

July 17, 2013

14-006

BOARD RESOLUTION FOR MANAGEMENT AND
CONFIDENTIAL SALARY AND BENEFIT ADJUSTMENTS
FOR FY 2013-14

PREPARED BY: Lisa Bledsoe, Director, Human Resources Department

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services
Dr. Jeremy Brown, President

REPORT: This resolution adjusts the salary structure for Management and Confidential employees of the College and authorizes a supplemental increase to the base salary of employees whose salary is below the mid-point of their assigned salary grade.

Survey data from multiple sources during the current year has been reviewed. The primary survey data comes from the 2013 Milliman Portland Area Cross Industry Survey (All Industries), the 2013 Milliman Portland Area Cross Industry Survey (Government and Education), and the College and University Professionals Associations-Human Resources (2012-2013 Administrative Compensation). The data from these sources show an average structure adjustment of 2.0% and an average individual incumbent salary adjustment of 2.6%.

RECOMMENDATION: That the Board of Directors approve for FY 2013-2014 the following adjustments:

- An increase of 1.5% to the salary structure; however,
- If the cost of living cap provision in SB 822 is overturned in litigation and the negative impact to the College budget is more than \$1.5 million in one or both years of the biennium, salaries will be reduced by 1% per year of the following biennium. If the negative impact to the College budget for the biennium is between \$.75 to 1.5 million in one or both years, salaries will be reduced by .5% per year of the following biennium; and
- For each \$10M increase in the Community College Support Fund, (with a ceiling of \$20M), salaries will be

increased 0.5% prospectively. For each \$10M decrease in the CCSF, (with a floor of \$20M), salaries will be decreased 0.5% prospectively.

- A one-time, lump sum payment to each individual management and confidential employee equals to 1.5.0% of annual salary.
- A supplemental increase of 2.0% applied to the salaries of each individual management/confidential employee whose salary is below the midpoint of his/her salary grade after salary structure increases have been applied, provided that the supplemental increase does not place the employee's salary above the midpoint of his/her salary grade. In the event that application of the 2.0% supplemental increases places an individual management/confidential employee's salary above the midpoint for his/her salary grade, the employee shall instead receive only the percentage of increase necessary to increase the employee's salary to the midpoint of his/her salary grade.
- All such adjustments to be applied in accordance with Human Resource practice and to be effective as of the first pay period of FY 13-14.
- That the College maximum monthly contributions for health insurance for management and confidential employees be increased based on the employee's elected tier of enrollment as follows:
 - Employee only: \$625;
 - Employee + spouse: \$1145;
 - Employee + child(ren): \$1065;
 - Family: \$1350.
- That the increase on maximum monthly health insurance contributions become effective with the September 2013 pay period (pay date October 1).