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2.11 Additional Compensation Policy

Saint Mary's College of California

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2.11 Additional Compensation Policy

Saint Mary's College Additional Compensation Policy is designed to allow for special compensation for work performed by full-time employees that are outside of their normal responsibilities.

1. **Non-exempt employees** who perform additional work in excess of 7.5 or 8 hours per day or 37.50 or 40 hours per week will be compensated at their applicable overtime rate. This would include non-exempt staff who work special events (i.e. Athletic or Student Life).
2. **Exempt employees** are paid a guaranteed salary for each workweek in which work is performed regardless of the hours worked. However, occasionally exempt employees may be requested to perform duties or projects that are substantially beyond and different from their primary job function. These duties may include, but are not limited to:
 - Event Staff
 - Guest Speaker / Honoraria
 - Thesis Readers/Chair
 - Interim/Acting Appointments
 - Curriculum Development
 - Special Projects or Research

Before an exempt employee performs work *in addition to* their regularly scheduled duties, the employee must receive prior written authorization from his or her immediate supervisor *and* Human Resources. The exempt employee may be required to track hours worked on the additional duties. Additional work cannot interfere or

conflict with normal working hours and primary job functions. If this occurs the supervisor is responsible for notifying Human Resources and resolving the interference or conflict and, if necessary, withdrawing authorization for the additional work. If authorization for additional work is withdrawn, the additional duties and pay will end.

Taking on additional duties as set forth in this section shall not change the at-will nature of the employment relationship between the College and the employees.

Any additional compensation will be paid by payroll and all normal applicable taxes will be deducted.

2.11.1 Volunteer Opportunities

Notwithstanding the policy above the College appreciates and encourages its employees to engage in non-compensated activities that benefit the College, the employee and its students.

These activities may include volunteering for commencement, baccalaureate, student productions, College-wide initiatives, social justice programs, Mission and Ministry events and many others.

2.11.2 Teaching by Staff

Positions requiring teaching

Ordinarily, those exempt and non-exempt staff positions that require teaching of regular or specialized courses are considered to be compensated as part of their base salary. In these cases, it is expected that all teaching duties, *including* advising, class preparation, instruction, grading and student/administration interactions, will take place during the normal work day.

All timekeeping by *non-exempt* staff members should always accurately reflect all working time, including staff administrative work *and* teaching duties time. Any work done beyond 7.5/8 hours in a work day or 37.5/40 hours in a work week will be paid at the applicable overtime rate of the individual based on the staff position. Attendance reports for teaching must be submitted on the 5th and 20th of each month.

Staff members teaching within their staff position must seek prior supervisor and Human Resources approval before working outside their normal work day, consistent with standard College policies.

Teaching outside the staff position

Staff who are qualified and have been asked to teach a course where some or all of the teaching duties occur *outside* the staff member's normal work duties may only do so with the advance approval of their supervisor and Human Resources. In these situations, the teaching staff member will be appointed and compensated as a Lecturer through a separate agreement. The Lecturer status shall not change the at-will status of the staff position.

It is the policy of the College, that staff devote their full effort to their primary staff function. For those staff teaching outside of their staff positions, all teaching duties, *including* advising, class preparation, instruction, grading and student/administration interactions, will take place *outside* the normal work day, or consistent with a flexible work schedule that is designed to prevent the interference of the separate duties of the regular staff position and the teaching appointment. Supervisors in consultation with Human Resources have the responsibility of determining how and whether the teaching of courses will impact the department and its productivity, and thereafter determining whether such an arrangement may be approved or can be maintained.

Again, all timekeeping by *non-exempt* staff members should always accurately reflect all working time, including staff administrative work *and* time spent on the teaching duties described above. Any work done beyond 7.5/8 hours in a work day or 37.5/40 hours in a work week will be paid at the applicable overtime rate of the individual based on the staff position. Attendance reports for teaching must be submitted on the 5th and 20th of each month.

Supervisors and staff employees requesting additional information regarding the administration of this policy may contact the Director of Employee Relations & Compensation or the Assistant Vice President of Human Resources.