

ARTICLE SIXTEEN – PAY POLICIES

- 16.1 The College shall pay employees on a semi-monthly basis. Semi-monthly pay on the 10th for time worked the 16th through the 31st of the previous month and on the 25th for time worked the 1st through the 15th of the current month.
- 16.2 CheckOff/Payroll Deductions
- 16.2.1 The College, when so authorized and directed in writing by an employee on the authorization form provided by the College, will deduct Union dues and insurance premiums from the wages of such employee. The amount of Union dues to be deducted shall be certified in writing to the College by the Union. The aggregate deductions shall be remitted to the Union monthly.
- 16.2.2 Except as provided in Article 7, any authorization for payroll deductions may be canceled by an employee upon written notice to the College and the Union prior to the 15th day of each month, to be effective on the first day of the following month. Arrangements can also be made by the individual staff member for deductions for credit unions, mutually agreed upon charitable contributions, health insurance, and tax sheltered annuities.
- 16.2.3 The College will not be held liable for checkoff errors, but will make proper adjustments with the Union for errors as soon as is practicable, and no later than the following pay period.
- 16.3 On-the-Job-Injury Insurance
- 16.3.1 Employees who sustain an injury or illness compensable by Workers' Compensation and who are unable to perform their normal duties on their previously scheduled work days will be paid their regular salary for lost time not to exceed paid leave time available. Whenever an employee receives a check from Workers' Compensation, the employee shall submit the check to the College, if during the period it represents, paid sick leave was used. Medical progress reports from the employee's doctor may be required by the College prior to approval of such payments.
- 16.3.2 Accrued leave shall be deducted as an offset to the salary paid. The College will use the compensation received from Workers' Compensation to reduce the number of hours of leave deducted. The amount of Workers' Compensation received will be divided by the hourly rate of pay of the staff member, and the result is the number of hours of leave to be reinstated.
- 16.4 Reimbursement for Personal Expenses
- 16.4.1 Classified personnel shall be reimbursed for authorized personal expenses occurring while on official College business at the current established College rate. Official trips shall be those approved by the President or a designated representative. When a College-owned vehicle is not available, the employee shall be reimbursed at the current established College rate per mile when required to use a private automobile on College business.
- 16.5 Public Employees Retirement System
- 16.5.1 The College will continue to pay the 6% employee contribution to PERS. The College agrees to continue to pay the PERS employee (6%) "pick-up" through June 30, 2023. The College and the Union shall negotiate any area of the PERS agreement declared to be invalid by a court of competent jurisdiction.
- 16.6 Temporary Assignment to Higher Classification
(For employees hired into budgeted positions of .500 FTE or greater)
- 16.6.1 Employees assigned by the College to assume the "core" duties and responsibilities of a higher, existing job classification, for ten (10) or more consecutive work days, shall be placed at the first step on the higher level which represents a wage increase, plus one additional step on that level. This

increase shall be retroactive to day one (1) of the temporary assignment. No temporary assignment shall be made in excess of 120 calendar days, during a twelve-month period, without the specific consent of the Union and the employee. If a temporary assignment results in an increase in pay level that extends beyond 120 calendar days within a twelve-month period, except as agreed by the Union and the employee as noted above, then the pay level and the assignment of duties shall be deemed to have been made permanent by the College. Exceptions to the 120 calendar day limit shall be limited to employees assigned to assume the duties of other employees who are not available to work because they are out on any type of approved leave of absence covered by this contract, including leaves covered by FMLA/OFLA and active military duty. This exception does not include temporary assignments to cover for employees who are out on approved vacation or personal leaves, or employees out on unpaid leaves under Article 15.1 except by mutual agreement between the College and the Union.

- 16.6.2 Employees temporarily assigned to assume a higher level of duties and responsibilities which do not match any existing job classification, for more than ten (10) working days but less than ninety (90) calendar days, shall be placed at the same step on the next higher level. If the temporary assignment exceeds eighty-nine (89) calendar days, a two-member team will be appointed by the Joint Review Committee to assign a salary range placement based on actual duties assigned. The employee will move to the same step on the new level. Any wage increase resulting from this review will be made retroactive to day one (1) of the temporary assignment.

16.7 New Hires Salary Placement

(For employees hired into budgeted positions of .500 FTE or greater)

- 16.7.1 Placement of employees new to the College on the salary schedule will be according to relevant experience.
- 16.7.2 New employees may not be placed on the salary schedule higher than any current employee in the same classification with the same or greater number of years of relevant experience.

16.8 Promotional Placement:

(For employees hired into budgeted positions of .500 FTE or greater)

- 16.8.1 When an employee is promoted to a position in a higher salary range, the employee will be placed on a step which provides a salary increase equivalent to one step on the salary schedule or to the first step of the higher range, whichever is greater.
- 16.8.2 Exceptions may be made as necessary to insure promotional placement at a step equal to that available to an equally qualified outside applicant. For purposes of experience evaluation, relevant experience will be on a one (1) year for one (1) year basis regardless of where such experience is earned.

16.9 Special Compensation

- 16.9.1 Employees hired by the College because of their bilingual language skills shall be compensated at one full pay level higher and at the same step placement above the established classification and pay level for a specific job classification. This pay differential shall apply only to employees hired into positions that specifically require the bilingual language skills as a mandatory minimum qualification for the job assignment. Examples include but may not be limited to: (1) Translation to and from English to another language, (2) speaking or interpreting skills in languages other than English, and (3) the use of American Sign Language as an essential job function. Employees hired into positions and assignments for which the bilingual language pay differential applies shall be subject to the same layoff/recall provisions as non-bilingual employees in the same job classifications and job families (see Article 11.4 layoff/recall). The union shall be notified of such positions prior to their being posted, and the College and the Union shall meet at least annually to review the status of such positions.

- 16.9.2 College managers may recommend and request “lead worker” assignments in a given division or department. Employees who are selected for “lead worker” duties shall be compensated at one pay level higher and at the same step as the current job classification and pay level for the respective employee. Examples of “lead worker” duties may include, but are not limited to, leading the work of co-workers, performance of quasi-management responsibilities such as independent decision-making and leadership, special project management, and related administrative duties.