifications

7. Academic and vocational instructor minimum qualifications are equivalent to the full time academic and vocational instructor minimum qualifications as listed in section 3 (regular full-time 10-month faculty compensation) of this policy

- 1) Exception to this rule is the minimum qualifications for the Exercise Sports Science Instructors. The following are various options, all meant for pay level one on the part-time faculty pay scale:

- (1) Bachelor's degree in Exercise Science/Kinesiology/Physical Education from an accredited institution.

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- (2) Bachelor's degree (or higher) in Education from an accredited institution, PLUS a widely recognized national or international certification in the area to be taught OR at least two years work experience in the area to be taught.
 - (a) Common certifications include, but are not limited to: National Strength and Conditioning Association (NSCA), American College of Sports Medicine (ACSM), International Federation of Basketball (FIBA), 200-hour Yoga Alliance Recognized certification (RYT), Australian Sports Commission (ASC)
 - (b) Work experience may be as the coach of a sport such as basketball, volleyball, or softball.
 - (c) Work experience may be as a teacher/instructor (academic, non-profit, or profit) of an activity, such as Tai Chi, Karate, or Yoga.
- (3) Certification from a widely recognized national or international organization in the area to be taught PLUS a mentor who meets qualifications 1 and 2 above.
- (4) Bachelor's degree in any field from an accredited institution, PLUS a widely recognized national or international certification in the area to be taught OR at least three years work experience in the area to be taught.
- (5) Associate's degree in any field from an accredited institution, PLUS a widely recognized national or international certification in the area to be taught OR at least four years work experience in the area to be taught.
- (6) High school graduate or GED with at least five years for work experience in the area to be taught.
- (7) Part-time Exercise Sports Science instructors must meet the described full time minimum qualifications in order to be paid on pay level II through V.

8. PROFESSIONAL SALARY COMPENSATION PLAN

Professional Classes of work include positions, which require analytical, evaluative and critical thinking skills in the performance of duties and responsibilities. Positions in this occupational group usually require graduation from an accredited college or university or equivalent training, experience and education in order to competently fulfill the required functions.

a. Salary Placement Upon Initial Appointment

A maximum of 3 increments hereafter referred to as "sub-steps" may be granted to the professional employee (See Appendix A). Eligibility criteria are as follows:

- 1) 1 step shall be granted for each year of previous paid full-time related experience at an accredited institution of higher education, or
- 2) Hired back to a similar, related or previously held position. Employee will be placed on his/her own last step on the salary schedule of that position provided that the

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salary placement of the position has not changed. If the salary placement of that position has changed to something higher, the returning employee will be placed on the equivalent step where the salary is the same or the closest to the last held step. If the salary placement of the position has changed to something lower, the returning employee will be placed on the equivalent step as the last step or the closest.

- 3) Hired back to a different position. Employee will be granted a maximum of three (3) steps, where three (3) years of equivalent work experience will be considered against one step but not to exceed the previous salary at the college.

All prior experiences used for placement are at the college only.

At the sole discretion of the president or designee, 1 step may be granted for each 2 years of paid full-time work experience, which is directly related to the assignment. The college reserves the right to make the final determination in interpreting what is “work experience which is directly related to the assignment.

b. Advancement on the Professional Salary Schedule

After the initial placement on the salary schedule, the professional staff member shall advance one step on the schedule on his/her anniversary date when the below conditions are met:

- 1) The professional staff member has received at least a satisfactory performance evaluation for the immediate past year;
- 2) The supervisor recommends an increase; and
- 3) The longevity or maximum step for the pay level has not been reached.

9. CLASSIFIED SERVICES COMPENSATION PLAN: Classified Staff Salary Schedule (Appendix A)

1. Salary Placement Upon Initial Appointment

- a. Normally, a new hire is placed on step and sub-step advertised on the salary schedule. For positions difficult to fill, the president has sole discretion and in consultation with the board of regents, may grant additional steps.
- b. Hired back to a similar, related or previously held position. Employee will be placed on his/her own last step on the salary schedule of that position provided that the salary placement of the position has not changed. If the salary placement of that position has changed to something higher, the returning employee will be placed on the equivalent step where the salary is the same or the closest to the last held step. If the salary placement of the position has changed to something lower, the returning employee will be placed on the equivalent step as the last step or the closest.
- c. Hired back to a different position. Employee will be granted a maximum of three (3) steps, where three (3) years of equivalent work experience will be considered against one step but not to exceed the previous salary at the college.

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All prior experiences used for placement are at the college only.

a. Advancement on the Classified Salary Schedule

On the classified staff member's annual anniversary date, he/she may advance to the next higher sub-step of the pay grade upon completing a year of paid service. The following criteria shall be satisfied:

- 1) The classified member has received at least a satisfactory performance evaluation for the immediate past year;
- 2) The supervisor recommends an increase; and
- 3) The longevity or maximum step for the pay level has not been reached.

10. MANAGEMENT COMPENSATION PLAN

The managerial positions are recognized in the organizational and operational hierarchy of the college as exercising substantial leadership responsibilities and direction in the management of the college programs. These positions maintain executive authority in program direction and development. The positions establish overall academic and administrative goals and objectives and are called upon to represent the college in dealing with the community, national government, and other intra-governmental and external agencies.

Salary Placement Upon Initial Appointment

- 1) Normally, a new hire is placed on the step and sub-step advertised on the salary schedule step. For positions difficult to fill, the president has sole discretion, and in consultation with the Board of Regents, may grant additional steps.
- 2) Hired back to a similar, related or previously held position. Employee will be placed on his/her own last step on the salary schedule of that position provided that the salary placement of the position has not changed. If the salary placement of that position has changed to something higher, the returning employee will be placed on the equivalent step where the salary is the same or the closest to the last held step. If the salary placement of the position has changed to something lower, the returning employee will be placed on the equivalent step as the last step or the closest.
- 3) Hired back to a different position. Employee will be granted a maximum of three (3) steps, where three (3) years of equivalent work experience will be considered against one step but not to exceed the previous salary at the college.

All prior experiences used for placement are at the college only.

Advancement on the Management Salary Schedule

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After the initial placement on the salary schedule, the administrator shall advance additional steps on his/her anniversary date when the following conditions are met:

- 1) The administrator has received at least a satisfactory performance evaluation for the immediate past year;
- 2) The supervisor recommends an increase; and
- 3) The longevity or maximum step for the pay level has not been reached.

Faculty/Professional/Classified Employees Appointed to Administrative Positions

A regular faculty, professional or classified staff member who is appointed to an administrative position will be placed on the grade established for the administrative position and/or the nearest sub-step which provides for at least a 10% salary increase over his/her current salary. The first day the person serves in paid service as an administrator on the new grade will establish a new anniversary date for salary purposes.

11. OTHER COMPENSATION POLICIES

a. Overtime Pay or Compensatory Time

Overtime pay/compensatory time off (CTO) may be granted only to classified employees.

- 1) Definition: "Overtime" means necessary work assigned by a supervisor for work to be performed outside of regular working hours.
- 2) Approval: Overtime work requires prior authorization by the president or designee. Employee and supervisor must submit the request form in advance and will be notified by the appropriate office when approved or disapproved.

Verbal approval may be granted by the president or designee during emergency situations. Documentation of such action must be processed by the next working day.

- 3) Compensation: Compensation is granted for overtime hours that are in excess of eighty [80] hours of actual time worked within a pay period within a rate of one and one half times of employee's hourly rate.
- 4) Compensatory Time-Off (CTO): At the sole discretion of the president or designee, the employee may be granted compensatory time-off at time and one-half for authorized overtime work in excess of 80 hours of actual time worked.
- 5) The employee shall take compensatory time-off within a thirty (30) working day period after earning it. It is the responsibility of the employee to request the time off. The supervisor will attempt to grant the time off as requested by the employee, but the final decision is at the sole discretion of supervisor who shall base the decision on the needs of the college. If the supervisor is unable to grant the CTO within the thirty (30) day time period, the employee will receive pay under the provisions of section 11.a.3 above.

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b. Holiday Work Compensation

Regular employees are excused from duty with pay on holidays declared by the board of regents. All regular employees who are required to work on a holiday shall be paid at the rate equivalent to double their hourly rate of pay.

- 1) Limitation: When a regular employee is on leave without pay at the close of the working day immediately preceding the holiday, and at the beginning of the work day immediately following the holiday, the employee shall be considered as on leave without pay status for the holiday. Holiday work compensation does not apply to temporary, hourly employees.

c. Shift Differential Compensation

Shift differential pay shall be granted to only regular classified employees under the below conditions:

- 1) Shift differential time is defined as those hours of assigned work to a classified employee between the hours of 6:00 p.m. to 7:00 a.m. the following day. [E.g., Tuesday 5:00 p.m. to Wednesday 7:00 a.m.]
- 2) The employee shall be paid for shift differential time worked at a rate 15% higher) times his/her salary schedule hourly rate. All other hours worked shall be at his/her regular hourly rate.

d. Salary Placement for Employees Who are Appointed to Acting Positions

A regular employee may be appointed to serve in an acting capacity in a managerial position that is recognized in the organizational chart of the college as having executive authority in program direction and development and is head of an office unit. Pay for acting appointments shall be controlled by the following conditions:

- 1) A regular employee may be appointed to serve in an acting capacity in a managerial position that is recognized in the organizational chart of the college as having executive authority in program direction and development and is head of an office unit. Pay for acting appointments shall be controlled by the following conditions:
 - i. An employee appointed to serve in an acting capacity in a managerial position as defined above shall be compensated at 20% salary increase above their regular salary at the time of the acting appointment effective date.
 - ii. The period of service in an acting capacity shall begin at fourteen (14) consecutive calendar days but not more than one year.
 - iii. Compensation for an acting appointment shall be processed upon receipt of the college memorandum of appointment. The compensation when processed shall be made retroactive to the effective date of the appointment.
 - iv. The acting compensation pay is limited only to the duration of the acting appointment.
 - v. There shall be no step increases granted during the acting appointment. Upon return of the employee to his/her regular position (pay level/step placement prior to the acting appointment, the time spent in paid service in the acting

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position will then count towards any eligibility time required for a step advancement.

e. High Tech Premium

Since the college's established rates are not competitive enough to attract qualified personnel for positions which require critical information technology skills (e.g. computer systems analysis, networking skills, programming and software engineering) a 25% premium may be added to the base salary of such positions.

When the college determines through research of the job market that the college's rates are far below the going rates for an information technology position, the college may petition the board to add that position to list of positions eligible for the high tech premium.

The following position is approved to receive the premium:

- 1) Systems Specialist III

12. DEFINITIONS

a. Promotion as Defined for Salary Placement

A "promotion" is defined as an appointment of a regular employee to a position on one of the grades which has a higher pay level range than the employee's former position. Normally, the employee will be placed on initial sub-step of the new grade. If the salary on sub-step is less than a 10% increase over the current salary, then the employee shall be placed on the lowest step on the new grade which provides at least a 10% salary increase. The employee shall establish a revised anniversary date for salary purpose based on the first day in paid service in the new position.

b. Demotion as Defined for Salary Placement Purposes

A "demotion" is defined as an appointment of a regular employee, for non-discipline reasons, to a new position on the same salary schedule which has a lower pay level range than the employee's current position. The employee shall be placed on the lowest step of the new pay level, which maintains his/her current salary. This placement shall not exceed the maximum step on the new pay level. In cases where the maximum step is less than the current salary, the employee shall maintain the current salary until such time as it is possible to place the person on a step, which is equal to or higher than the current step. The employee's demotion shall not change the anniversary date for salary purposes.

- 1) If an employee is demoted for discipline reasons (cause), the step placement on the lower pay level shall be determined at the sole discretion of the president or designee. It shall be no higher than that provided for in Section 12.a above.

c. Transfer

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A “transfer” is defined as an appointment of a regular employee to another position on the salary schedule with the same pay level. The salary and step placement shall be the same as the former position and the same anniversary date for salary placement purposes shall continue.

d. Accredited Degrees, Courses, Work Experience for Salary Placement Purposes

“Accredited” shall mean an earned degree, course work, or work experience from an institution accredited by one of the six regional crediting associations covering the United States. Degrees earned in institutions outside the United States may be considered as equivalent if such degrees are recognized by an independent professional organization recognized by the U.S. Department of Education that provides such service.

e. Period of Service

On initial contract the period of service is computed from the date when the employee commences his/her duties under the contract. The employee shall earn his/her salary, as stated in the contract, on the basis of a work year consisting of twenty-six (26) bi-weekly pay periods. For employees who terminate early, including faculty, the gross pay is reduced by the period in which no service is rendered.

See Administrative Procedure 6009