EMPLOYMENT AND COMPENSATION

I. APPOINTMENT OF PERSONNEL

A. Personnel Selection and Appointment

The Board of Trustees shall assume direct responsibility for the selection and employment of the Academy President. All other Academy employees shall be employed by authority of the President, subject to ratification by the Board as described in Policy GA.

B. Personnel Assignments, Transfers and Promotions

Staff members are employed by and for the Academy. Assignment of staff members to specific positions is the responsibility of the President. Such assignment shall be made on the basis of the needs of the Academy, on the employee’s qualifications and on their expressed desires, in that order of priority. In consideration of the needs and best interests of the Academy, the President may transfer a staff member to a different assignment. Prior to any such transfer, the President or President’s designee shall have a conference with the staff member involved. A transfer may result in a compensation adjustment.

Staff members may request changes of assignment. Such requests will be reviewed by the President who will make the decision based upon the best interests of the Academy.

The President will provide an opportunity for vacancies and promotions in any position to be filled from the Academy’s present staff. In the case of vacancies in new or existing positions, consideration will be given to qualified applicants including current employees.

II. COMPENSATION

A. Administrative, Support/Leadership, Faculty and Residential Life Staff

1. Compensation

The Board of Trustees shall approve compensation ranges and rates of pay, and adjustments to such ranges and rates of pay, for all positions upon the recommendation of the President. Yearly salary adjustments are dependent upon several factors including but not limited to job performance and
available funds as appropriated by the General Assembly. Annual increases are not automatic.

2. Supplementary Pay Compensation Plans

Assignments that are to be accorded supplementary compensation will be designated by the Board of Trustees. The amount of such supplementary compensation shall be approved by the Board of Trustees, upon the recommendation of the President.

An employee appointed to an assignment that is designated as eligible for supplementary compensation will receive a written notice specifying the amount of the supplementary compensation, the duration, and the terms of the assignment. If the assignment continues the following year, and the same employee will not be re-appointed to fill the assignment but otherwise will remain on the Academy staff, he or she will be so notified.

B. Support Staff Not in the Bargaining Unit

1. Compensation

Compensation for support staff positions not in the bargaining unit shall be approved by the Board of Trustees upon the recommendation of the President. Yearly salary adjustments are dependent upon several factors including but not limited to job performance and available funds as appropriated by the General Assembly. Annual increases are not automatic.

2. Overtime

Support staff personnel may periodically be required to work overtime assignments by their immediate supervisor upon the authorization of administrative personnel. Overtime is defined as hours worked beyond forty (40) hours a week. Compensation for overtime is to be determined by the immediate supervisor and will either by at a rate of one and one-half (1.5) times the regular hourly rate or compensatory time at one and one-half (1.5) times the overtime worked.

When regular full-time employees are required to work on an official Academy holiday, compensation will be determined by the immediate supervisor and shall be at a rate of two (2) times the hourly rate of pay or compensatory time at two (2) times the overtime worked.

Compensatory time must be used within thirty (30) days of when it was earned.

ADOPTED: September 14, 1999