

NUMBER: 376

SUBJECT: EXTRA-SERVICE COMPENSATION—BENEFITS ELIGIBLE EMPLOYEES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011

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376.1 – POLICY

Bridgerland Technical College (BTECH) recognizes that employees may make contributions to the College outside of their primary assignment roles. However, college employees must be cognizant of their primary responsibilities within their primary departments. Extra-service opportunities outside of primary assignment roles are a privilege granted at the College's discretion to benefit the College, and in some cases, for the professional development of the individual.

Employees may provide services to the College, either with or without compensation beyond their primary roles, if such services do not interfere or conflict with their primary role assignments. There are two (2) categories of extra-service which employees may perform with appropriate supervisory approval.

376.1.1 – Unrelated Service

Unrelated service is professional service or activity unrelated to an employee's primary duty assignment. The employee may receive compensation for such services provided that the preparation and performance of such services do not in any way conflict with the employee's primary college assignment. Extra teaching assignments, such as instruction of an evening course, even when it is in the same subject matter as the primary assignment, when clearly outside of or in addition to the primary duty hours, may be eligible for extra compensation. The amount of extra compensation or compensation time earned is determined by the department where the extra services are being performed and are approved by the appropriate administrative authority in accordance with established college practices and procedures. These practices and procedures are subject to change but will be designed to treat all employees in a fair and equitable manner.

376.1.2 – Role-related Service

Role-related service is service or activity which contributes to the employee's profession and the College's role. The employee may not receive extra compensation for these services. However, extra time worked, at the request and authorization of the employee's supervisor, may be eligible for the generation of compensation time earned, when it is performed outside of the regular duty hours for the employee.

376.2 – PROCEDURES

376.2.1 – Requesting Approval

An employee requesting permission to perform extra-service must submit a Leave and Compensation Time Request Form, or a teaching agreement, to his or her immediate department head or supervisor, outlining the time requested, the nature of the extra-service work, and the benefit to the College. Generally, this form should be completed prior to the extra-service time being performed. The Department Head or supervisor must approve the request for extra-service and forward the applicable form to the appropriate administrative authority. For instructional employees, the appropriate administrative authority is the applicable Associate Vice President for Instruction. For all other employees, the appropriate administrative authority is the President.

376.2.2 – Compensation (All Full-time, Benefits Eligible Employees)

Payment for extra-services, where appropriate, is made by processing a Temporary Salary Adjustment Form with appropriate administrative approval.

Compensation time earned for extra-services, where appropriate, is made by processing a leave slip with the Accounting Department.

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Compensation for extra-services involving federal contracts is determined by the respective grant manager and must be within the requirements of the granting authority.

Non-exempt employees, whose total work hours exceed 40-per-week due to the performance of extra-service, may be required to be compensated on an overtime basis for all hours above 40 (refer to Section 300.378 of the Policy Manual). In general, non-exempt employees will be compensated in their paycheck on an overtime basis. However, the Maintenance and Custodial Departments' non-benefits eligible employees have been granted the opportunity to take their respective overtime hours as compensation time earned (at the 1.5 overtime rate) in lieu of being paid for the overtime.

376.2.3 – Compensation (Faculty Only)

It is the policy to not purchase benefits eligible employee's annual leave, sick leave, personal leave, or holiday leaves, except as provided in other sections of the College policy, such as upon termination or retirement (refer to Sections 300.345, 300.349, and 300.353). Annual leave is assumed to provide renewal, and therefore, to enhance the employee's individual productivity.

376.3 – RESPONSIBILITY

376.3.1 – Department Heads and Supervisors

Department Heads and supervisors are responsible for reviewing extra-service opportunities with employees as they occur to ensure that interference or conflict with the employee's primary assignment will not occur. If the Department Head or supervisor can support the request, he or she will complete a recommendation and forward it with the necessary paperwork following the rules described in this policy and any other reasonable applicable procedures as they are determined and implemented at the College. The recommendation should adequately justify whether the extra-service is "unrelated" or "role-related," or if unrelated service is requested for continuous periods, why the service should not now be redefined as within the employee's role.

376.3.2 – Employees

Employees are responsible for completing the applicable paperwork/forms and obtaining their department head or supervisor's approval prior to the commencement of extra-service.