

January 19, 2023

23-101

SALARY ADJUSTMENT FOR NON-BARGAINING UNIT
COMMUNITY EDUCATION INSTRUCTORS

PREPARED BY: Leslie Mestman, Director, Community Education

FINANCIAL
RESPONSIBILITY: Leslie Mestman, Director, Community Education

APPROVED BY: Katy Ho, Vice President, Academic Affairs
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem; Workforce: Respond to community and workforce needs by developing a culture of agility

REPORT: Community Education instructors are not part of the bargaining unit at Portland Community College and receive no step increases. The hourly rate can be an issue when trying to recruit and retain instructors. Requests for instructor pay increases are made after consideration of projected revenues and expenses and have not been as frequent as pay increases for other employee classifications. The last base rate adjustment was in 2020.

As part of this proposal, we would like to establish a separate 1:1 instructor rate (\$31.80) to eliminate the need to do Exceptional Pay Memos for these instructors each term. The 1:1 instructor rate is higher based on the need for the instructor to adjust the teaching style, class objectives and content to fit the individual goals of the student. This rate for this type of instruction has been in effect since 2020 and is not being raised at this time.

RECOMMENDATION: That the hourly base rate for Community Education instructors be increased by 2.5% from \$25.60 to \$26.24 and that a separate rate of \$31.80 be established for Community Education instructors that teach 1:1 instruction.