



AP 7130 Employee Compensation

References:

34 Code of Federal Regulations Part 600 et seq. (U.S. Department of Education Program Integrity Rules)

ORS 348.586

ORS 244.040

ORS 341.556 (Sources of Compensation- Faculty Members)
(ORS) 244.040

By March 1 of each year, the Human Resources Department shall present a comprehensive salary review to the President's Administrative Team for all employees not covered by a collective bargaining agreement. To the extent possible, the President and Vice President of Administrative Services shall determine by April 1 whether employees will receive salary increases and the corresponding amounts. Departments should refrain from providing salary adjustments outside this designated timeframe.

Exempt employees who perform significant additional duties may receive a stipend for a period of less than six months. Any stipend extending beyond three (3) months requires the President's approval. If the duties covered by the stipend become a permanent part of the employee's role, their job description and salary should be updated accordingly. The department submitting the stipend is responsible for all associated costs.

Non-exempt employees are not eligible for stipends but may receive an additional contract for significant additional duties. The additional contract must be recorded on a separate timesheet or, if using the same timesheet, must specify the appropriate cost center. The department submitting the additional contract is responsible for all associated costs, including overtime or compensatory time payments.

Employees who cover additional duties must do so only upon prior written approval of the employee's administrative supervisor and the vice president(s) of all affected departments. If an employee engages in additional duties, the employee is expected to maintain regular work hours and continue to meet all responsibilities associated with their primary position.

Prohibition of Incentive Compensation

Although athletic coaches may be covered employees, subject to certain limitations, and, based upon Treasure Valley Community College determination on a case-by-case basis with approval from Administration, coaching staff, and other athletic personnel may be exempt from the prohibition of incentive compensation.



Treasure Valley

COMMUNITY COLLEGE

The Director of Human Resources shall identify any covered employees of Treasure Valley Community College and determine whether compensation arrangements comport with the prohibition on incentive compensation, and to the extent that they do not, make necessary modifications to comply. Similarly, the Director of Human Resources shall identify any covered service providers, evaluate whether the contract pricing structure is consistent with the prohibition on incentive compensation, and if not, determine what modifications Treasure Valley Community College can make to any applicable contract.

Prohibition Against Gifts and Solicitations

Prior approval must be obtained from the Vice President of Administrative Services before an employee may solicit funds or business from students or other employees on campus for a personal pecuniary gain or a family member's personal pecuniary gain.

No employee of the College shall have a pecuniary interest in any contract for supplies or services for the College unless recommended by the appropriate supervisor, authorized by the President and approved by the Board of Education. No employee of the College may accept directly or indirectly, a substantial (as defined by Oregon Revised Statute (ORS) 244.040) rebate, service, gift, compensation, money, promise or contract for future compensation from any person or organization to whom a promise or purchase order is awarded in which the college has an interest, nor shall such persons further their personal gain by confidential information gained as a College employee. Employees shall not accept personal gifts from students, vendors or other interested persons when such gifts reasonably have the appearance of impropriety.

Payroll Advance

An employee may request a Payroll Advance for emergency reasons up to three (3) times each fiscal year. The employee may request up to 65 percent of wages earned to the date of the request. If the employee is hourly, a timesheet with hours earned to date from the last pay period is required to be attached to the Request for Advance form.

Approved: April 21, 2026