

COMPENSATION AND BENEFITS  
SALARIES AND WAGES

DEA  
(REGULATION)

**Support Staff  
Appointment to  
Salary Steps**

The human resources office shall study and classify each position prior to an employee being appointed to a salary step.

New employees in support staff positions shall be appointed at Step 1 for the class to which they have been assigned, with the following exceptions:

1. The chief human resources officer may appoint a new employee to Step 2 if the employee's qualifications, education, and experience exceed the minimum for the classification.
2. Justification for appointment to Step 2 shall be noted on the recommendation for action on personnel.
3. In all instances, the qualifications, education, and experience used to justify the appointment to Step 2 must exceed the specific qualifications, education, and experience as stated in the position and defined in the formal job description in the human resources office.

**Pay During  
Scheduled Emer-  
gency Facility  
Closures or  
Other Disrup-  
tions**

When facility closures are necessary due to inclement weather or other disruptions, the objective is academic and business continuity to ensure uninterrupted service to students. Employees equipped with remote technology devices shall be responsible for ensuring the availability of the device during emergency facility closures.

Supervisors may require certain employees, whose work is deemed essential for purposes of safety and protection of a facility or technology infrastructure or operations, to report to campus during emergency closures or other disruptions. All other employees shall perform their duties remotely, consistent with the District Academic and Business Continuity Plans. If an employee is unable to perform their duties remotely either due to the nature of their role or personal reasons, they shall use available accumulated leave or obtain supervisory approval to adjust their duty hours during the pay week to make up lost time, or be placed on leave without pay for the equivalent hours.

Employees may use any accumulated leave, during emergency facility closures if they are unable to perform work as outlined above. Sick leave should be used after vacation and compensatory leave has been exhausted.

Below is a summary for employee compensation during emergency closures or other disruptions.

<b>Faculty</b>	Deliver instruction remotely
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<p><b>Non-Exempt Staff Performing Essential Work</b> (safety and facility/technology infrastructure maintenance and operations, continuous student support services)</p>	<p>Report to campus as directed by supervisor (and if required for the role) and receive regular pay; if unable to report or work remotely if applicable, use leave or flex hours.</p>
<p><b>Non-Exempt Staff Performing Non-Essential Work</b></p>	<p>Work remotely if able, use leave (including sick leave), or flex hours</p>
<p><b>Exempt Staff</b></p>	<p>Work remotely or use leave</p>

NOTE: In the event that the Chancellor suspends any or all of the Academic and Business Continuity Plan for severe events that precludes remote delivery or consumption of instruction or other services, employees will be compensated at their regular rate of pay even if no services are performed for all or a portion of a workday. Non-exempt employees who are required to report to the campus during these suspensions for purposes of safety and security of the facilities or technology infrastructure would be paid their regular rate of pay plus straight-time overtime for the hours worked.

**Compensation for Full-Time Staff During Scheduled Breaks**

Employees may be required by their supervisors to perform essential work functions during District Scheduled Breaks.

Non-exempt employees shall be compensated for the scheduled break and for hours actually worked. (equivalent to two times the regular rate of pay). Employees in Police, Real Estate and IT shall be paid at a straight time overtime rate when scheduled for essential work. All other non-exempt employees required to work may choose to be compensated with straight time overtime or the accrual of Scheduled Break Substitution Leave that will be paid out at a straight time overtime rate at the end of the fiscal year if it is not used. This does not apply to Observed Holidays which are described in the section ***Pay on Holidays for Essential Work by Full-Time Staff.***

Exempt employees are expected to work a minimum of 40 hours per week and as otherwise necessary to fulfill their job responsibilities. Certain eligible exempt employees performing essential work as defined in DEA(LOCAL) and approved in advance by their Cabinet Member, may accrue Scheduled Break Substitution Leave, up to a maximum of 120 hours annually for the number of hours actually worked during a scheduled break, Scheduled Break Substitution Leave must be used by August 31 in the year it was earned, or it will be forfeited.

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For exempt employees, non-essential, routine work consistent with the regular demands of the job are not eligible for Scheduled Break Substitution Leave. However, work to provide coverage for health and safety of the facilities and systems or continued service to students may be eligible. Cabinet Members and employees in Class Codes 10 & 11 are not eligible for Scheduled Break Substitution Leave unless authorized by the Chancellor in extraordinary circumstances.

Below is a summary of compensation for essential work during scheduled breaks, subject to all of the limitations and oversight cited above:

<b>Exempt</b>	<ul style="list-style-type: none"> <li>• May accrue Scheduled Break Substitution Time for essential work approved by the Cabinet member (schedule coverage of health and safety of people, property and system or mission-critical student services).</li> <li>• May not accrue Scheduled Break Substitution Time to perform routine work to meet their normal job responsibilities.</li> </ul>
<b>Non-Exempt</b>	<ul style="list-style-type: none"> <li>• Police, IT and REF paid straight time overtime in addition to regular pay.</li> <li>• All others have choice of regular pay plus straight-time overtime or accrual of Scheduled Break Substitution.</li> </ul>

**Pay for Full-Time Staff on Holidays**

Full-Time Staff are paid for District Holidays.

Employees in a leave-without-pay status do not receive holiday pay or earn Holiday Substitution Time.

Employees whose last day of work/date of termination is the day before an observed holiday do not receive pay for the holiday. New employees who begin employment on the day after a holiday do not receive pay for the holiday.

**Pay on Holidays for Essential Work by Full-Time Staff**

Certain staff in Police, Information Technology, and Real Estate and Facilities may be required to perform essential work on official District Holidays with approval of the Cabinet member. This may also apply to student support services on Dr. Martin Luther King

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Day in preparation for the Spring semester or other similar occasions.

Non-Exempt employees shall be paid for the holiday plus the overtime rate (equivalent to two and one-half times their regular rate of pay) for hours actually worked on a holiday. Certain exempt employees (excluding Cabinet and Class Codes 10 & 11) with the approval of their supervisor, may adjust their schedules during the holiday work to offset the hours worked on a holiday required for service coverage.

For purposes of pay for non-exempt employees for actual work on holidays, the District recognizes holidays on either the actual calendar day of the holiday or the “observed” holiday. The employee will only be paid overtime if the “observed” holiday falls on a day that they work or the actual calendar day of the holiday falls on a day that they work. The employee may not be compensated for both.

For example, if July 4<sup>th</sup> is on Sunday and the College observes it on Monday, an employee may accrue a holiday or be paid the overtime rate for only one of those days even if they work both.

Note that while the District follows the federal calendar for observed holidays that the District recognizes, Christmas Day occurs when the College is on Scheduled Break. As a result, holiday pay will only be awarded on December 25<sup>th</sup>, regardless of the date observed on the federal calendar.

Below is a summary of compensation for essential work on Holidays, subject to all of the limitations and oversight cited above:

<b>Exempt</b>	May adjust schedule during holiday week to reflect essential work on holiday with supervisory approval.
<b>Non-Exempt</b>	Paid regular pay plus overtime rate (2 ½ times)

**Managing Work on Scheduled Breaks and Holidays**

Cabinet members shall limit required essential work during Scheduled Breaks and Holidays in their Divisions/Departments to the extent possible. Opportunities to work should be distributed as evenly as possible among employees. The management/limitation of essential work requirements for the workforce does not in any way affect or modify normal expectations of exempt employees to perform their regular work to meet the demands of their jobs, even

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when performed during Scheduled Breaks without the award of Scheduled Break Substitution Leave.

Employees who are separating from TCC must be employed for ten business days after Winter Break or Spring Break to be eligible for pay for the scheduled break. Accrued vacation or approved sick time may be used to meet this requirement. Leave without pay does not meet this requirement.