



**Responsible Executive:**  
Vice President, Organizational  
Development and Human Resources

**Policy Contacts:**

**Specific Authority:** 1001.64,  
F.S.

**Law Implemented:** 1001.64,  
F.S.

**Effective Date:** 11-22-2016

**Date of Last Policy Review:**  
04-21-2021

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## **Total Rewards: Compensation & Hours of Work for Employees of the College**

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### **Policy Statement:**

In order to attract, motivate, develop, and retain employees who contribute to student success, the college will establish conditions of employment and components of pay that are designed to recognize, reward, and compensate its employees. The college adheres to all federal and state laws, rules and regulations governing reporting of positions, classifications and job descriptions, college funding, hours of work, and overtime payments. The President, or designee(s), may establish programs and procedures to implement this policy.

- I. All full-time classroom professors will be on duty for at least thirty-five (35) hours per week. All other full-time instructional employees will be on duty for at least forty (40) hours per week. Five (5) days per week will constitute the normal work week unless otherwise approved by the president or a designee.
- II. All full-time executive management, administrative, and staff employees will be on duty for at least forty (40) hours per week. Five (5) days per week will constitute the normal work week unless otherwise approved by the president or a designee.
- III. The college shall comply with all the requirements of the Fair Labor Standards Act (FLSA) and its regulations. Employees who are assigned to positions which are classified as exempt from earning overtime under the FLSA will receive pay on a salary basis. Salaries of employees, exempt from earning overtime under the FLSA, are intended to cover all hours worked during the pay period. The college will not make deductions from salary that violate the FLSA or reduce wages to less than minimum wage unless otherwise permissible by federal and/or state rules and regulations.

- IV. The District Board of Trustees is authorized to include salary additive payments in the employment contracts of eligible employees. Salary additive payments, to the extent required or permitted by law, rule or regulation, may be construed as additional wages for the purposes of federal income taxes, social security, and retirement contributions.

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**Policy**

**History:**

Adopted 12-11-74; Amended 12-15-82; Amended 11-18-92; Amended 11-2-16; Formerly 6Hx28:2-04; Formerly 6Hx28:2-05; Formerly 6Hx28:07-42

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**Related Policies:**

College Policy 6Hx28: 3A-05 Substitute Professors

College Policy 6Hx28:3C-01.2 Workload for Professors

College Policy 6Hx28: 3D-03 Total Rewards: Vacation, Sick and Personal Leave for Full Time Employees

College Policy 6Hx28: 3D-14 Paid Time Off for Part-Time Faculty Teaching Academic Credit Programs

Combines/repeals: 6Hx28:3A-03; 3A-01; 3C-04.1; 3C-05; 3D-01; 3A-02.4; 3A-02.2; 3C-01.1; 03C-02.1, 3C-02.2, 3C-02.3, 3C-02.4, 3C-02.5

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**Procedures:**

I. General Provisions for Employees:

- A. Job descriptions: All full-time positions shall have job descriptions that include a general description of the role, essential job functions, and knowledge, skills and ability requirements. These job descriptions are available to all employees and may be amended as needed.

1. The College President or designee may assign employees to temporary assignments which require them to be absent from their regular duties. Temporary assignments are for the purpose of performing other educational services including, and not limited to: participation in employee and program development activities, educational surveys, professional meetings, councils, committees, workshops, and administrative projects. Employees may not be assigned temporary duty for the purpose of earning college credit. Employees on temporary duty will receive their regular salary and benefits as may be applicable.

- B. Salary Schedule: All employees will be paid in accordance with the appropriate salary schedule and provisions adopted therein. Exceptions may be approved by the president, or designee(s).

- C. Transfer from Grant-Funded Position to a College-Funded Position: A grant-

funded employee who is transferred from a grant-funded position to a college-funded position will receive a salary paid in accordance with the appropriate salary schedule and provisions adopted therein.

- D. Emergency Duty Pay: The president or designee(s) will establish procedures and the duration for such at the time of an emergency and name employees who are essential to address the emergency situation.
- E. Employment Incentives: The president or designee(s) is authorized to provide incentives for employment, recruitment, and retention purposes or for other purposes as may be deemed necessary to reward and recognize employees. To the extent required or permitted by law, rule or regulation, employment incentives may be construed as additional wages for the purposes of federal income taxes, social security, and retirement contributions.
- F. Payroll deductions are authorized for membership dues if requested in writing by the employee for organizations that meet the following criteria: (Note: Such dues withholding may not be spread beyond five (5) pay periods.)

- 1. Membership must be open to all employees of the college and the District Board of Trustees;
- 2. The college must participate in the organization through an institutional membership; and
- 3. The objectives of the organization must be primarily related to the further development of college employees.

G. Holidays and Paid Non-Duty Days:

- 1. Twelve-month, full-time employees will observe holidays and other paid non-duty days on the days approved by the District Board of Trustees. However, the president, or designee(s), is authorized to modify the holiday schedule by providing an equivalent number of days to be observed at other times during the year.
- 2. A twelve-month, full-time employee must have worked or have been on approved leave with pay for the full workday before and, except for retiring employees, the full workday after the holiday(s) or paid non-duty day(s), in order to be compensated. Non-Exempt staff should refer to section II.B, Guidelines for Staff Employees Who Are Non-Exempt, for the proper procedure to document hours of work for the holiday(s).

II. Guidelines for Non-Instructional Employees Classified as Executive Management, Administrative, and Staff

- A. Classification of Positions: All college-budgeted, non-instructional positions are classified and assigned to a pay grade in accordance with the approved salary schedule. Positions are also classified as either non-exempt or exempt from overtime reporting in accordance with the Fair Labor Standards Act (FLSA).

1. Staff employees who are classified as non-exempt:

- a. Staff employees who are classified as non-exempt are required to report all hours of work (more information in section II.B., Guidelines for Staff Employees Who Are Non-Exempt)
- b. Staff employees who are classified as non-exempt will be considered full-time if filling positions requiring they work a minimum of 228 days per year and a minimum of 40 hours per week during the fiscal year, unless otherwise approved by the President or designee.
- c. Employees not filling positions as defined above will be classified as part-time employees. Part-time employees paid on an hourly basis are classified as non-exempt and eligible to earn overtime in accordance with the FLSA.

2. Executive management, administrative, and staff employees who are classified as exempt:

- a. Executive management and administrative employees who are classified as exempt will be considered full-time if filling positions requiring they work a minimum of 228 days per year during the normal contractual period, unless otherwise approved by the President or designee.
- b. Staff employees who are classified as exempt will be considered full-time if filling positions requiring they work a minimum of 228 days per year during the fiscal year, unless otherwise approved by the President or designee.

B. Guidelines for staff employees who are classified as non-exempt:

These procedures provide guidance for staff employees and their supervisors when reporting their hours of work. The college requires all supervisors and staff employees to adhere to these procedures for the college to maintain compliance with the FLSA.

1. Hours of work

- a. Within these parameters, departments are responsible for establishing specific hours of work and may adjust schedules as deemed necessary based upon operational needs.
- b. A workday shall constitute eight (8) duty hours and a workweek shall constitute forty (40) hours for full-time, staff employees who are classified as non-exempt unless otherwise approved by the president or designee(s).
- c. The college workweek shall begin at 12:00 a.m. Sunday and continue for seven (7) consecutive days (168 hours).

- d. Staff employees may take one fifteen (15) minute rest break during the first half of the work shift and one fifteen (15) minute rest break during the second half of the work shift except in emergencies. An employee may not accumulate unused rest breaks or combine them with lunch breaks. Breaks are based upon supervisor or department discretion and operational needs.
- e. A staff employee who is classified as non-exempt may not begin work more than seven and one-half (7½) minutes before scheduled working hours or depart later than seven and one-half (7½) minutes after scheduled working hours without permission of his or her supervisor.

## 2. Recording of hours worked

- a. Staff employees, who are classified as non-exempt under the FLSA, are required to record and verify the hours they work in a manner prescribed by the college.
- b. The time that an employee starts, stops, or interrupts work (e.g., lunch time when an employee is relieved from duty) will be recorded. Starting and stopping times will be rounded and recorded to the nearest one-quarter (¼) of an hour. Authorized fifteen (15) minute rest breaks do not need to be recorded.
- c. Banked holiday hours are earned if a full-time, non-exempt employee works more than the required number of hours during a week that includes a College observed holiday and cannot record the full number of hours granted for that holiday. If a full-time, non-exempt employee works more than the required number of hours in a week that contains a College observed holiday, the employee must reduce the number of holiday hour(s) recorded on their timesheet equal to the number of hour(s) worked over what was required for the week. Payroll Services will record those excess hours as “Banked Holiday” in the Request and Manage My Leave System. When the full-time, non-exempt employee wants to utilize eligible “Banked Holiday” hour(s) at a later date, the non-exempt employee shall submit a Certificate of Absence (COA) with “Banked Holiday” as the reason and the applicable number of hour(s) in the Request and Manage My Leave System for supervisor review and approval; and will record the applicable “Banked Holiday” hour(s) on their timesheet.

## 3. Approving time and attendance records

- a. Designated web-time-entry approvers must verify that the information recorded, accurately represents the employee’s time and attendance including hours worked, applicable leave, and holiday time for the covered period in accordance with established procedures. Note: Appropriate Certificate(s) of Absence and web

time entry documented leave must match for the covered pay period.

- i. Full-Time Non-Exempt Employees – See College Policy 6Hx28: 3D-03 Total Rewards: Vacation, Sick and Personal Leave for Full Time Employees for information on full-time employees utilizing applicable leaves.
  - ii. Part-Time Employees – Part-time employees do not accrue vacation or sick leave. After three (3) consecutive scheduled work day absences or five (5) scheduled work day absences in a thirty (30) calendar-day period, the supervisor or designee may require a part-time employee to furnish a medical certificate signed by a qualified health care provider that documents the reason for the absence and certifies that the employee is able to return to work. Once the documentation is received and evaluated by the supervisor/designee in consultation with Organizational Development and Human Resources (ODHR), applicable medical document(s) shall be forwarded to ODHR to be maintained in a separate employee record. For the death of a part-time employee’s close family member or member of the employee’s household, the department may require that the employee furnish supporting documentation that substantiates the reason for the absence.
- b. Designation as an approver for full-time employee web-time-entry records will be based on the reporting hierarchy defined in the position control records maintained by human resources and documentation of supervisory responsibility in the approver’s official/approved job description.
  - c. Designation as an approver for part-time employee web-time-entry records will be based on the supervisory relationship and documentation of supervisory responsibility in the approver’s official/approved job description.
  - d. Changes to the reporting hierarchy defined in the position control records will require approval by the appropriate Sr. Staff member and be subject to documentation of supervisory responsibility in the official/approved job description.

#### 4. Overtime compensation

- a. At times, it will be necessary to require staff employees to work overtime. Overtime must be approved in advance by the appropriate vice president, campus president or designee(s).
- b. Staff employees will receive overtime compensation at the rate of one and one-half (1½) times the regular hourly rate of pay for each hour actually worked in excess of forty (40) hours during the

workweek.

- c. Staff employees must document on their timesheets the actual hours worked in accordance with established procedures.
- d. Supervisors must verify that the overtime work was performed and that the hours actually worked were properly documented in accordance with established procedures.
- e. Overtime compensation will only be paid if the hours actually worked exceed 40 hours in the workweek. Paid non-duty hours, sick leave, vacation leave, or other paid or unpaid leaves will not be considered when calculating hours worked for overtime purposes.

C. Guidelines for executive management, administrative, and staff employees who are classified as exempt:

1. Special events and hours of work over 40 in the work week

- a. Executive management, administrative, and staff employees, classified as exempt from earning overtime under the FLSA, will not receive additional compensation for performing services related to their primary employment at special events. Such special events may include, but are not limited to, commencement, councils, committees, and community events.
- b. At times, executive management, administrative, and staff employees, classified as exempt from earning overtime under the FLSA, will perform duties as assigned without additional compensation, and such duties include work performed outside normal work hours established by departments based upon operational needs and beyond forty hours in a work week. When possible, to accommodate the need for work performed outside normal work hours, supervisors are encouraged, but not required, to use flexible work schedules.

2. Deductions from salary of executive management, administrative, and staff employees classified as exempt

- a. Partial day or full day deductions from pay are permissible under certain circumstances including, but not limited to, the following:
  - i. For absences from work when an employee has exhausted personal, vacation, or sick leave
  - ii. In the employee's initial or terminal week of employment if the employee does not work the full week
  - iii. For time in which an exempt employee takes unpaid leave
  - iv. For overpayment of wages
  - v. To recover unauthorized payments
  - vi. For repayment of obligations incurred by the employee

relating to his/her employment at the college

### III. Guidelines for Instructional Employees

A. Full-time instructional employees include teaching faculty in 10-month, 8-month, and 4-month full-time positions. Full-time instructional employees also include full-time 12-month librarians and counselors. Full-time teaching faculty are exempt from earning overtime under the FLSA. Full-time librarians and counselors are also exempt from earning overtime under the FLSA.

1. Full-time instructional employees fill positions requiring they work a minimum of the following days per year during the normal contractual period unless otherwise approved by the District Board of Trustees.

a. 12-month faculty – 228 days

b. 10-month teaching faculty – number of work days in the academic session(s)

c. 8-month annually appointed teaching faculty – number of work days in the academic session(s)

d. 4-month temporary teaching faculty – number of work days in the academic session(s)

2. Part-time instructional employees teaching credit courses based on the number of work days in the academic session are exempt from earning overtime.

3. Part-time instructional employees teaching non-credit courses, part-time librarians, and part-time counselors are classified as non-exempt, are paid on an hourly basis, and are eligible to earn overtime in accordance with the FLSA.

#### B. Special Events and Hours of Work over 40 in the Work Week

1. Instructional employees shall not receive additional compensation for performing services related to their primary employment at special events. Such special events may include, but are not limited to, commencement, councils, committees, and community events.

2. At times, instructional employees will perform duties as assigned without additional compensation, and such duties include work performed outside normal work hours and beyond forty hours in a work week. When possible, to accommodate the need for work performed outside normal work hours, supervisors are encouraged, but not required, to use flexible work schedules.

#### C. Work Absences for Instructional Employees

1. Instructional employees who must miss class due to illness or other



reasons shall notify their immediate supervisor as far in advance as possible so adequate provisions can be made for the class. See College Policy 6Hx28: 3A-05 Substitute Professors for more information.

2. After three (3) consecutive scheduled work day absences or five (5) scheduled work day absences in a thirty (30) calendar-day period, the supervisor or designee may require that an instructional employee furnish a medical certificate signed by a qualified health care provider that documents the reason for the absence and certifies that the employee is able to return to work. Once the documentation is received and evaluated by the supervisor/designee in consultation with Organizational Development and Human Resources, applicable medical document(s) shall be forwarded to ODHR to be maintained in a separate employee record. For the death of an instructional employee's close family member or member of the employee's household, the department may require that the employee furnish supporting documentation that substantiates the reason for the absence.
  - a. Full-time instructional employees – Refer to College Policy 6Hx28: 3D-03 Total Rewards: Vacation, Sick and Personal Leave for Full Time Employees for information on full-time employees utilizing applicable leaves.
  - b. Part-time instructional employees teaching academic courses – Refer to College Policy 6Hx28: 3D-14 Paid Time Off for Part-Time Faculty Teaching Academic Credit Programs

#### D. Deductions from Salary of Instructional Employees

1. Partial day or full day deductions from pay are permissible under certain circumstances including, but not limited to, the following:
  - a. For absences from work when the employee has exhausted personal, sick leave, or paid time off as applicable
  - b. In the employee's initial or terminal week of employment if the employee does not work the full week
  - c. For time in which the employee takes unpaid leave
  - d. For overpayment of wages
  - e. To recover unauthorized payments
  - f. For repayment of obligations incurred by the employee relating to his/her employment at the college

Refer to College Policy 6Hx28:3C-01.2, Workload for Professors, for further information related to Instructional employees.

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#### **Procedure**

**History:**

Adopted 12-11-74; Amended 12-15-82; Amended 11-18-92; Amended 11-2-16; Amended 4-17-18; Amended 2-24-21; Amended 4-21-21; Formerly 6Hx28:2-04; Formerly 6Hx28:2-05; Formerly 6Hx28:07-42; Combines/ repeals: 6Hx28: 3A-07

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