



## BOARD POLICY

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**TITLE: EMPLOYEE COMPENSATION**

**BOARD POLICY # 7130** *(was 311 and 311.04)*

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- A. Authority.** The Board of Education has final authority for compensation of College employees.
1. **Administrative/Exempt.** The College President will recommend to the Board of Education the starting salary and benefits for all administrative/exempt personnel, and non-represented employees, after considering the recommendations of the supervisor and the Director of Human Resources.
  2. **Faculty Bargaining Units.** The Board of Education will approve the starting salaries, benefits, and salary advancements for full- and part-time faculty according to provisions of the current faculty collective bargaining agreements.
  3. **Classified Bargaining Unit.** The Board of Education will approve the starting salaries, benefits, and salary advancements for classified employees according to the provisions of the current classified collective bargaining agreement.
- B. Change of Salary Status.** Any change in salary status of current employees must be approved by the Human Resources Department prior to employee notification. This includes but is not limited to step advancement, merit, bonus, and salary adjustments.
- C. Prohibition of Incentive Compensation.** The College shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as “covered employees” for purposes of this policy.

### REFERENCES:

34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)

ORS 341.290

ORS 348.586

**RESPONSIBILITY:**

The Director of Human Resources is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 3/10/2021**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**