

# Salary Plans and Terminal Pay

## 8.01 SALARY PLANS

The Board of Trustees has established Salary Plans covering the computation of salaries and other terms and conditions relating to compensation. Copies of these plans are available for inspection in campus libraries and, for employees of the Office of the President, in the Human Resources and Legal Affairs Department.

All Salary Plans are reviewed periodically and, subject to the availability of funds, revisions and adjustments are made to eliminate inequities and assure the maintenance of proper salary levels.

## 8.02 TERMINAL PAY

### 1. Annual Leave

Upon termination for any reason, regular, full-time employees shall be entitled to payment for all accumulated unused annual leave, unless such employees directly transfer to another State agency. In such cases, their annual leave must be transferred to the receiving agency to the extent the receiving agency will accept such leave. Any annual leave balance remaining after transfer will be paid to the employee by the College.

In the event of death, payment shall be made to the employee's estate.

### 2. Sick Leave\*

At retirement, or eligibility for service retirement, under the State Pension Law; upon the commencement of Long-Term Disability under the State Disability Insurance Program; at termination with ten years of regular, full-time Delaware Tech service\*\*; or if laid off without prejudice for lack of work or funds; regular, full-time employees receive one hour's pay for each two hours of accumulated unused sick leave up to a maximum of 337.50 hours' pay. Any remaining sick leave balance not exhausted in the above calculation of termination pay will be reactivated if at some future date these employees again become employed by the College on a regular, full-time basis. Regular, full-time employees with less than ten years creditable State service will have their sick leave balance reactivated if they become reemployed on a regular, full-time basis by the College, up to and including 180 calendar days from their termination. When regular, full-time employees directly transfer to another State agency, their sick leave balance must be transferred to the receiving agency to the extent that the receiving agency is willing to accept such leave. Any sick leave balance remaining after transfer will be processed in accordance with the preceding paragraph. (Amended by Board of Trustees, 6/2/09).

In the event of death, payment shall be made to the employee's estate at the rate of one hour's pay for each hour of unused sick leave up to a maximum of 675 hours' pay.

### 3. Compensatory Time

Upon termination for any reason, employees in Fair Labor Standards Act (FLSA) covered positions shall be entitled to payment for all accumulated unused compensatory time at a rate not less than such employee's final regular rate, or the average regular rate received over the last three years of employment, whichever is greater. Employees in FLSA non-covered positions will not be eligible for any terminal pay for accumulated unused compensatory time balances.

In the event of death, payment shall be made to the employee's estate. Payment for unused annual and sick leave and compensatory time will be made not later than the paycycle following the paycycle in which the employee last worked.

\*Conversion from days to hours effective January 1, 2002.

\*\*The requirement of ten years regular, full-time Delaware Tech service became effective with individuals hired/rehired after 4/16/2002. Prior to that date, individuals were required to have ten years of creditable State service as defined under the State Pension Law

(Amended Board of Trustees, 4/16/2002, 6/2/2009)

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