

NON-FACULTY JOB COMPENSATION

ARTICLE NUMBER: 311

LAST APPROVED: January 5, 2009, June 3, 2013, May 2, 2016, February 5, 2018, June 1, 2020, June 7, 2021

REFERENCE: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

PAY: 311.1

A. Salary Schedule/Placement

- a. Salary schedules and placement for all positions exclusive of the College President are contained in Appendix A-1, A-2, C-1, and C-3 and shall be reviewed and adopted each fiscal year by the Board of Education.
- b. Initial salary placement of each new position shall normally be on the first longevity step of the grade at which the position is classified. The College President has the prerogative to authorize initial salary placement on a higher step.
- c. Step movement may occur once each year and increments at the beginning of each new fiscal year provided the employee has completed at least three months of service in the prior fiscal year. Steps are maintained by the College, but may not reflect the salary step, when an employee is promoted, reclassified, transferred, or reassigned. Salary steps reflect position and pay for the fiscal year. Salary steps may not align with years of longevity based on fiscal budget.
- d. Temporary full-time or temporary part-time employees shall be paid at the Salary Step 1 rate for their classification on the salary schedule and no movement shall be granted for longevity.
- e. Executive and Management, and Administrative Support Staff positions are classified as Grade 17 or higher and are exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time. Professional Support Staff positions classified as Grade 16 or lower are non-exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time.
- f. In acknowledgement of employment with Tillamook Bay Community College, 0.5 or more FTE employees with a minimum of two years of service will be employed under a two year agreement. Two-year agreements will only be offered once a biennium to employees who are eligible to participate at the beginning of the Oregon Legislature biennium cycle.

B. Work Schedule

- a. Non-Exempt Employees.

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For full-time employees, the work year shall equal 249 days over 12 months with 12 equal payments (1992 hours). From September through June, the workweek shall be Monday through Sunday, consisting of forty hours during five consecutive days, with eight hours of work each day. With approval of the immediate supervisor and the College President, an employee may work forty hours on four consecutive working days, with ten hours of work each day. Part-time employees shall work a schedule designated by their immediate supervisor and be prorated based on FTE.

b. Exempt Employees

For full-time employees, the normal workweek shall be Monday through Sunday, consisting of forty hours during five consecutive days. A workweek in excess of forty hours is exempt from overtime compensation. Part-time employees shall work a schedule designated by their immediate supervisor.

c. Rest Periods

The working day for all employees will include either one fifteen minute rest period during each four-hour work period and an unpaid meal period of not less than one-half hour for each eight hours of work; or three ten minute rest periods and an unpaid meal period of not less than one-half hour for each ten hours of work.

C. Overtime Compensation

As provided for in the Fair Labor Standards Act and in accordance with State wage and hour law, all overtime for non-exempt employees will be calculated at the rate of one and one-half times the established hourly rate on the salary schedule for time worked in excess of forty hours per week.

D. Paying to teach a class

Exempt staff teaching a TBCC class will not be compensated for teaching the class. Their supervisor needs to approve the teaching of the class, they must be qualified to teach the class and approved by the Vice President of Instruction and Student Services, and agree they can get their non-teaching work completed satisfactorily while teaching the class, and it will not interfere with their main job.

Non-exempt staff teaching a TBCC class will receive compensation for teaching the class at the appropriate adjunct faculty rate. Their supervisor needs to approve the

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teaching of the class and they must be qualified to teach the class and approved by the Vice President of Instruction and Student Services. If the class is taught during their regular work hours, arrangements will be made to flex their hours to get all their work hours into each week.

311.2 BENEFITS**A. Health Insurance Coverage**

- a. Tillamook Bay Community College shall provide all eligible employees as described in the Summary of Employee Benefits Chart contained in Appendix B-1, with a monthly stipend, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education. Any amount of the stipend provided for insurance in excess of the cost of the employee-only coverage may be applied to dependent insurance coverage effective July 1, 2009.
- b. Eligible employees as described in A.1. above, may elect to waive or opt-out of College sponsored health insurance plans coverage. When an employee opts-out, Tillamook Bay Community College shall provide a monthly cash payment. This cash payment, defined in Appendix A-2 and C-1, shall be reviewed and adopted each fiscal year by the Board of Education. The option to waive or opt-out of the College's health insurance plan is limited to 25% of eligible employees – once that threshold is reached employees will be added to a waiting list and will be allowed to opt-out only as space within the threshold becomes available. In order to waive coverage, employees will be required to complete a "Declination of Coverage" form (available from the Director of Human Resources and provide proof of other equivalent health insurance coverage.

B. Tillamook Bay Community College shall contribute to the Public Employees Retirement System (PERS), for eligible employees, in compliance with PERS Rules.

C. Tillamook Bay Community College will maintain its required contributions of FICA, Unemployment Insurance, and Workers' Compensation Insurance for all employees.

D. Tuition Waiver/Tuition Assistance Policy

- a. The Board agrees to waive tuition for classes for any eligible employee in accordance with policy in Appendix B-1. An employee's spouse and dependent or unmarried children up to age 24 may also be eligible for tuition waivers as

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described in the Summary of Employee Benefits Chart and the Tillamook Bay Community College Tuition Waiver/Tuition Assistance Policy in Appendix B-1. In circumstances when federal financial aid is provided in the form of grants, the federal financial aid grant funds shall be expended first. Additional tuition shall be waived in accordance with policy in Appendix B-1.

- b. Enrollment in a class by an employee shall not interfere with the employee's regular duties and responsibilities. When job-related courses require absence from work, supervisor approval is required.
 - c. Employees may petition in writing to their supervisor for reimbursement of book cost and course fees if the course in which they are enrolled relates directly to their job duties. Petitions for reimbursement must be forwarded to and approved by the College President.
 - d. Tuition, fees, and admission charges for non-reimbursable or Agency and for other college functions are not included in this policy statement. Exceptions may be petitioned in writing to the College President.
 - e. Community partner and other college or university courses which enhance employees' job performance or develop necessary job skills are considered staff and professional development. Subject to available funds, Tillamook Bay Community College will provide up to \$200 per semester hour tuition and fees reimbursement for each hour earned to a maximum of ten (10) credit hours annually and thirty (30) credits cumulative. Regular full-time and regular part-time staff may petition their supervisors, in writing, for assistance with tuition, fees, and related costs for courses, conferences, and training for staff and professional development. Staff applications for assistance will be forwarded to Director of Human Resources for approval. Application and approval for reimbursement must be made, in advance of enrollment, on the Tillamook Bay Community College Professional Development Application Form. Applications should be submitted as early as possible prior to the actual class or training. Scheduled review of requests will take place twice in the current academic year. Applications received by September 10 will be considered in the first review; applications received by January 10 will be considered in the second review.
- E. Leave (See Articles 312, 313)
- a. As provided for in the Fair Labor Standards Act and in accordance with State wage and hour law, all overtime for non-exempt employees will be calculated at

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the rate of one and one-half times the established hourly rate on the salary schedule for time worked in excess of forty hours per week.

- b. All non-exempt, regular employees will take overtime in compensatory time off, provided that no more than 24 hours of compensatory time is carried forward from one month to the next. A maximum of 24 hours of compensatory time may be carried over from one fiscal year to the next. Hours beyond the maximum and overtime hours for non-exempt hourly (i.e., temporary, on-call) employees will be paid to the employee. Supervisor approval must be obtained before compensatory time is taken.
- c. Non-exempt employees shall receive overtime compensation for time worked on a holiday as defined in Article 312.2.