

Questions and Answers – Staff and Administrator 40-hour work week

1. Why implement this change?

As a result of the ongoing state budget shortfalls along with the continuation of the real estate downturn, the College must align its budgetary structure to account for new revenue realities. The College's strategy from the outset of the economic downturn has been to avoid furloughs and layoffs in general funded positions. In order to manage decreased state funding in the short term, the College has maintained a modified hiring freeze and has taken other measures to generate a vacancy rate of approximately 15 percent. Given the continuing recession, a more permanent structural solution was required to bring costs in line with the revenue outlook.

The change in work hours from 37.5 to 40 per week and the increased work hours generated will enable the College to eliminate approximately 7 percent of the College's budgeted staff positions and 14 percent of the budgeted administrative positions. In addition, the Board has approved a salary adjustment of 4 percent to compensate staff and administrators who currently work a 37.5-hour work week in a regular position (a position not designated as temporary).

2. How will it be determined which positions to eliminate?

Each administrator will identify positions based on their organizational needs, being mindful to protect mission critical vacant positions.

3. Will employees be laid off?

This strategy is being used to save regular employee jobs. Vacant positions will be targeted for elimination; the change in work schedule is intended to prevent layoffs.

4. What will be the work hours for the College?

The College's core business hours will be 8:00 am to 5:00 pm Monday through Friday. Campuses will retain their evening and weekend hours.

5. How much flexibility will supervisors have if an employee cannot report at 8:00 am?

Supervisors must ensure 8:00 to 5:00 coverage; however, under current College policy supervisors are able to use their discretion to approve a non-standard work schedule requested by an employee. This policy will not change (see the Classified Exempt Personnel Policy Statement, Section II.C., and the Classified Non-Exempt Personnel Policy Statement, Section II.D.). Please note also that according to the Classified Non-Exempt Personnel Policy Statement, meal periods may not be used at the beginning or end of the shift in order to reduce the length of the work day.

6. Who does this change (pay and work week) impact?

This change impacts 37.5-hour work week employees who work in a regular position (a position not designated as temporary). Employees who work in regular 37.5-hour positions will be placed on a new 40-hour work week pay schedule. If an employee is in a regular 37.5-hour position but is working an approved reduced work schedule, the employee will have the option to increase scheduled work hours.

Those who work in regular positions that are budgeted at 37.5 hours or less will remain on the 37.5-hour pay schedule and will not be impacted by the change.

This change does not impact Department of Public Safety employees who currently work a 40-hour work week.

7. How does this change affect employees in temporary positions?

Temporary employees who are working 37.5 hours in vacant regular fulltime positions will be placed on the new 40-hour work week pay schedule.

Employees who are working in temporary positions that are based on other compensation funds will continue to work 37.5 hours per week. Please contact your supervisor if you are a temporary employee and are not sure in which type of position you are working.

8. For non-exempt employees, will the “comp” time policy change (compensatory time)?

Straight compensatory time under 40 hours will no longer occur. All additional work time will still be directed by, and require advance approval of the supervisor before being worked by an employee. An employee may choose compensatory time in lieu of a cash payment for time worked over 40 hours per week.

9. What other policies will change as a result of the change to a 40-hour work week?

Personnel policies will be updated to include language for a 40-hour work week. New language will include adjustments to annual leave accrual rates, accrual maximums, and pay schedules. For example, annual leave accrual and maximum leave accumulation for personnel will be as follows:

<u>Current Accrual Rate</u>	<u>New Accrual Rate</u>
5.19	5.54
6.92	7.38
7.50	8.00

Maximum annual leave accumulation for personnel will be as follows:

<u>Current Maximum Leave Accumulation</u>	<u>New Maximum Leave Accumulation</u>
240	256
285	304
300	320

10. When will the change to the 40-hour work week be implemented?

To allow for the implementation of this change, the work schedule will be modified beginning with the pay period that starts September 12, 2009. The first paycheck that will reflect the change in work hours will be the October 2, 2009 paycheck. For many regular employees, the first day they will need to arrive for work at 8:00 am will be Monday, September 14, 2009.

11. How will the change in salary be communicated?

Employees impacted by this change will receive written notification similar to the salary notification letter they received in prior years at the beginning of a new fiscal year. Updated salary tables will also be posted on the College website.

12. Will there be new timesheets required for the 40-hour week?

Yes, new timesheets will be made available to use for the pay period beginning September 12. Watch for more information the week of September 7.

13. How will my salary change?

The tables on the following pages detail the new biweekly salary by grade and step for the 40-hour work week.

14. Still have questions?

Please call Human Resources, 206-4624

Biweekly Pay Non-Exempt Hourly Salary Schedule – Current 37.5-hours per week and new 40 hours per week effective September 12, 2009

2009-2010

Non-Exempt Hourly Salary Schedule - 37.5 Hours per week Biweekly Pay

Step	Grade								
	A11	A12	A13	B21	B22	B23	B24 / B31	B25 / B32	C40
1	953	1,028	1,101	1,175	1,250	1,325	1,418	1,528	1,652
2	977	1,053	1,129	1,205	1,282	1,357	1,454	1,567	1,692
3	1,002	1,079	1,158	1,236	1,313	1,391	1,489	1,607	1,734
4	1,026	1,105	1,187	1,265	1,348	1,425	1,525	1,643	1,778
5	1,052	1,135	1,216	1,297	1,380	1,461	1,565	1,687	1,822
6	1,079	1,163	1,246	1,331	1,414	1,499	1,603	1,728	1,868
7	1,105	1,192	1,278	1,362	1,449	1,537	1,641	1,773	1,914
8	1,133	1,221	1,310	1,400	1,486	1,574	1,684	1,817	1,962
9	1,163	1,252	1,342	1,434	1,523	1,613	1,725	1,862	2,011
10	1,192	1,283	1,377	1,469	1,562	1,655	1,771	1,909	2,060
11	1,220	1,316	1,411	1,505	1,599	1,694	1,814	1,958	2,112
12	1,252	1,349	1,445	1,543	1,639	1,738	1,857	2,004	2,166
13	1,283	1,381	1,481	1,581	1,681	1,781	1,904	2,055	2,219
14	1,314	1,417	1,519	1,621	1,723	1,826	1,954	2,107	2,275
15	1,347	1,452	1,558	1,661	1,766	1,871	2,002	2,159	2,333

Non-Exempt Hourly Salary Schedule - 40 Hours per week Biweekly Pay

Step	Grade								
	A11	A12	A13	B21	B22	B23	B24 / B31	B25 / B32	C40
1	991	1,069	1,145	1,222	1,300	1,378	1,474	1,589	1,718
2	1,016	1,095	1,174	1,254	1,333	1,411	1,512	1,630	1,760
3	1,042	1,122	1,204	1,286	1,366	1,447	1,548	1,670	1,803
4	1,067	1,149	1,234	1,316	1,402	1,482	1,586	1,709	1,849
5	1,094	1,180	1,264	1,349	1,435	1,519	1,627	1,754	1,894
6	1,122	1,209	1,295	1,385	1,470	1,558	1,667	1,797	1,942
7	1,149	1,239	1,329	1,417	1,507	1,598	1,706	1,844	1,990
8	1,178	1,270	1,362	1,455	1,545	1,637	1,751	1,889	2,041
9	1,209	1,302	1,395	1,491	1,583	1,678	1,794	1,936	2,091
10	1,239	1,334	1,432	1,528	1,624	1,722	1,842	1,985	2,142
11	1,269	1,368	1,467	1,565	1,663	1,762	1,887	2,036	2,197
12	1,302	1,403	1,503	1,605	1,704	1,807	1,931	2,084	2,253
13	1,334	1,436	1,541	1,644	1,748	1,852	1,980	2,138	2,308
14	1,366	1,474	1,579	1,686	1,792	1,898	2,032	2,191	2,366
15	1,401	1,510	1,620	1,728	1,837	1,946	2,082	2,245	2,426

Note: *The amounts in the above salary schedules have been rounded. Rounding may cause a slight variance when you compare your actual paycheck to the above amount.*

Biweekly Pay Exempt Salary Schedule – Current 37.5-hours per week and new 40 hours per week effective September 12, 2009

(Note: Staff Nursing Instructors have a separate schedule)

2009-2010

Exempt Salary Schedule - 37.5 Hours per week Biweekly Pay
Exempt Salary Schedule - 40 Hours per week Biweekly Pay

Step	Grade									Step	Grade								
	B32	C41	C42	C43	C44/ C51	C45/ C52	D61	D62	D63		B32	C41	C42	C43	C44/ C51	C45/ C52	D61	D62	D63
1	1,400	1,540	1,745	1,950	2,207	2,515	2,772	2,977	3,182	1	1,456	1,602	1,815	2,028	2,296	2,616	2,883	3,096	3,310
2	1,435	1,579	1,789	1,999	2,262	2,578	2,841	3,052	3,262	2	1,492	1,642	1,860	2,079	2,353	2,681	2,955	3,174	3,392
3	1,471	1,618	1,834	2,049	2,319	2,643	2,912	3,128	3,343	3	1,530	1,683	1,907	2,131	2,412	2,748	3,029	3,253	3,477
4	1,508	1,658	1,879	2,100	2,377	2,709	2,985	3,206	3,427	4	1,568	1,725	1,954	2,184	2,472	2,817	3,105	3,334	3,564
5	1,545	1,700	1,926	2,153	2,436	2,776	3,059	3,286	3,513	5	1,607	1,768	2,003	2,239	2,534	2,887	3,182	3,418	3,653
6	1,584	1,742	1,975	2,207	2,497	2,846	3,136	3,368	3,600	6	1,647	1,812	2,053	2,295	2,597	2,960	3,262	3,503	3,745
7	1,624	1,786	2,024	2,262	2,560	2,917	3,215	3,453	3,690	7	1,689	1,857	2,105	2,352	2,662	3,034	3,343	3,591	3,838
8	1,664	1,831	2,075	2,318	2,624	2,990	3,295	3,539	3,783	8	1,731	1,904	2,157	2,411	2,729	3,109	3,427	3,680	3,934
9	1,706	1,876	2,126	2,376	2,689	3,065	3,377	3,627	3,877	9	1,774	1,951	2,211	2,471	2,797	3,187	3,513	3,772	4,032
10	1,748	1,923	2,179	2,436	2,756	3,141	3,462	3,718	3,974	10	1,818	2,000	2,267	2,533	2,867	3,267	3,600	3,867	4,133
11	1,792	1,971	2,234	2,497	2,825	3,220	3,548	3,811	4,074	11	1,864	2,050	2,323	2,596	2,938	3,348	3,690	3,963	4,237
12	1,837	2,021	2,290	2,559	2,896	3,300	3,637	3,906	4,175	12	1,910	2,101	2,381	2,661	3,012	3,432	3,783	4,062	4,343
13	1,883	2,071	2,347	2,623	2,968	3,383	3,728	4,004	4,280	13	1,958	2,154	2,441	2,728	3,087	3,518	3,877	4,164	4,451
14	1,930	2,123	2,406	2,688	3,043	3,467	3,821	4,104	4,387	14	2,007	2,208	2,502	2,796	3,164	3,606	3,974	4,268	4,562
15	1,978	2,176	2,466	2,756	3,119	3,554	3,917	4,207	4,496	15	2,057	2,263	2,564	2,866	3,244	3,696	4,073	4,375	4,676
16	2,028	2,230	2,528	2,825	3,197	3,643	4,015	4,312	4,609	16	2,109	2,320	2,628	2,938	3,325	3,788	4,175	4,484	4,793

Note: *The amounts in the above salary schedules have been rounded. Rounding may cause a slight variance when you compare your actual paycheck to the above amount.*

Biweekly Pay Administrator Salary Schedule – Current 37.5-hours per week and new 40 hours per week effective September 12, 2009

2009-2010

Administrator Salary Schedule - 37.5 Hours per week - Biweekly Pay
Administrator Salary Schedule - 40 Hours per week - Biweekly Pay

Step	Grade					Step	Grade				
	D64 / D71	E82	E83	E92	E93		D64 / D71	E82	E83	E92	E93
1	3,521	4,077	4,484	5,480	6,028	1	3,662	4,240	4,664	5,700	6,269
2	3,605	4,175	4,592	5,612	6,173	2	3,749	4,342	4,776	5,836	6,420
3	3,692	4,275	4,702	5,747	6,321	3	3,839	4,446	4,890	5,976	6,574
4	3,780	4,377	4,815	5,884	6,473	4	3,932	4,553	5,008	6,120	6,732
5	3,871	4,482	4,931	6,026	6,628	5	4,026	4,662	5,128	6,267	6,893
6	3,964	4,590	5,049	6,170	6,787	6	4,123	4,774	5,251	6,417	7,059
7	4,059	4,700	5,170	6,318	6,950	7	4,222	4,888	5,377	6,571	7,228
8	4,157	4,813	5,294	6,470	7,117	8	4,323	5,006	5,506	6,729	7,402
9	4,256	4,929	5,421	6,625	7,288	9	4,427	5,126	5,638	6,890	7,579
10	4,359	5,047	5,552	6,784	7,463	10	4,533	5,249	5,774	7,056	7,761
11	4,463	5,168	5,685	6,947	7,642	11	4,642	5,375	5,912	7,225	7,947
12	4,570	5,292	5,821	7,114	7,825	12	4,753	5,504	6,054	7,398	8,138

Note: *The amounts in the above salary schedules have been rounded. Rounding may cause a slight variance when you compare your actual paycheck to the above amount.*