

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 2831 **PAGE** 1 of 16

**PROCEDURE TITLE:** COMPENSATION PRACTICES FOR NON- INSTRUCTIONAL PERSONNEL

**STATUTORY REFERENCE:** FLORIDA STATUTE 1001.64

**BASED ON POLICY:** II-51: SALARY ADMINISTRATION: PROFESSIONAL EXEMPT CONTRACTUAL, PROFESSIONAL EXEMPT NON-CONTRACTUAL AND SUPPORT NON-EXEMPT  
I-10: ALL PERSONNEL EXCEPT INSTRUCTIONAL PERSONNEL: INTELLECTUAL PROPERTY OF MIAMI DADE COLLEGE

**EFFECTIVE DATE:** 7/1/2005

**LAST REVISION DATE:** April 25, 2022

**LAST REVIEW DATE:** April 25, 2022

## I. PURPOSE

To provide all full-time and part-time personnel in Professional Exempt Contractual (PEC), Professional Exempt Non-Contractual (PENC) and Support Non-Exempt (SNE) positions procedures for Miami Dade College's overall Compensation Practices. Unless otherwise indicated, the following procedures apply to all PEC, PENC, and SNE employees.

## II. GENERAL PROVISIONS:

### A. Salary Determination

1. In determining an employee's salary based on established salary ranges or flat rate salaries, the College will consider a combination of education, related work experience, and a comparison of current salaries within the College, where appropriate.
2. The minimum of the salary range will be considered the starting base salary for new full-time employees who meet the minimum educational requirements and the years of related experience requirements.

**B. Salary Calculations, Deductions and Payments**

1. Salary Administration is based on an annual salary for Professional Exempt Contractual (PEC) and Professional Exempt Non-Contractual (PENC) employees, which shall be paid bi-weekly in accordance with the calendars published by Payroll and Benefits Accounting. For Support Non-Exempt (SNE) employees, Salary Administration is based on an hourly rate and shall be paid bi-weekly in accordance with the calendars published by Payroll and Benefits Accounting.
2. Due to the method of calculation and rounding, the actual amount of salary paid during the contract period may vary.
3. Deductions for days without pay shall be based on an employee's daily rate determined by dividing the annual salary by the number of contract days.

**C. Special Provisions**

1. The College President or designee may waive any provisions within the Salary Administration Policy and Procedure 2831: Compensation Practices for Non-Instructional Personnel.
2. Supplements
  - a) The College President may approve additional salary up to \$9,000 per year to designated Professional Exempt Contractual employees based on the needs of the College. This may apply to positions in Grades 20 to 23 at the discretion of the College President.
  - b) The College President may approve supplemental salary up to \$12,000 per year for designated Professional Exempt Contractual personnel. This may apply to positions in Grades 20 to 23 at the discretion of the College President.
  - c) The College President may approve supplemental salary up to \$18,000 per year for designated Professional Exempt Contractual personnel. This may apply to positions in Grade 24 at the discretion of the College President.
  - d) The College President may approve supplemental salary up to \$24,000 per year for designated Professional Exempt Contractual personnel. This may apply to positions in Grade 24 at the discretion of the College President.
  - e) The College President may approve additional salary up to \$10,000 for Professional Exempt Contractual (PEC) positions identified as “Hard-to-Hire” or other purposes based on the needs of the College.

### 3. Other Supplements

#### a) Leadworker

A supplement of 3% to an employee's hourly rate for designated Support Non-Exempt positions will be paid for actual hours worked when the employee is assigned responsibility to lead the work of two or more full-time employees or a minimum of four part-time employees in the same classification level. This type of supplement is normally reserved for custodial and public safety non-exempt employees serving as lead workers for their units. Written justification documenting the number and pay classification of the employees being guided and the approval of the Director of Campus Administration is required. This additional pay shall be for all hours worked. Leave pay (sick and/or vacation) will be paid at the regular hourly rate; lead supplement will not apply.

### **D. Salary Increases**

Salary increases may be awarded contingent upon the availability of funding when recommended by the College President and approved by the District Board of Trustees.

Annual salary increases for all College personnel are recommended for individual employees by the appropriate College Provost, Campus President or Vice Provost. A supervisor in consultation with Employee Relations may withhold or defer the recommendation of a salary increase for the year or a specified period of time to permit an employee to improve performance.

Salary increases for personnel employed in specially funded programs, such as grant programs, will conform to the College's salary increase guidelines. Such increases are contingent upon availability of program funds unless otherwise authorized by the College President or designee. Special funded positions shall conform to the existing classification structure of the College. Eligible employees must be in active status at the time the increase is paid in order to receive the increase.

## **III. FULL-TIME (FT) EMPLOYEES:**

### **A. Employment**

1. Full-Time employment is a work schedule of 37.5 hours per week. Full-time employees are eligible to receive all fringe benefits as described in the College's Personnel Policies and Procedures.
2. Exempt Classification: Based on the Department of Labor (DOL) Fair Labor Standards Act (FLSA), employees in exempt level positions are generally paid no less than \$684 per week or \$35,568 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. Exempt employees are not eligible to receive overtime compensation nor compensatory time for working more than 40 hours in a workweek or for call-in during a regular work schedule.

Based on the FLSA, employees in positions classified as exempt are not eligible to receive either overtime payments or compensatory time. Consult the Job Classification Codes listing to identify the FLSA status of a position. Exemptions from overtime provisions are determined based upon job complexity as applicable under FLSA.

3. Non-Exempt Classification: Employees in a position designated as non-exempt under the DOL Fair Labor Standards Act (FLSA) are eligible to be paid one and one-half (1.5) times their regular hourly rate after 40 hours in a workweek.
4. Employees can only be assigned additional assignments (jobs) that are within the same exemption status.

## **B. Additional Assignments and Additional Pay**

### 1. Additional Assignments

All full-time employees must receive the prior approval of their campus president or area head or designee via administrative channels before commencing any additional employment within the College. All full-time employees are required to notify their supervisors of any additional employment outside the College as required by Policy II-18: Full-Time Personnel: Outside Employment.

Before additional part-time employment commences, Human Resources must determine the appropriate rate to be paid to the employee. The supervisor is responsible for notifying the employee of the approved rate. (See II B.3)

Full-time exempt employees performing an increase workload (due to shortages of staff, etc.) for the same type of work are not eligible for additional pay.

### PEC and PENC

Exempt employees may hold only one (1) additional assignment classified at the exempt level.

#### a) Instructional Assignments:

Full-time exempt employees teaching credit, Vocational and/or non-credit courses outside their normal work day shall be paid according to the rates established for part-time instructors as provided in Procedure 2832 (Compensation Practices for Instructional Personnel). The academic year

point limitation (credit and non-credit combined) for PEC and PENC employees is 60 points for Grades 14-17 and 36 points for Grades 18-25. Exceptions to established point maximums require the prior approval of the Campus President in consultation with the College President. The point limitations are subject to change in order to conform to College guidelines and procedures.

b) Non-Instructional Task Assignments

Employees in an exempt pay classification in grades 14-17, are eligible to receive administrative non-instructional task assignments. A task assignment may be awarded for tasks performed outside of the employee's regular duties as defined in the job description. The salary rate for administrative non-instructional tasks shall be \$20 per hour (with one (1) point equal to five (5) clock hours, which equals \$100). Task assignments are limited to a maximum of 45 task points or \$4,500 per fiscal year.

c) Other Assignments

PEC and PENC employees may be paid for assignments outside the College if an institution/organization fully reimburses Miami Dade College directly for administrative services rendered, which are equivalent to daily rate plus benefits. These assignments require advance approval by the College President.

Support Non-Exempt (SNE).

SNE employees may hold only one (1) additional non-exempt assignment. SNE employees may not hold additional exempt assignments.

- a. Full-time SNE employees with one part-time non-instructional job will be paid the first 2.5 hours above their regularly scheduled 37.5 hours work week at their regular rate. Employees in overtime eligible positions (non-exempt) that work beyond 40 hours in a week or on a holiday will be paid at 1.5 times their regular hourly rate for the time worked .
- b. The hourly rate of pay for full-time non-exempt employees with an additional assignment shall be no less than \$8.68 per hour and no more than the maximum hourly rate established for the part-time job class.
- c. Full-time SNE employees may be hired for one (1) additional non-exempt assignment on a part-time basis. When the work to be performed is the same or similar to the employee's regular assignment, the full-time equivalent hourly rate may be used. If the work is unrelated to the regular full-time assignment, an hourly rate shall be established by Human Resources for the task performed as determined by the job content stated in a written job description. All cumulative hours over 40 from both jobs will be paid at time and a half at the blended rate

- d. Before an additional assignment begins, Human Resources must determine the hourly rate to be paid to the employee. Notification will be made to the supervisor of any overtime implications if a non-exempt employee works over 40 hours per week. The supervisor is responsible for notifying the employee of the approved rate.

## 2. Overtime Payment/Compensatory Time

Eligibility for overtime shall be based on the identification of non-exempt positions in accordance with the DOL Fair Labor Standards Act (FLSA). In general, positions classified as non-exempt are eligible for overtime payments. Overtime payments or accrual of compensatory time must be pre-approved by the direct supervisor. Due to business operational needs some departments may not grant compensatory time, instead pay overtime. Refer to College Procedure 2651: Pay for Non-Exempt Employees. Failure to comply with this directive will be viewed as a violation of College Procedure 2410. (Refer to Procedure 2410 for more details).

- a) Employees in positions classified as non-exempt who are required to work in excess of the normal workweek with their supervisor's approval, will be paid at their regular hourly rate for hours worked from 37.5 to 40 hours. An overtime rate of one and one-half (1.5) times the approved hourly rate provided by Human Resources will be paid for all hours worked in excess of 40 hours per week, as prescribed by FLSA.
- b) Full-time non-exempt personnel may request compensatory time off in accordance with the overtime formula, provided such time is requested and approved in advance. The formula for calculating compensatory time is as follows:

37.5 – 40 hours worked;	1 hour worked = 1 hour compensatory time
40+ hours worked;	1 hour worked = 1.5 hours compensatory time

For more details, please refer to Procedure 2651: Pay for Non-exempt Employee, Section B.

## 3. Pay Differential

### Shift Work for SNE

- a) SNE employees working the second shift may receive additional pay of 5% of their regular hourly rate as shift differential.

SNE employees working on the third shift may receive additional pay of 10% of their regular hourly rate as shift differential.

The work schedule is as follows:

<b>Shift</b>	<b>Schedule Definition and</b>	<b>% Earned</b>
First Shift -	7:00 a.m. to 3:00 p.m.	0%
Second Shift -	3:00 p.m. to 11:00 p.m.	5%
Third Shift -	11:00 p.m. to 7:00 a.m.	10%

The shift differential percentage shall be awarded on an hourly basis.

- i. Mixed shifts - Employees who may be regularly assigned to one (1) or more shifts during the workweek may qualify for second or third shift differential when the major portion of hours reported for their workday falls within the respective shift definition.
  - ii. Public Safety Department - Campus Public Safety officers may be assigned to one or more shifts for a period of three months or more and qualify for second or third shift differential when the major portion of the workday falls within the respective shift definition. If a schedule includes all three shifts, the third shift differential shall apply.
  - iii. This additional pay shall be for all hours worked. Leave pay (sick and/or vacation) will be paid at the regular hourly rate and the shift differential will not apply.
  - iv. The College's approved time clock devices (clock and web applications) will programmatically determine the eligibility for shift pay based on the actual hours worked.
- b) Employees who are designated as exempt (not eligible for overtime compensation) are not eligible for a shift differential.
4. On-Call
- a) Utilization of the provisions under Section B.5 must have specific prior written approval of the department head.
  - b) Specialized non-exempt Technical and Trades personnel in areas which operate on multiple shifts and/or weekends may be scheduled to be "on-call or standby" on a rotation basis for one week and will be compensated as follows:
    1. Employees in a non-exempt pay classification will be paid as indicated below:

- i. An employee may be on-call for weekdays and the weekend during the same 7 day period but may not earn more than 4 hours of on-call pay during that time.
- ii. The employee will be paid 2 hours of pay at the regular hourly rate for the week-end on-call period and/or 2 hours of pay at the regular hourly rate for being on-call during the evening Monday through Friday, as needed. Go to MDConnect Self-Service to complete the On-call Request for approval.
- iii. Fractions of on-call periods may not be accumulated.

## 5. Awards

### For all FT Non-Instructional Employees:

- a) An Educational Incentive Award may be awarded to all full-time employees who have earned a professional, trade certification or degree recognized by the U.S. Secretary of Education or from a regionally accredited institution or association provided the degree was not required at the time of hire, is not a minimum requirement for the position and will enhance the employee's skillset in the current position. An Educational Incentive Award will be effective with the first available payroll period following the date of the Vice Provost for Human Resources or designee approval of the Award.

The schedule is as follows:

Certification awards will be granted only if:

- i. Certification is related to the employee's current position.
- ii. It is not part of the minimum requirements for the position.
- iii. Incentive request is received within six (6) months of the date certification is earned.

### Degree

Associate	\$ 600
Baccalaureate	\$ 900
Master's	\$1,200
Doctorate (including Juris Doctorate)	\$2,000

### Certification

Certified Administrative Professional	\$ 600
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Microsoft Office Specialist	\$ 600
Journeyman Grade	\$ 600
Master’s License/ Gen. Contractor	\$ 800
State Cert. Custodian Training Program	\$ 150
State Master Cert. Custodian Training	\$ 300
Certified Compensation Professional (CCP)	\$ 800
Certified Benefits Professional (CBP)	\$ 800
Certified Professional in Learning & Performance	\$ 500
Certified Project Management Professional	\$ 800
Certified Public Accountant (CPA)	\$1,000
Certified Professional Public Buyer (CPPB)	\$ 300
Certified Public Procurement Officer	\$ 400
Certified Professional Purchasing Manager	\$ 500
Microsoft Certified Solutions Associate (MCSA)	\$ 200
Microsoft Certified Trainers (MCT)	\$ 200
Microsoft Certified Applications Developers (MCAD)	\$ 100
Microsoft Certified Solutions Developers (MCSD)	\$ 100
National Certification (RID/NAD)-Sign Language	\$ 500
C-Print Training	\$ 400
LEED Certification	\$ 500
Cisco Certified Network Associate (CCNA)	\$ 400
Cisco Certified Network Professional (CCNP)	\$ 500
Cisco Certified Internetwork Expert (CCIE)	\$ 800
Society of Human Resource Management-Certified Professional (SHRM-CP)	\$ 500
Society of Human Resource Management-Senior Certified Professional (SHRM-SCP)	\$ 800
Six Sigma:	
Yellow Belt	\$100
Green Belt	\$150
Black Belt	\$500
CompTIA Cloud +	\$200
Certified Technical Trainer (CompTIA CTT+)	\$200
CompTIA Linux +	\$200
CompTIA Network +	\$200
CompTIA Project +	\$200
CompTIA Security +	\$200
CompTIA Server +	\$200
Cyber Security Analyst (CompTIA CySA+)	\$400
CompTIA PenTest +	\$400
CompTIA Advanced Security Practitioner (CompTIA CASP+)	\$600
Certified Solutions Architect Associate (AWS)	\$200
Certified SysOps Administrator Associate (AWS)	\$200
Certified Solutions Architect Professional (AWS)	\$400
Certified DevOps Engineer Professional (AWA)	\$400
Certificate of Cloud Security Knowledge (CCSK)	\$400

Cisco Certified Design Associate (CCDA)	\$200
Cisco Certified Design Professional (CCDP)	\$400
Securing Cisco Network with Threat Detection & Analysis (SCYBER)	\$600
Certificate Ethical Hacker (CEH)	\$200
Computer Hacking Forensic Investigator (CHFI)	\$200
GIAC Certified Incident Handler (GCIH)	\$200
GIAC Information Security Professional (GISP)	\$200
GIAC Security Essentials (GSEC)	\$200
Certified Enterprise Defender (GCED)	\$400
Security Leadership (GSLC)	\$400
Certified Information Systems Auditor ((CISA)	\$400
Certified in the Governance of Enterprise IT (CGEIT)	\$600
Certified Information Security Manager (CISM)	\$600
Certified Secure Software Lifestyle Professional (CSSLP)	\$400
Certified Information Systems Security Manager (CISSP)	\$600
ITIL Intermediate	\$200
ITIL Expert	\$400
ITIL Master	\$600
Linux Professional (LPIC-1)	\$200
Linux Professional (LPIC-2)	\$400
Linux Professional (LPIC-3)	\$600
Windows Server (MCSA)	\$200
Microsoft Dynamics 365 for Finance and Operations, Supply Chain Mgmt. (MB-330)	\$400
Microsoft Certified Solutions Expert Server Infrastructure (MCSE)	\$400
Developing Microsoft Azure Solutions (MS)	\$400
Implementing Microsoft Azure Infrastructure Solutions (MS)	\$400
Oracle Certified Associate (OCA)	\$200
Oracle Certified Professional (OCP)	\$200
Oracle Certified Professional, JAVA SE 6/SE 5 Programmer (OCPJP)	\$200
Oracle Certified Master, JAVA SE6 Developer (OCMJD)	\$400
Oracle Certified Master (OCM)	\$600
Oracle Certified Master, JAVA EE 5 Enterprise Architect (OCMJEA)	\$600
PMI Certified Associate in Project Management (CAPM)	\$200
PMI Project Professional (PMP)	\$400
Red Hat Certified Systems Administrator (RHCSA)	\$200
Red Hat Certified Engineer (RHCE)	\$400
Red Hat Certified Earchitect (RHCA)	\$600
VMware Certified Professional (VCP)	\$200
VMware Certified Implementation Expert (VCIE)	\$400
Vmware Certified Design Expert ( VCDE)	\$600
Advanced Certified ScrumMaster	\$200
Certified Scrum Professional - ScrumMaster	\$400

This amount is added to the employee's base salary.

- b) Multiple degrees (more than 1) for the same degree type will not be granted an additional incentive award.
- c) All full-time non-instructional employees receiving Educational Incentive Awards may not exceed the maximum of the assigned pay grade. Employees at the maximum of the pay grade will receive the incentive amount as a one-time, lump sum payment. Awards shall be effective with the first available payroll period following the date of the Vice Provost for Human Resources or designee approval of the award.

d) Foreign Degrees

Educational incentives for foreign degrees shall be awarded when a certified course-by-course translation and evaluation is received in Human Resources. The translation and evaluation must be an original or notarized copy from one of the designated NACES (National Association of Credential Evaluation Service ([www.naces.org](http://www.naces.org))) evaluators, along with the official original academic credentials.

e) President's Excellence Awards

The President's Excellence Award, funded 100% by the MDC Foundation, is to recognize MDC full-time employees (faculty and staff) who demonstrate the achievement of excellence by exhibiting extraordinary standards of performance and accomplishment.

- For this recognition to be meaningful to the recipient, the award must be: (a) linked to specific performance criteria and desired behavior; (b) presented in a timely manner; and (c) be awarded to those employees who have exhibited extraordinary standards of performance and accomplishment.
- Every employee has a responsibility to ensure that actions that merit recognition are brought to the attention of the manager for consideration.
- Recognition will not become an entitlement or expected compensation and cannot be awarded more than two (2) consecutive years
- Award amounts will be capped at \$1,000 net per occurrence (Grossed up)
- The recognition period is annual. Awards are not guaranteed to be presented each year as they are based on merit, contribution, and the availability of funds. As such, there may be some years in which no recognition will be given.

f) Endowed Teaching Chair

Recipients of the Endowed Teaching Chair who accept an appointment to an administrative position will receive the stipend of \$7,500 gross in

recognition of significant contributions to the College academic community. The stipend for each eligible recipient will be issued in the fall of each year, for no more than a total of three (3) years, or the remaining period of the original award. If a recipient retires or leaves the College before the end of the academic year, then they will receive a pro-rated amount of the award when ending dates are known, or adjusted part of their final compensation payout.

**B. Interim Appointments**

An interim appointment occurs when a current full-time employee is assigned a different role or is required to perform additional responsibilities for a vacant position. All interim appointments require the approval of the College Provost or designee before employees are notified. Employees may be assigned to interim appointments after completing 6 months of consecutive service in their present job, for a specific period, or to fill positions held by individuals on an extended leave of absence. Extensions for regular interim assignments require the Provost or designee’s approval and extension for grant funded interim assignments require the department manager’s approval. Interim assignments shall be processed as follows:

For an interim non-exempt assignment in a higher pay grade, the non-exempt employee shall be compensated according to the promotional guidelines.

For an interim exempt assignment for a non-exempt employee, the employee shall be placed in the vacant position and compensated according to promotional guidelines.

For an interim exempt assignment less than 3 months in a higher exempt pay grade and in the **same** pay calendar, the employee shall be compensated via a one-time payment calculated according to promotional guidelines and paid at the end of the assignment.

For an interim exempt assignment less than 3 months in a higher exempt pay grade and in a **different** pay calendar, the employee shall be placed in the vacant position and compensated according to promotional guidelines.

For an interim exempt assignment longer than 3 months in a higher exempt pay grade, the employee shall be placed in the vacant position and compensated according to promotional guidelines.

**C. Promotion**

1. A full-time employee is eligible to apply for promotional opportunities after completing 6 months of consecutive service in their present job. When an employee is promoted, the following schedule applies:

1- 4 grades higher	10% of current salary or minimum of new

5-or more grades	pay grade, whichever is higher 15% of current salary or minimum of new pay grade, whichever is higher
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In all instances, the employee will receive the greater promotional increase not to exceed the maximum of the new salary range. Promotional appointments will be effective with the first Time and Attendance payroll period following the approval of the promotion by the College Provost or designee.

2. In exceptional circumstances, the College President or designee may adjust a promotional salary within the designated salary range. Such exceptions may be based on market pricing conditions in order to maintain salaries competitive with outside employers.

**E. Demotion or Voluntary Reassignment**

1. When an employee is reassigned to a lower grade position resulting from reclassification or voluntary request, the employee will experience a reduction in salary, an amount not to exceed the maximum of the new assigned range as outlined in the grid below. However, if the employee’s most recent promotion was to a position when the percentage applied differs from the grid below, that same percentage will be applied.

1- 4 grades lower	-10% from current salary or to midpoint of new pay grade whichever is lower*
5 or more grades	-15% from current salary or to midpoint of new pay grade whichever is lower*

\* New salary not to exceed maximum of new salary range.

**F. Lateral Transfers**

When an employee is reassigned or applies for and accepts a position in the same pay grade, there shall be no salary change. This transfer or reassignment shall be considered a lateral move.

**G. Reassignment to Faculty Status**

When a professional exempt contractual employee resigns from their current position to return to faculty status, the employee’s salary will be recalculated based on the employee’s last earned faculty academic rank. The calculation will be based on the last academic year the employee maintained faculty status, and the appropriate faculty percentage salary increase awarded for each academic year through the date of return to faculty status. Any remaining vacation or PSAL leave will be taken or paid out in accordance with College policy.

**H. Reclassification**

Refer to Procedure 2230: Classification and Reclassification of Positions.

**I. Professional Staff Accrued Leave (PSAL)**

Professional Exempt Contractual personnel (pay grade 15 and above) may accrue a maximum of 75 hours (10 days) of Professional Staff Accrued Leave (PSAL) each fiscal year. Elections for cash payout of no more than 75 hours may be made when approved by the College President. Payment may be made based upon the availability of funds. In order to receive the payment, an employee must be in active pay status and must be in a job that is Professional Exempt Contractual status at the time of the payout. An individual may not accrue more than a total of 225 hours (30 days) of PSAL leave. Use of PSAL leave time must be requested in advance and is subject to supervisory approval.

When an employee transfers to an instructional position, separates, resigns, or retires, the College will pay the number PSAL days accumulated during the fiscal year in which the employee transfers or leaves the College, but no more than the maximum actual amount of ten (10) days per fiscal year. At the point of transfer or separation, PSAL days accumulated from prior years are not paid, nor included as part of final payment.

**J. Employment After Retirement**

Under FRS rules, no retiree may be re-employed during the first six (6) months after retirement.

Individuals retired on or after July 1, 2010 under FRS rules, will not be considered for any employment with the College during the 1<sup>st</sup> through 12<sup>th</sup> month after retirement.

1. Non-instructional employees retiring from the College may accept credit course teaching assignments provided they meet SACS guidelines and FRS eligibility rules.

- a) After the 12<sup>th</sup> month following retirement, qualified retirees may teach up to the maximum annual point limitation for adjunct faculty. This limit is subject to change based on the needs of the College. Payment shall be based on the adjunct faculty rate per three (3) credit hour course.

**IV. PART-TIME EMPLOYEES:**

Part-Time (PT) Employees

**A. Salary Determination**

1. The rate of pay for part-time employees shall be no less than \$8.68 per hour and no more than the maximum rate established for the part-time job class.
2. Before part-time employment commences, Human Resources must determine the rate to be paid to the employee and communicate this information to the hiring manager. After receiving the rate from HR, the hiring supervisor is responsible

for notifying the employee of the approved rate.

**B. Employment**

Part-time employment is limited to no more than 25 hours per week. College guidelines preclude part-time employees from working in excess of 25 hours per week college-wide in combined part-time assignments. (See Procedure 2651).


**C. Additional Assignments/Additional Pay**

Assignments

A part-time non-exempt employee may work in two or more departments and shall not exceed 25 hours per week in total. Individuals may only be employed in one (1) classification (e.g. exempt - exempt, non-exempt – non-exempt). When the work in different departments is similar in nature, the rate shall be the same. When the work is substantially different in nature, different rates may be established based on the grade level, job complexity and consistency with the rates of other part-time incumbents within similar job classifications at the College, in order to maintain compensation equity.

**V. TEMPORARY EMPLOYEES:**

- A. Temporary full-time employment is a work schedule of 37.5 hours per week for a specified period, which is subject to institutional needs or based on a grant funding cycle not to exceed the current fiscal year and subject to annual review and approval
- B. Temporary part-time employment is designated as an appointment for a specified period of time or by a grant funding cycle.

	04/25/2022
<b>PRESIDENT</b>	<b>DATE</b>