

Clatsop Community College

Code: 4.105
Adopted: 1/25/95
Revised: 12/19/02

SALARY PLACEMENT/STATUS

1. 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, including student services counselors and librarians, 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.

2. 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

3. Regular Staff

Salary placement for regular positions is based on the College approved classification system.

- A. **Classified Employees** Classified employees who work 1000 hours per year or more over the twelve-month period beginning July 1 are deemed to be "regular" employees. In addition, classified employees who perform the duties of Instructional Assistants will be deemed to be regular employees if they work 500 or more hours per year.

Pay rates for regular classified employees and movement on the salary schedule are defined in the collective bargaining agreement

Initial placement on the salary schedule for new 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.

- B. **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 1500 hours or more per year over the 12-month period beginning July 1 are “regular” positions. 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.

- C. **Service/Supervisory and Administrative Employees** Positions designated by the College to be exempt positions as defined by the Fair Labor Standards Act and Oregon law will be called Service/Supervisory or Administrative positions. 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.

4. Part-Time Temporary Employees (non-faculty)

Employees hired to work less than 1000 hours (500 hours for Instructional Assistants) 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 or by stipend consistent with placement on the service/supervisory salary schedule.

END OF POLICY

Legal References:

Fair Labor Standards Act

OAR 839-24-000
OAR 839-20-005
OAR 839-20-004 (20)

ORS 279.340
ORS 279.342
ORS 653.10 (10)
ORS 653.020
ORS 653.025

See Also:

Collective Bargaining Agreements between Clatsop Community College
and Clatsop Community College Faculty Association
and Oregon School Employees Association, Chapter 154
and Clatsop Community College Part-time Faculty Association
Procedure 4.025P: Procedures for Part-time Temporary, College Work study and Federal
workstudy employment