

**POLICY
BOARD OF TRUSTEES
MAYLAND COMMUNITY COLLEGE**

Title: FULL-TIME EMPLOYEE COMPENSATION

Type: PERSONNEL

POLICY NO: 4.015

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Chairman

AUTHORITY: NCGS 115D-20 (2)

Mayland Community College recognizes that attracting and retaining outstanding faculty and staff is a major determinant of the quality of the College. Providing competitive salaries is an important factor in staffing each approved position with the best possible person. The Mayland Community College Board of Trustees directs the President to recommend an employee salary compensation matrix and procedures for its employees. Changes and updates to the salary compensation matrix will be in conjunction with the approval of the MCC Board of Trustees and approval of the College's operating budget. Compensation will be given in accordance with the Fair Labor Standards Act for minimum wage compliance, as well as the NCCCS requirement of minimum salaries.

The following provisions are adopted in accordance with providing a comprehensive salary compensation schedule:

1. Salary Computations

Salary computations are determined according to each position's classification and grade. Job standards also reflect the employee's background of education and work experience. In some instances, it may be necessary for the College President, with the assistance of the Director of Personnel Services and other appropriate administrators, to determine a salary which is not on the established schedule. Individuals employed by the College cannot expect continuation of employment beyond the expiration of their contract.

2. Grant-Funded Positions

Persons employed through a grant or similar type of non-recurring funds holds their positions for a period of time not to exceed the duration of the grant.

3. Salary Adjustments

The following are examples of exceptions which may be made within the approved salary grades:

A. Non-State Funded Positions

Persons employed through non-state funds may receive salary increases equivalent to those authorized by the North Carolina General Assembly, subject to the availability of sufficient non-state funds.

B. Highly Specialized Positions

In order to attract and/or retain employees in certain technical or otherwise highly specialized positions, and upon previous employment verification by the appropriate vice president or the Director of Personnel Services, the President is authorized to make salary adjustments based on current market data or other appropriate comparison.

C. Change in Job Classification

When an employee moves from one job classification to another, if necessary, the employee's salary may be modified within the appropriate salary range.

D. Performance

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An employee whose salary has been frozen for performance or disciplinary reasons will not receive a pay raise.

5. Special Duty Compensation

Special duty compensation in the form of stipends may be provided to employees who are asked to perform duties beyond their normal areas of responsibility. These assignments may include serving as program coordinator, assuming interim administrative responsibilities, or other special duty assignment. The amount of special duty compensation will vary according to the particular assignment and will only be provided to the employee during the time of the special assignment. Special duty assignments and compensation must be approved by the divisional vice president and the President.

6. Supplemental Compensation

The salary of regular, full-time staff is intended as full compensation for job activities performed for the College. From time to time, however, staff members may be requested to render services for other departments and/or perform duties that are substantially outside the usual scope of the individual's position. In such instances, the individual may be eligible to receive supplemental compensation if release time is not a feasible option.

A. Prior Approval

Performance of work outside the individual's assigned Department is subject to the prior written approval of the requesting supervisor, the individual's immediate supervisor, their divisional vice president and the President. A schedule of hours to be worked shall be prepared and attached as an addendum to the contract. The College has no obligation to pay or provide compensation services that have not been pre-approved as prescribed by this section of this policy.

B. Duration

Supplemental compensation is intended for short-term circumstances only and not as an on-going strategy. For such continuing situation, departments should carefully consider longer-term arrangements, such as release time; using staff within the department who may have the required skills, training available staff members to acquire the skills; or incorporating the assignment into the individual's position description. Any on-going supplemental compensation arrangements are to be reviewed by the divisional vice president every six (6) months.

C. Compensation

A supplemental contract for compensation will be prepared and considered as separate and secondary to the staff member's primary full-time staff contract. Compensation for additional duties performed during a staff member's regular working hours may be paid in addition to his/her full-time salary, provided that the hours missed during the performance of additional duties are made up. Compensation for additional duties performed after a staff member's regular working hours may be paid in addition to his/her full-time contracted salary. When an employee's primary job is classified as non-exempt and the secondary job causes total weekly hours to exceed 40, the employee will be subject to over-time compensation in accordance with FLSA.

D. Documentation

Timesheets shall be prepared by the employee reflecting the number of hours worked and shall be approved by the employee's immediate supervisor.