

# MANUAL OF PROCEDURE

---

**PROCEDURE NUMBER:** 2652 **PAGE** 1 of 2

**PROCEDURE TITLE:** Pay for Exempt Employees

**STATUTORY REFERENCE:** FLORIDA STATUTE 1001.64

**BASED ON POLICY:** I-1 Administration and Organization of Miami Dade College  
II-51 Professional Exempt Contractual, Professional Exempt Non-Contractual and Support Non-Exempt Personnel: Unified Salary Schedule

**EFFECTIVE DATE:** April 19, 2005

**LAST REVISION DATE:** November 8, 2005, June 11, 2013; July 6, 2023; May 13, 2024;  
October 4, 2024

**LAST REVIEW DATE:** November 8, 2005, June 11, 2013; July 6, 2023; May 13, 2024;  
October 4, 2024

## **I. PURPOSE**

To administer the provisions of the Fair Labor Standards Act (FLSA), as amended in 2004 (9), for exempt positions.

## **II. PROCEDURE**

Exempt positions are those for which employees are generally paid no less than \$455 per week or \$23,660 per year on a salary basis. Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation each pay period. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee’s work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked.

### **A. DEDUCTIONS**

Deductions from pay are permissible when the exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with the College’s leave policies; for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for violation of [Procedure 2410 Performance and Disciplinary Standards, Disciplinary Appeal Process, and Complaint Process for Full-Time Employees](#); or for period of time during which an exempt employee takes unpaid leave under the FMLA. In these circumstances, either partial day or full day deductions may be made. The College may reduce the exempt employee’s pay for absences for personal reasons because of illness or injury of less than one full work day when accrued leave is not used by the employee because he/she did not seek or receive permission or accrued leave was exhausted, or the employee chose to take leave without pay.

**B. ADDITIONAL PAY**

Exempt employees may be eligible to receive additional pay, subject to the prior authorization of the College President or designee or referenced in Procedure 2831.

**C. DUAL EMPLOYMENT AT THE COLLEGE**

A full-time employee occupying an exempt position may accept a part-time exempt position at the College. The rate of pay for the exempt part-time position will be based on the duties of that position and the training and experience of the employee. Such assignment shall be performed outside the regularly scheduled workday.

	10/04/2024
<b>PRESIDENT</b>	<b>DATE</b>