ARTICLE 15 - PAY POLICIES

15.1 Salary Schedule

The salary schedules to be used during this Agreement shall be the Portland Community College Salary Schedules as adopted by the Board for FY 2012 (Appendix A) and FY 2013 (Appendix B). The salary schedule will be 16 steps, with each step 3.0% apart. Employees are placed on the salary schedule at the salary grade to which their job has been assigned.

15.2 Initial Salary Placement

Initial salary placement of each new employee hired to a regular Classified position shall be at Step 1 of the level at which the job is classified. However, if the applicant has, as determined by the hiring supervisor, substantial experience in work related to that which the employee is being hired to perform, the employee may be placed at Step 2 of the assigned level in recognition of that prior experience. With Human Resources approval, the employee may be placed up to Step 4. Placement beyond Step 4 will take into consideration the salary of current employees relative to their comparable experience, knowledge, skills and abilities and requires the approval of the President or Executive Officer. When an employee is hired above Step 4, the Human Resources Department will review the salary placement of current employees in the same job classification and department to determine if they are appropriately placed. If they are not appropriately placed, their salary will be adjusted.

15.3 Promotional Salary Placement

An employee who is promoted to a position at a higher grade will be placed on the first step of the new range if that results in the employee receiving at least a 5% increase. If placing the employee at the bottom of the range does not result in at least a 5% increase, the employee will be placed on the step that results in the employee receiving at least a 5% increase. However, if the employee has, as determined by the hiring supervisor, substantial experience in work related to that which the employee is being hired to perform, the employee may be granted two additional steps. The employee may be granted three or more steps with the approval of the President or Executive Officer. In circumstances where an employee is placed at a higher step, the Human Resources Department will review the salary placement of current employees in the same job classification and department to determine if they are appropriately placed. If they are not appropriately placed, their salary will be adjusted. No employee will be placed beyond the top of the range as a result of a promotion.

15.4 Salary Advancement Upon Completion of the Initial Probationary Period

An employee who satisfactorily completes the probationary period as indicated on the performance evaluation for the period shall receive a one step increase. The salary increase shall be effective the first day of the pay period following completion of the initial probationary period.

After successfully completing an initial probation period, the employee will be eligible to receive an annual salary increase at the next annual salary increase period, as described in Article 15.5.

15.5 Annual Salary Increases

15.51 During the term of this Agreement, employees who are not on initial, promotional or disciplinary probation shall move to the next step of the pay grade for their classification, as identified in Appendix A. The effective date of the annual increase shall be the first pay period in a fiscal year unless the employee has been on a leave of absence in accordance with Article 15.71.
15.52 Employees who have reached their earning capacity in their current position and who are interested in pursuing a different career option that would enhance their earning potential, may avail themselves of PCC career counseling services. A plan identifying an employee's career goals and objectives will be developed by the employee and a mentor from the College community, or a PCC career counselor, and will be coordinated through the Human Resources Department. The plan will be mutually agreed upon by the employee, the employee's supervisor and the mentor or counselor. If time off from work is involved for the career counseling or to complete any education/training identified in the plan, release time is limited to up to 6 hours per week and must be approved by the employee's supervisor.

15.53 An employee shall have a pay increase delayed if he/she has been on disciplinary probation during the prior year in accordance with Article 21. The pay increase will be delayed for a period equal to the length of their disciplinary probation(s), but not longer than 3 months for each disciplinary action.

15.6 Reclassification Pay

15.61 Reclassification to a Higher Salary Level

An employee whose job is re-classified one pay level higher shall be assigned to the new salary level and will be placed on a step at the new level that gives the employee at least a 5% increase. If the reclassification results in the job being reclassified two pay levels, the employee shall be assigned to the new salary level and will be placed on a step that gives the employee at least a 5% increase. If the reclassification results in the job being reclassified three or more pay levels then the employee shall be assigned to the new salary level and will be placed on a step that gives the employee at least an 8% increase. The increase shall be effective the first pay period following the date the request was filed.

15.62 Reclassification to a Lower Level

An employee whose job is re-classified to a lower salary level the employee's salary shall be determined as follows:

a. There will be no change in the employee's salary if it falls within the new salary range.

b. If the employee's current salary exceeds the maximum of the new range, the employee's pay will be frozen until it falls within the salary range for that level unless the employee has refused an assignment to a position at a higher level than the one into which they have been reclassified.

The salary change, if any, shall be effective the first day of the pay period following the date the job was reclassified.

15.63 Assignments to Lower Salary Level

15.631 When an employee is assigned to a job at a lower salary level as a result of layoff, the employee's pay will be frozen until it falls within the salary range for that level unless the employee has refused a placement in accordance with Article 22.42 to a position at a level where his/her salary would have fallen within the new salary level.
15.632 When an employee applies for and is accepted for a job at a lower salary level, the employee's salary shall be determined as follows:

a. The employee will be placed on the step within the new range that is closest to, but not less than, the employee’s current salary.

b. The employee will be paid at the maximum of the new salary range if the employee's current salary exceeds the maximum of the new range.

c. The salary change, if any, shall be effective the first day the employee starts in the new job.

15.64 Temporary Assignments - Salary Level Changes

15.641 An employee temporarily assigned to perform a majority of the higher level duties of a job in a higher salary range shall be assigned to the new salary range and will be placed on the step that results in at least 5% increase in pay or move to the bottom of the new salary range, whichever is greater, provided that no employee will be placed at a rate of pay higher than the maximum of the salary range. The increase shall be effective the first day of work in the temporary assignment. If the employee is temporarily assigned to a job at a lower salary range, the employee's salary shall be frozen.

15.642 As an exception to Article 15.641, employees who are participating in cross-training (on-the-job training) in a higher level job will not receive a pay increase. The training period shall not exceed six months in any one instance. (See Article 19.1 for information on Career Development.)

15.7 Delayed Increase

15.71 Any unpaid leave of absence longer than a month will result in a delay in the step equal to the length of the leave.

15.8 Premium Compensation

15.81 Shift differentials shall be calculated and paid as follows: (See Article 10.32 for Definition of Shifts.)

15.811 Day Shift: No differential. Shall be paid at base rate.

15.812 Swing Shift: 2 1/2 percent differential. Base rate shall be multiplied by 1.025.

15.813 Night Shift: 5 percent differential. Base rate shall be multiplied by 1.050.

15.814 Split-Shift: 5 percent differential. Base rate shall be multiplied by 1.050.

15.82 An employee shall receive compensation at double time and one-half for time worked on a holiday as defined in Article 16.2 of this Agreement. Such premium holiday pay shall also apply to work performed under Article 15.83.

15.83 Any employee required to report back to work beyond the employee's regularly scheduled work hours shall receive a minimum of two hours at the overtime rate. However, if the employee works more than two hours, payment after the first two hours will be at the overtime rate only if the hours qualify as overtime (Article 15.91).
15.831 The provisions of Article 15.83 are for call back for an unscheduled workday or when the employee has left the College premises at the conclusion of her/his work shift and is called back to work.

15.84 On-Call. An employee shall be "on-call" when assigned to be available for work outside his/her normal working hours. On-call means the employee, while on-call must be sober and/or free from the effect of any controlled substance or illegal drug and capable of being contacted via beeper, radio or phone and be able to return the call within 15 minutes. If required, departure to the work site shall occur no longer than 15 minutes after it is determined that on-site presence is required.

Employees may be assigned on-call duty based on a voluntary sign up sheet in each department. Management shall rotate through the list on a seniority basis and attempt to distribute on-call duty equally among employees. An employee who works on-call shall rotate to the bottom of the list after one week of being on on-call status. No employee shall work more than two weeks of on-call in a calendar month unless they agree to work the additional time.

Compensation for working on-call will be five dollars per hour for each assigned on-call hour. In the event not enough volunteers are available, management retains the right to assign the least senior employee on-call duty.

On-call assignments will be for a minimum of four hours unless the employee is called back to work during the on-call assignment. If the employee is called back in accordance with Article 15.83, the on-call pay will end at the time of the call back.

Any employee who is contacted for assistance shall be compensated at the regular rate for the time worked or a minimum of one hour of pay at the overtime rate, whichever is greater.

If being on-call requires telecommuting, there will be a written agreement per Article 10.251.

15.85 Essential plant personnel who are so designated in advance by Management and who are required to report to work during the College closure provisions of Article 17.8 shall be paid double time and one-half for the actual hours worked.

15.86 An employee in a job assignment which requires bilingual skills (including sign language) shall receive additional premium compensation of 5%, unless the bilingual requirement is already included in and factored into the class description.

15.87 Sign language interpreters will have built into their work schedule "prep time" for classroom interpretation equal to a minimum of 5% of their scheduled hours of work.

15.88 Employees assigned as a Field Training Officer shall receive additional premium compensation of 5% for hours worked while actually training and evaluating a new Public Safety Officer.

15.9 Overtime

15.91 All overtime will be calculated at the rate of one and one-half times the employee's hourly rate based on the salary schedule after the eighth hour (or after the ninth or tenth hour of the alternate weekly schedules as defined in Article 10.2) of the employee's shift or any time in excess of 40 hours per week. Overtime is calculated based on actual hours
worked and not on hours compensated for paid or unpaid leave (i.e. vacation, sick leave, bereavement leave, etc.).

15.92 No overtime will be worked unless the overtime is authorized in advance by the employee's supervisor. The supervisor will give as much advance notice of the overtime assignment as is feasible and will provide some type of an opportunity for employees to volunteer for overtime assignments. A supervisor may provide an employee with general written authorization to work a limited amount of overtime in situations when the supervisor is not available to approve the overtime hours.

15.93 Overtime may be paid or compensatory time off may be taken in lieu of pay as requested by the employee. Compensatory time off must be scheduled with the supervisor. However, not more than 40 hours of compensatory time can be carried forward from one payroll reporting period to the next and all compensatory time must be taken by August 20th each year.

15.94 Employees will be paid automatically for any accrued compensatory time not permitted to be carried forward under Article 15.93.

15.95 It is expressly understood and agreed, by both parties, that the above subsections are an exception to ORS 279.340 as allowed under ORS 279.342.

15.10 Uniforms

15.101 Employees required to work in standardized uniforms shall have such clothing provided in sufficient quantities so that other than weekly laundering is not required.

15.102 The College shall pay for reasonable dry cleaning costs.

15.103 Management shall maintain a reasonable uniform replacement schedule which takes into consideration normal and extraordinary on the job deterioration of uniforms.

15.104 The College will provide protective clothing in accordance with Article 9.6.

15.11 Parking Fees will be:

- Full time staff: $150.00 per year
- Part-time staff: $100.00 per year
- Rideshare: $20 per person

15.12 Employee Award Program

The employee award program is to recognize and financially reward employees who improve a college process or service that results in substantial savings or improved delivery of services for the College. However, no reward will be granted for ideas involving the contracting out of work that results in Classified employees being laid off.