



Treasure Valley

COMMUNITY COLLEGE

BP 7130 Employee Compensation

References:

ORS 348.586

The Human Resources Department shall conduct an annual review of the administrative procedure for employee compensation to ensure fairness, compliance with applicable laws, and alignment with organizational goals. Compensation for employees covered by collective bargaining agreements shall be governed by the terms of those agreements.

Food, beverage, and other related items, including but not necessarily limited to free athletic passes and use of the College cardio and weight room, that may be provided by the College to employees including any of their relatives or household members who are accompanying them during work-related events such as, but not limited to meetings, team building activities, and conferences, are provided as part of the employee's official compensation package. However, when meals are provided off campus or involve an additional direct cost, such as during conferences, events, or travel, employees are responsible for covering the cost for accompanying family members.

Payroll

The Human Resources Department shall prepare an annual payroll schedule outlining the monthly deadlines for submitting part-time timesheets and the corresponding paycheck issue dates. Paychecks will be distributed via direct deposit or mailed to the employee's address on file. In extraordinary circumstances, and on a case-by-case basis, employees may be permitted to pick up their paychecks in person.

Employees may request a payroll advance as set forth in the AP 7130.

Prohibition of Incentive Compensation

Treasure Valley Community 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.

Adopted: April 21, 2026