

January 21, 2016

16-065

SALARY ADJUSTMENT FOR NON-BARGAINING  
UNIT COMMUNITY EDUCATION INSTRUCTORS

PREPARED BY: Tonya Booker, Director, Community Education

FINANCIAL  
RESPONSIBILITY: Tonya Booker, Director, Community Education

APPROVED BY: Marc Goldberg, Associate Vice President, Workforce  
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REPORT: Community Education instructors are not part of the bargaining unit at Portland Community College. There are no step increases for Community Education instructors. The hourly rate can be an issue when trying to recruit and retain instructors. Requests for Community Education instructor pay increases are made after consideration of projected revenues and expenses and have not been as frequent as pay increases for other employee classifications at PCC. The CED rate was last adjusted by 2.4% for FY 2012-13; there has not been an adjustment since.

In order to be competitive in recruitment and hiring of non-bargaining unit instructors in Community Education (CED) programs, the base rate for instructors needs to be periodically adjusted. The cost will be covered by revenue generated by the Community Education program.

RECOMMENDATION: That the hourly base rate for Community Education Instructors be increased by 2.75%, from \$23.50 to \$24.15, and that Community Education programs are hereby authorized to increase pay rates of individual incumbent instructors by 2.75%.