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 Emergency Closings

The College President may pay employees during an emergency closing subject to the following requirements.

"Emergency Closing" Defined

"Emergency closing" means the College District is closed due to inclement weather (e.g., hurricane, tropical storm, flood, tornado, or other acts of nature) or other causes beyond the reasonable control of the College District.

Public Purpose

The Board finds that continuing wage payments to all College District employees who suffer a loss in pay due to an emergency closing serves the public purposes of (1) maintaining employee morale; (2) reducing turnover; and (3) ensuring continuity of College District staffing when the College District reopens.

The Board further finds that providing straight pay to all College District employees who are called on to work during an emergency closing serves the public purposes of (1) maintaining employee morale; (2) reducing turnover; (3) providing equity between idled employees and employees who provide emergency-related services; and (4) recognizing the services of essential staff.

Authorization to College President

The Board authorizes the College President to continue wage payments to all employees who are instructed not to report to work during an emergency closing unless the workdays are scheduled to be made up at a later date. The Board also authorizes the College President to straight pay during emergency closings. Both authorizations are subject to the following conditions:

1. Non-salaried employees designated as essential employees who are required to work during an emergency closure shall be paid their regular rate of pay for any hours they are required to work during the closure in addition to closure pay that was approved for that date. The closure compensation will be paid as straight time and will not exceed forty (40) hours or be considered time worked for calculating overtime.
2. Salaried employees who are required to work during an emergency closing shall receive compensatory time, in addition to their regular pay, as determined by the College President.
3. The authority granted by this policy to continue wage payments to idled employees and provide straight pay for working employees during an emergency closing is effective for a maximum duration of two weeks, unless the Board authorizes payments for a longer duration.
4. For an emergency closing longer than two weeks, the College President's recommendation to the Board requesting additional emergency pay shall establish the duration of continued wage payments and straight pay.

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.