

January 19, 2017

17-066

EXTENSION OF COLLEGE CLOSURE DAYS FOR  
CLASSIFIED EMPLOYEES

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APPROVED BY: Mark Mitsui, College President

REPORT: This resolution is to extend paid college closure times beyond the current maximum of 40 hours by providing paid closure time for all college closures to date for FY 2016-2017, and to grant the College President authority to extend additional paid closure hours in the future at his discretion.

PCC Classified employees are non-exempt under the Fair Labor Standards Act (FLSA). As such, their work is time bound by a fixed schedule. Although paid a salary, they are compensated based on the hours they work and are eligible for overtime pay.

In accordance with the Classified Agreement, Classified employees are eligible for 40 hours of paid college closure time per fiscal year. Closure pay for Part-time staff is pro-rated. Closure hours in excess of the 40 hour limit for full-time Classified employees, or in excess of the pro-rated maximum for part-time employees, is charged to appropriate leave accruals or taken as a pay reduction.

Managers, Instructors, Academic Professionals employees are FLSA exempt. As such, their work is not time bound by a fixed schedule and they are not eligible for overtime. They are paid on a salary basis and are expected to complete their jobs regardless of the number of hours worked. These staff will still be paid for the closure time (unless on an approved leave) and will be expected to make up the lost time.

We recommend that Classified employees be granted additional paid College closure time to avoid a hardship to this group of employees.

RECOMMENDATION: That the Board of Directors approve:

Extending paid College closure hours for Classified employees beyond the maximum of 40 hours by providing paid closure time for all college closures to date for FY 2016-2017; and  
That the College President be granted authority to extend additional paid closure hours in the future at his discretion.