

North Central Missouri College

Classified Staff Policy Manual

Adopted July 20, 2000
Updated July 25, 2006



*The mission of NCMC is to assist individuals in our
education/business community
to attain their goals through open admission, reasonable costs,
and progressive curriculum and services
delivered by a caring, competent staff
in a safe, technology-rich learning environment.*



TABLE OF CONTENTS

| | <u>Page</u> |
|---|-------------|
| <u>1.000 Introduction</u> | 4 |
| 1.1.00 Preface | 4 |
| 1.2.00 Severability | 4 |
| 1.3.00 Waiver | 4 |
| 1.4.00 Manual Specifics | 4 |
| <u>2.000 Classification of Classified Staff Employees</u> | 4 |
| 2.1.00 Term Definition | 4 |
| 2.2.00 Employee Definitions | 5 |
| 2.3.00 Multiple Positions | 5 |
| 2.4.00 Change from Temporary to Permanent Status | 5 |
| <u>3.000 Seniority</u> | 5 |
| 3.1.00 General Policy | 5 |
| 3.2.00 Term Definition | 5 |
| 3.3.00 Eligibility | 5 |
| 3.4.00 Seniority Computation | 5 |
| 3.5.00 Special Provisions Regarding Seniority | 6 |
| <u>4.000 Probationary Employees</u> | 6 |
| <u>5.000 Wage and Salary Administration</u> | 6 |
| 5.1.00 Salary Schedule | 6 |
| 5.2.00 Salary Increases | 6 |
| 5.3.00 Extraordinary Salary Increases or Bonuses | 6 |
| 5.4.00 Contract Renewal | 7 |
| 5.5.00 Paydays | 7 |
| <u>6.000 Performance Evaluation</u> | 7 |
| 6.1.00 General Policy | 7 |
| 6.2.00 Further Information | 7 |
| 6.3.00 Schedule | 7 |

| | | |
|---------------------------------|--|----|
| <u>7.000 Working Time</u> | | 7 |
| 7.1.00 | Work Week | 7 |
| 7.2.00 | Authorized Time Worked | 7 |
| 7.3.00 | Time not Worked | 8 |
| 7.4.00 | Exceptions | 8 |
| <u>8.000 Overtime</u> | | 8 |
| 8.1.00 | General Policy | 8 |
| 8.2.00 | Term Definition | 8 |
| 8.3.00 | Authorization | 8 |
| 8.4.00 | Payment for Overtime | 8 |
| 8.5.00 | Recording Overtime | 9 |
| <u>9.000 Extra Compensation</u> | | 9 |
| 9.1.00 | General Policy | 9 |
| 9.2.00 | Pay Rate | 9 |
| 9.3.00 | Responsibility for Enforcement | 9 |
| <u>10.000 Compensatory Time</u> | | 9 |
| 10.1.00 | Term Definition | 9 |
| 10.2.00 | General Provisions | 10 |
| 10.3.00 | Recording Compensatory Time | 10 |
| <u>11.000 Leaves</u> | | 10 |
| 11.1.00 | General Policy | 10 |
| 11.2.00 | Vacation Leave Accrual Rate | 10 |
| 11.3.00 | Special Circumstances Regarding Shift Work | 10 |
| 11.4.00 | Holiday Pay | 10 |

Appendix: Classified Staff Salary Schedule

1.000 INTRODUCTION

- 1.1.00 Preface: This manual has been approved for distribution by the Board of Trustees. Additional policies will be added as they are developed and approved by the Board, and the Board also retains the right to alter, change, delete from, or otherwise modify this manual. This manual is not a contract or condition of employment. All written rules and regulations described by this manual will be interpreted and applied uniformly.
- 1.2.00 Severability: It is understood that any provision inconsistent with or contrary to law will be considered as deleted from this manual without harm to the remaining provisions of the manual. If any article or section of this manual or any addendum to it should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of this manual and addenda will not be affected thereby.
- 1.3.00 Waiver: Failure of the College to require performance of any promise, condition, or covenant herein will in no way affect the full right to require such performance at any time thereafter, nor will the waiver of a breach of any promise, condition, or covenant hereof be taken or held to be a waiver of the promise, condition, or covenant.
- 1.4.00 Manual Specifics: This classified staff manual is applicable to classified staff employees only. Classified staff should also see the Board Policy Manual, Section 5 (General Personnel Policies) for other applicable policies.

2.000 CLASSIFICATION OF CLASSIFIED STAFF EMPLOYEES

- 2.1.00 Term Definition: The term “classified staff” refers to staff members who perform support functions within the College community, College employees who do not have faculty or AMP status. Jobs included in this group are clerks, custodians, maintenance workers, secretaries, and technicians.
- 2.1.10 Exempt staff refers to employees whose positions are classified as “exempt” under the Fair Labor Standards Act as amended. These employees perform their job duties generally free of supervision, and they exercise considerable "freedom to act" in terms of when and how work is to be accomplished. These may include such positions as Directors, Managers, Supervisors, etc.
- 2.1.20 Non-exempt staff refers to employees whose positions are classified as “non-exempt” under the Fair Labor Standards Act as amended; these employees perform their job duties as directed by

their supervisor and include such positions as Secretarial, Clerical, Maintenance, Assistants, etc.

2.2.00 Employee Definitions *revised 7/25/06*

2.2.10 Full-time employees are scheduled to work 37.5 hours per week.

2.2.20 Part-time employees are scheduled to work less than 35 hours per week.

2.2.30 *deleted*

2.2.40 *deleted*

2.3.00 Multiple positions: An employee working two or more part-time positions totaling 37.5 hours per week will be considered a full-time employee.
revised 7/25/06

2.4.00 Change from Temporary to Permanent Status: When a position is changed from temporary to permanent, the position is considered a new position and will be treated consistently with the policies governing new positions or vacancies (see New Positions or Vacancies in the Board Policy Manual). The incumbent of the temporary position may be considered along with other applicants for the permanent position.

3.000 SENIORITY

3.1.00 General Policy: A Seniority Policy is established to determine priority in promotions, transfers, and call-back from layoff when ability, skill, training, and other relevant qualifications are equal as determined by the College. Nothing in this policy shall be deemed to override qualifications of employees as the primary consideration in promotions, transfers, etc.

3.2.00 Term Definition: Seniority is defined as an employee's length of continuous employment at the College.

3.3.00 Eligibility: This policy applies to permanent employees only.

3.4.00 Seniority Computation: Seniority is computed from the date of employment into a full-time position. *revised 7/25/06*

3.5.00 Special Provisions Regarding Seniority

3.5.10 *deleted 7/25/06*

3.5.20 *deleted 7/25/06*

3.5.30 An employee on an approved leave of absence does not lose accumulated seniority but does not accumulate additional seniority during the leave of absence.

3.5.40 *deleted 7/25/06*

4.000 PROBATIONARY EMPLOYEES

- 4.1.00 All new employees hired for permanent positions are on a probationary basis for the first six months of employment. A three-month evaluation should be held if there are any concerns with the employee's performance; otherwise the final evaluation should take place no later than two weeks prior to the end of the probationary period. An employee may be terminated during the probationary period in accordance with the Policy on Termination of Employment (Board Policy Manual section 5.10).
- 4.2.00 Probationary periods may be extended for bona fide reasons. Such extensions must have the approval of the Personnel Officer.

5.000 WAGE AND SALARY ADMINISTRATION

- 5.1.00 Salary Schedule: This schedule consists of job grades and pay steps. Job grade placement is determined based on the knowledge, problem solving, and accountability measures of each position compared with all other positions at the College. Pay step placement, within job grade, is based on years of relevant experience as determined at the time of hire.
- 5.2.00 Salary Increases: The Classified Salary Schedule is usually adjusted each July 1st based on approval by the Board of Trustees. Movement to the next pay step, within the job grade, also occurs each July 1st based on approval by the Board of Trustees.
- 5.3.00 Extraordinary Salary Increases or Bonuses: From time to time and for, perhaps, a variety of reasons, employee job performance may be exceptionally meritorious to the degree that College management deems it appropriate to give the employee an extraordinary salary increase or a one-time bonus. Such increases or bonuses would be brought to the Board of Trustees for approval.
- 5.4.00 Paydays: All employees will be paid on the month-end payroll with payday being the last workday of the month.

6.000 PERFORMANCE EVALUATION

6.1.00 General Policy: The evaluative process assists in identifying the employee's contribution to the College, contributes toward professional growth and development, establishes goals, identifies strengths and areas for improvement, and provides systematic documentation for supporting continuance of employment, pay increases, promotions, or transfers.

6.2.00 Further Information: Specific procedures and forms for the evaluation process can be obtained from the Personnel Office.

6.3.00 Schedule: Performance evaluations generally occur once a year.

7.000 WORKING TIME

7.1.00 Work Week: The basic straight time scheduled work day is 7.5 consecutive hours per day, exclusive of lunch period. A regular work week is 37.5 hours worked in five consecutive days any calendar week (Sunday through Saturday). *revised 7/25/06*

7.2.00 Authorized Time Worked

7.2.10 Actual time worked at an employee's job location as required by his/her tour of duties.

7.2.20 Meal periods when included within employee's standard work schedule.

7.2.30 Authorized rest periods not to exceed one, 15 minute period during each scheduled work period of four consecutive hours.

7.2.40 Necessary visits to Payroll, Personnel, Affirmative Action Office, and other College organizations as authorized by management.

7.2.50 Attendance at meetings, conferences, training courses, etc., during scheduled work periods when such attendance is requested and/or authorized by his/her supervisor.

7.2.60 Travel time during scheduled work periods when such travel is required by the tour of duty and authorized by management.

7.2.70 Time losses at the employee's job location resulting from fire, machine breakdown or power failure, when the employee is not sent home by his/her supervisor.

7.2.80 Time not worked when charged as a paid holiday or against approved leaves.

7.2.90 Time off for voting, election duty, and enforced court attendance when granted in accordance with the Personal Leave with Pay policy (Board Policy Manual section 5.12.6).

7.3.00 Time Not Worked

7.3.10 The following are considered as time not worked for pay purposes:

7.3.11 Time spent on College premises before the start of work or after the cessation of work (i.e. time which elapses between the time the employee arrives at work and his standard work starting time).

7.3.12 All other time not specifically authorized in Section 3 of this manual. (Note: Specific cases of time spent in a manner about which there is doubt as to whether it is time worked or not worked for pay purposes, are to be referred to the Personnel Office.)

7.4.00 Exceptions: While the work schedules of exempt employees generally follow these guidelines, actual hours worked are determined by their supervisors.

8.000 OVERTIME

8.1.00 *deleted 7/25/06*

8.2.00 Definition: Overtime is time worked in excess of 40 hours in a standard work week.

8.3.00 Authorization: Overtime for non-exempt employees must be authorized by the supervisor with a copy of the authorization sent to the Business Office. Overtime for exempt employees must be authorized by the supervisor who will keep the authorization on file.

8.4.00 Payment for Overtime

8.4.10 Exempt staff normally receive no additional compensation for overtime. (see section Compensatory Time)

8.4.20 Non-exempt staff may receive additional compensation for authorized overtime worked. Such additional compensation is paid at one and one-half times the straight-time rate. The staff member may elect to refuse overtime pay and use compensatory time instead (see section Compensatory Time).

8.4.30 Payment for overtime is normally included in the regularly scheduled paycheck following receipt of the employee's time report by the Payroll Department. The timesheet must indicate all overtime hours worked and must be signed by the supervisor.

8.5.00 Recording Overtime: Overtime is recorded on the employee's time report to the nearest one-fourth hour.

9.000 EXTRA COMPENSATION

- 9.1.00 General Policy: Staff members may occasionally receive extra compensation from the College for additional work done in connection with the College-related activities provided that:
- 9.1.10 Normally, advance approval in writing is given by the appropriate supervisor.
 - 9.1.20 The work done for extra compensation does not, in the opinion of the approving authority:
 - 9.1.21 Conflict in time with regular College duties and assignments,
 - 9.1.22 Constitute a “conflict of interest” situation for the employee,
 - 9.1.23 Come within the scope of the staff member’s regular responsibilities for which compensation is already being paid.
 - 9.1.30 The work for extra compensation does not exceed the equivalent of one working day per week.
- 9.2.00 Pay Rate: The rate of pay shall be in accordance with the College’s pay scale for the type of work being performed. Where no comparable job classification exists, the hiring department should work with the Personnel Office to determine appropriate compensation.
- 9.3.00 Responsibility for Enforcement: The supervisor responsible for the employee is responsible for enforcing this policy and they must keep whatever records necessary to assure that employees reporting to them are appropriately approved for extra compensation.

10.000 COMPENSATORY TIME

- 10.1.00 Term Definition: Compensatory time is time off granted for work performed in excess of 40 hours in a standard work week. It must be authorized by the appropriate supervisor.
- 10.2.00 General Provisions:
- 10.2.10 *deleted 7/25/06*
 - 10.2.20 Full-time hourly employees earn compensatory time at a rate of 1.5 times the number of extra hours worked over 40 in the regular work week. *revised 7/25/06*
- 10.3.00 Recording Compensatory Time: The immediate supervisor is responsible for tracking compensatory time.

11.000 LEAVES

11.1.00 General Policy: Please refer to the Board Policy Manual for the general vacation leave policy. Listed below are policies specific to classified staff.

11.2.00 Vacation Leave Accrual Rate:

| <u>Years of Employment</u> | <u>Working Day Credits</u> |
|----------------------------|----------------------------|
| 1 day – 5 years | 10 |
| 6 years – 10 years | 15 |
| 11 years – 25 years | 20 |
| 26 years or more | 25 |

11.3.00 Special Circumstances Regarding Work Shift

11.3.10 Shift workers whose rate of pay is adjusted upward for temporary probationary periods of time that they are required to work other than the normal work hours are paid for vacation leave at straight-time rate (exclusive of shift differential).

11.3.20 Employees who are permanently assigned to shift work other than normal working hours are compensated for vacation leave at normal straight-time including the shift differential.

11.4.00 Holiday Pay – Classified staff employees are compensated at the rate of time-and-a-half in addition to regular holiday pay for all time worked on any holiday.