

J. Extra Duty Pay (SBP 606.05)

The president designates a chairperson of a department or division having three (3) or more full-time faculty members, with the department chairperson being counted as one of the three. Chairpersons receive a salary supplement of four hundred dollars (\$400.00) per month.

In addition, the college has one full-time professional staff member in the library designated by the president as full-time head librarian. The head librarian receives a salary supplement of four hundred dollars (\$400.00) per month.

According to [State Board Policy 606.05](#) the president may also designate one individual paid from Salary Schedule B to be in charge in the president's absence. The current appointee, Vice President/Dean of the College, receives a salary supplement of two thousand dollars (\$2,000.00) annually to serve in that capacity.

K. Emergency Shelter Duty and Pay (SBP 606.08)

In accordance with [State Board Policy 606.08](#) the president or his designee may assign employees to assist in managing and maintaining college facilities when those facilities are activated to provide shelter to disaster evacuees. Employees assigned to emergency shelter duty shall, upon certification by the president, be paid two (2) times the applicable normal rate of pay for each hour worked. This rate of pay applies whether or not the work week exceeds (40) hours. This rate does not apply to employees paid on Salary Schedules A and B. The Chancellor will issue guidelines regarding the eligibility of and procedures for implementing emergency shelter duty pay.

Only employees with written certification from the president are eligible for emergency shelter duty pay. Shelter duty pay begins upon activation of the shelter and ends upon instructions from the Chancellor to close the shelter.

L. Evaluation of Personnel (SBP 607.01)

The president is responsible for the development and implementation of an evaluation system whereby all instructors and other employees at the institution are evaluated at least annually. The college's evaluation process occurs annually each spring. The Human Resources Director initiates the process through electronic communication with supervisory personnel.

Those individuals having served as president for a period of three (3) years or less are evaluated annually. Those individuals having served as president for a period of more than three (3) years are evaluated at least biennially. The Chancellor evaluates the performance of the president in accordance with State Board Policy 607.01. The results of this evaluation are reported to the Board. For more information on the evaluation of the college president, refer to [State Board Policy 607.01](#) and the accompanying [guidelines](#).