

## AP 7130 Employee Compensation

### References:

***34 Code of Federal Regulations Part 600 et seq. (U.S. Department of Education Program Integrity Rules)***

ORS 348.586

The Office of Human Resources is responsible for maintaining the College's employee compensation and classification system. The system is maintained by participating in salary surveys, reviewing positions prior to recruitment, when processing requests for reclassification reviews and ongoing position review. Classification and reclassification recommendations are based on market data and internal alignment, as appropriate, through the classification committee in accordance with applicable laws, regulations, and collective bargaining agreements.

### **Classified Employees:**

The Collective Bargaining Agreement will establish and maintain classified salary schedules, and benefits. Classified employees will receive all compensation, including pay and benefits, following the terms and conditions of the negotiated agreement.

### **Confidential Classified Employees:**

The College will designate positions as Confidential Classified positions. Employees in confidential classified positions are not subject to the classified collective bargaining agreement. Confidential classified positions are non-exempt.

Confidential classified positions assigned 599 hours or more per year over the 12-month period beginning July 1 are "regular" positions. Positions over 600 hours are PERS eligible. Positions over 1500 hours are benefit eligible (health, dental, vision). Such positions will be paid in accordance with placement on the classified salary schedule and will receive pay increases in accordance with classified salary agreements.

Initial placement on the salary schedule for new confidential classified employees will be at Step 1 of the salary schedule unless a higher placement is determined by the College, based on qualifications and experience.

### **Service/Supervisory and Administrative Employees:**

Positions designated by the College to be service/supervisory and administrative employees are at-will employees. Employees designated as service/supervisory or administrative working 1000 hours or more per year over the twelve-month period beginning July 1 receive individual annual employment agreements.

Service/supervisory and administrative employees, except for the College President, will be paid in accordance with the Board approved salary schedule. Initial placement on the

salary schedule for new employees will be at Step 1 unless a higher placement is determined by the College, based on qualifications and experience.

**Part-Time Temporary Employees (non-faculty):**

Classified employees hired to work less than 600 hours per year and service/supervisory employees hired to work less than 1000 hours per year are deemed part-time temporary employees. These employees will be hired according to temporary employment agreements (hire/pay authorizations) for specific lengths of service ending no later than the end of the fiscal year. Salary schedule placement will be as follows:

A. Part-time temporary employees will ordinarily be paid in accordance with the part-time temporary staff salary schedule.

B. Part-time temporary employees hired for professional, administrative, or executive positions of less than 1000 hours per year may be paid at an hourly rate consistent with placement on the service/supervisory salary schedule.

Employees (non-exempt) are prohibited from working more than forty (40) hours per week without prior approval of their supervisor. Hours worked in excess of this limit are considered overtime. Employees' work schedules must be approved by their supervisors.

Overtime must be requested by the immediate supervisor or employee in advance and be approved by the administrator in charge of that area.

When overtime is necessary, the supervisor is to make every effort to allow compensatory time off as soon as possible. Unless there are exceptional circumstances, approved by the President, all compensatory time must be taken within thirty (30) calendar days of the date accrued. Compensatory time off will be at the rate of time and one-half for overtime hours worked.

If overtime is allowed and compensatory time cannot be taken within thirty (30) calendar days, the employee will be paid at the rate of time and one-half for hours worked overtime. The employee's supervisor shall be responsible for advising the payroll office concerning the option selected.

Employees (non-exempt) shall receive a 10% shift differential for time worked between 6 p.m. and 7 a.m. There shall be no shift differential for overtime hours.

**Full-time Faculty:**

A. Salary placement and status for regular, full-time faculty are defined in the Agreement between Clatsop Community College and Clatsop Community College Faculty Association. A full-time faculty member is a faculty member, employed 50% or more on annual contracts.

B. Temporary full-time faculty may be hired to fill temporary vacancies for fixed term assignments. Such positions will be eligible for participation in the College's benefit package as provided under the collective bargaining agreement.

**Part-Time Temporary Faculty:**

Part-time temporary faculty teach less than one-half (1/2) of a full-time faculty academic year work-load. All newly hired part-time temporary faculty will be placed at Step 1 of the salary schedule.

A. Salary placement for part-time temporary faculty who are subject to the part-time faculty collective bargaining agreement is defined within that Agreement.

B. Salary placement for part-time temporary faculty who are not subject to the part-time faculty collective bargaining agreement is contained in the following:

1. Part-time Temporary Faculty Pay Schedule for Non-Credit Instruction
2. Part-time Temporary Faculty Pay Schedule for Credit Instruction

**Prohibit of Incentive Compensation**

Senior managers and executive level employees who are only involved in the development of policy and do not engage in individual student contact or the other covered activities will not generally be subject to the incentive compensation ban.

**END OF PROCEDURE**

President's Cabinet Approval Date:	February 23, 2021
College Council Approval Date:	February 25, 2021
Last Revised:	February 25, 2021