

## Compensation

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The college shall maintain a system and periodically approve limits of pay range. The president shall recommend to the board an initial salary of each person being hired and a rate of pay for each employee at least once each year.

### A. Salary – Faculty

Individuals employed by the board in professional or instructional capacities, including all classroom instructors, athletic coaches, and head athletic trainer, employed under a full-time contract will be compensated in accord with the salary schedule provisions contained in the negotiated agreement between the board and the NCCC Professional Educators' Association.

1. Hours earned after the granting of the master's degree must be graduate credit, as distinguished from undergraduate, and must be in the field of teaching or in a closely allied field. Courses from closely allied fields must receive prior, written approval from the chief academic officer and the president.
2. Every instructor will be subject to extra-duty assignments. Instructors who choose not to take on such duties will have their salaries adjusted accordingly.
3. No instructor shall be required to teach in excess of 30 credit hours or its equivalent per academic year.
4. For purposes of determining compensation in accord with the salary schedule offered to an instructor entering into the first full-time employment contract with NCCC, the instructor may, at the discretion of the president, be given credit for all or part of teaching experience at other institutions based upon experience, training, and other relevant factors.

A vocational instructor whose academic preparation does not necessarily include a baccalaureate degree but who is qualified for the position through a license or a certificate shall be placed on the instructor level or above. Experience appropriate to the position shall be credited in the same manner as if it were teaching experience.

5. Except for professional employees who have head coaching duties as a part of the primary contract, all sponsorship, coaching, or special extra-duty assignments will be according to an amount mutually agreed upon between the professional employee and the administration. These assignments shall be identified by separate supplemental contract issued by the administration at the beginning of the academic year if possible; otherwise, as determined by the administration and payment for services performed to be made on the next pay period following completion of the supplemental contract.

### B. Salary – Clerical/Maintenance

1. Entry-Level Salary

All newly employed clerical and maintenance staff will be assigned a rate of pay based upon job description, education, and experience.

## 2. Overtime

All overtime must receive prior approval by the supervisor. The time card must be initialed by the supervisor to verify approval. Overtime worked will be taken in the form of compensatory time the week overtime was earned, or at one and one-half times thereafter but within the next four weeks. The chief financial officer may offer overtime pay in lieu of compensatory time.

Overtime generated by weekend and holiday assignments shall entitle the employee to overtime pay at the rate of one and one-half times the appropriate calculated rate of pay or compensatory time if requested by the employee and approved by the chief financial officer.

## C. Adjunct/Overload Pay

Instructors are entitled to overload pay if they teach more than 30 credit hours or its equivalent per contract period. That is, if an instructor has completed 30 credit hours of instruction, he/she will receive overload pay for those credit hours taught over 30. If not, no entitlement exists. If an instructor is employed for one semester or resigns after one semester, overload pay will be granted for teaching credit hours exceeding 15. Calculations for overload pay will be made in September and February. Pay adjustments, if any, will be communicated to the instructor and commence with the next pay period.