



# Southwestern Michigan College Board Policy – Staff Personnel – Standards and Conditions of Employment – Classified & Professional Personnel – Hours and Compensation

Last Reviewed	Last Updated	Effective Date
12/08/2009	12/08/2009	

## **DIVISION II – STAFF PERSONNEL**

### **II.8 STANDARDS AND CONDITIONS OF EMPLOYMENT – CLASSIFIED & PROFESSIONAL PERSONNEL**

#### **II.8.3 Hours and Compensation**

- A. The regular work week for non-exempt employees is forty (40) hours.
- B. Pay schedules by position are established by the College President.
- C. No pay increase will be granted automatically. Each increase will be based upon satisfactory performance by the employee and the specific recommendation for such increase by the immediate supervisor. These increases will be approved by the President prior to their inclusion in the proposed budget.
- D. All overtime for non-exempt employees must be approved in advance by an employee's supervisor subject to budgetary limitations. Overtime pay or compensatory time off will be awarded subject to appropriate Michigan and Federal laws.