

BP 7130 Employee Compensation

References:

Previous BP 311
Previous BP 303
Previous BP 417
AR D017
AR 7130
34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)
ORS 348.586
ORS 652.210 to 652.235

As part of the budget approval process each spring, Administration will bring to the Board of Education for approval all budget assumptions used to build the annual budget, which will include salary step increase and COLA increase recommendations, along with any recommended changes in grades or position title for faculty or staff.

Executive, 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. Faculty are Professional Employees under the Fair Labor Standards act and are considered exempt regarding overtime and compensatory time.

For full-time non-faculty employees, the work year shall equal 249 days over 12 months with 12 equal payments (1992 hours). The workweek shall be Monday through Sunday, consisting of forty hours during five consecutive days, with eight hours of work each day (except in July and August, when the workweek is 32 hours Monday-Thursday). Part-time employees shall work a schedule designated by their immediate supervisor and be prorated based on FTE. Regular, full-time faculty shall have a 173-day work year.

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 more than forty hours per week.

Benefits

Tillamook Bay Community College shall provide all eligible employees as described in the Summary of Employee Benefits Chart contained in Appendix B- 1 of the annual TBCC budget book, 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 health insurance more than the cost of the

employee-only coverage may be applied to dependent insurance coverage effective July 1, 2009.

Stipends

Stipends at TBCC are defined as a fixed monetary amount paid to TBCC staff and faculty for extra duties that are specific to their official job description and go beyond the basic duties expected of all staff in those like positions.

Specific criteria will be listed in the official job descriptions that outlines the requirements for receiving the extra stipend in addition to the regular salary for that position.

Stipends will be a set amount paid per month to perform the extra duties listed in the job description.

To ensure meeting the needs of students/customers there may be evaluation of skills involved to determine if the employee meets the qualifications to receive the extra stipend.

Each approved stipend detailed in AR 7130 will be reviewed annually to determine if changes in the process or compensation are needed.

Special Employment Agreements (SEA)

Extra work done by faculty or staff that is above and beyond regular job duties will have the scope of work and compensation defined in a separate Special Employment Agreement (SEA) and is not considered to be a stipend.

Prohibition of Incentive Compensation

TBCC shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

Adopted:

Revised January 5, 2009, June 3, 2013, May 2, 2016, February 5, 2018, June 1, 2020, June 7, 2021, (OCCA required language October 2021, June 2022), 10/23