

Title: Pay Practices	Number: 6.8	Page 1 of 2
Legal Citation (if Applicable) Fair Labor Standards Act, 29 U.S. Code §201, <i>et. seq.</i>	Related Procedure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Board Approval/Revision: 08 September 2014 Revised 02 September 2015 Revised 01 September 2016 Revised 23 June 2017	

Colorado Mountain College (CMC) provides compensation for positions within the College that is competitive within the given labor market and internally equitable for the position type.

Non-Exempt employees should not work any hours that are not authorized. Non-Exempt employees should not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless authorized to do so in advance. Non-Exempt employees are prohibited from performing any “off-the-clock” work. “Off-the-clock” work means work the non-exempt employee may perform but fails to report on their time record. Any non-exempt employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination.

Any exempt employee who fails to report or inaccurate reports any leave time used will be subject to disciplinary action, up to and including termination.

It is a violation of the College’s policy for any employee to falsify a time record or to alter another employee’s time record. It is also a serious violation of College policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or to alter another employee’s time record to under- or over-report hours worked or to fail to report any such misconduct.

The Human Resources Department should be immediately notified if any manager or employee issues instructions to any College employee to:

- incorrectly or falsely under- or over-report any employee’s hours worked,
- alter another employee’s time records to inaccurately or falsely report that employee’s hours worked,
- conceal any falsification of time records, or
- violate this policy.

Overtime Pay

The general policy of the College is to use overtime only in case of emergency. However, at times, the volume of work may make it necessary to work in excess of the regularly scheduled workweek. Part-time employees are not to work more than twenty-eight hours per week without prior approval from their supervisors. Full-time non-exempt employees are not to work more than forty hours per week without prior approval from their supervisors.

If a non-exempt employee works in excess of forty hours a week, he or she will be paid overtime at 1.5 times their regular rate of pay for the position.

Working in excess of the approved scheduled workweek is not to be modified at the discretion of the employee. The immediate supervisor must approve all overtime in advance of the work being completed.

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For overtime calculations, the workweek commences at 12:00 a.m. on Saturday and ends on 11:59 p.m. on the following Friday.

Emergency or Unscheduled Callback

Non-exempt employees who are called back on an emergency or unscheduled basis after completing their regular work schedule will be compensated for a minimum period of two hours plus actual time worked on site. An employee is eligible for emergency or unscheduled callback compensation if the employee is called into work outside the regular work schedule, on a holiday, on an unscheduled weekend, or for an emergency or unscheduled basis. Overtime work that is scheduled or is performed either at the beginning or end of the regularly scheduled shift is not considered emergency or unscheduled callback time and will be compensated at the regular overtime rate if the employee works in excess of forty hours within the particular workweek. For example, if an employee is called in to work an hour early, he or she will be compensated at the regular overtime rate, which is calculated at 1.5 times the regular rate of pay if the employee works in excess of forty hours in the particular workweek. However, if an employee is called into work in the middle of the night to make emergency repairs, and is able to complete the repairs and return home before the beginning of the next scheduled shift, this time will be considered callback time.

On-Call

On-call time will be paid in accordance with applicable federal and state guidelines.

Payment of Faculty Contracts

Faculty contracts will be paid over a twelve-month period. If a faculty member begins employment after the beginning of the academic year, the pay is prorated over the remaining period.

Project-based, Supplemental Compensation

Additional project-based compensation may be permitted, but must be authorized in advance of the project work. In the case of regular faculty, project-based work must be approved in advance of the project work by way of a modification of the faculty contract.

Based upon IRS regulations, once the first compensation payment is made, the payment method cannot be altered during the payment period.

Pay Periods

Employees of the College will be paid in accordance with the defined pay periods for their classification as determined by the College.

BOT Approved Cost of Living/Merit/Bonus Payments

Any approved BOT “cost of living” increase will be applicable to staff who were hired on or before April 1. For merit or bonus payments only staff who have worked at the college for longer than 6 months as of February 1 will be eligible for the merit bonus as approved by the board. Employees with more than 6 months’ service, but less than 12, will be eligible for ½ of the merit bonus otherwise awarded to eligible employees with 12 months service or longer.