



## **Extended Hours Compensation Policy**

The MCS Board of Directors aims to compensate its employees for work outside of contract hours to support MCS's overall functioning and enrollment. To this end, this policy provides a structure for additional compensation. This policy is not a guarantee of said compensation, but rather a framework that will be followed pending appropriate funding and enrollment.

MCS employees may be compensated for documented and verified hours for actively participating in MCS-specifically organized direct marketing events or extra duties outside of contractual duties. Preapproval for extra hours by the MCS director will occur before engaging in approved hours. The rate for compensation will be the individual's hourly rate. Individual compensation will be approved by the director and be included in the next scheduled pay period.