



## MEMORANDUM

Date: Month Day Year

To: First Name Last Name

*This document was emailed to: [First.Last@oregoncoast.edu](mailto:First.Last@oregoncoast.edu)*

From: Joy Gutknecht  
Director of Human Resources

RE: 2023-28 Classified Contract – Unit ratification July 17, 2024

Below are some highlights from the Classified Unit 2023-28 collective bargaining agreement that was ratified on July 17, 2024. Once signed by both parties, an electronic copy will be provided to unit leadership and a copy will be placed on the College website.

### **Article 9- Vacation and leaves**

Annual vacation hours will be assigned according to the vacation accrual rate table below.

If, on your anniversary date, you reach a milestone, as indicated in the table below, the additional accrued vacation hours, will be available in the month following your anniversary date.

Implementation of the new vacation accrual rate will be done in August with any additional leave time available September 2024.

Accrual Rates:

During this period:	Hours Per Year	Days Per Year
0-24 months	96 Hours	12
25-60 months	144 Hours	18
61-longer	192 Hours	24

### **Article 19- Compensation:**

- Retroactive to **July 1, 2023**, employees will advance one step (2%) and the pay schedule will have a 4% structural increase for a total of 6% for FY23-24.
- On **July 1, 2024**, employees will advance one step (2%) and the pay schedule will have an 8% structural increase for a 10% total increase for FY 24-25.
- On **July 1** of the years 2025-2027, employees will advance one step (2%) and the pay schedule will have a structural increase of 3% will be applied to the pay schedule for a 5% total increase in each of FY 25-26, FY 26-27 and FY 27-28.

**Article 20- Benefits**

The College is committed to providing for all eligible employees, at their selected coverage level, 100% premium support for medical insurance.

Insurance premium support:

- Employee Only \$650 or total medical premium, whichever is greater
- Employee and Children – total medical premium
- Employee and Spouse/Domestic Partner - total medical premium
- Employee, Spouse/Domestic Partner and Children - total medical premium

Insurance premiums will update July 1, 2024 and will be available for viewing on you 8.5.24 earning statement.

**Compensation and Retro payment Details**

Below are 2023-24 and 2024-25 appointment details, rate of pay, and 2023-24 retro payment for

**First Name Last Name**

Appointment Details 2022-23		
Title: Position Title	Grade/Step: X-0	2022-23 Rate of Pay: \$ 00.00 per hour

Appointment Details 2023-24		
Title: Position Title	Grade/Step: X-0	2023-24 Rate of Pay: \$ 00.00 per hour

2023-24 Retro Payment \$00.00This payment will be made before July 31, 2024.

Appointment Details 2024-25		
Title: Position Title	Grade/Step: X-0	2024-25 Rate of Pay: \$ 00.00 per hour

Implemented on July 1, 2024 for August 5, 2024 earnings.

If you have any questions on this information, contact Joy Gutknecht, Director Human Resources.



Month Date, Year

To: First Name Last Name

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Below are the details of your 2024-25 appointment at Oregon Coast Community College (OCCC) are listed below.

Appointment Information 2024-25 Academic Year			
Assignment: Full Time Faculty	Supervisor: Supervisor Name - Title	20XX- XX Step: 00	
<p>Initial full-time faculty have probationary appointments. Probationary appointment faculty may be reappointed annually based upon satisfactory performance. Contingent on three (3) years of successful performance, faculty will earn continuous appointment status</p> <p>* Full-time faculty may also accept courses beyond the normal full-time instructional workload, if offered. Designated as “Overload”, courses that fall under such assignment shall be compensated at the applicable rate from the pay schedule for part-time faculty.</p> <p>* Full-time faculty may also be employed as part-time faculty for an additional fourth-term summer employment. If fourth-term employment is offered and accepted, the instructor shall be compensated at the applicable rate from the part-time faculty pay schedule.</p>			
Academic year begins: Month Day, Year	Academic year ends: Month Day, Year	FLSA Status: Exempt	Academic Year Salary: \$00,000
<p>Full time Faculty can be paid over 9 or 12 months.</p> <p>Monthly payments are made on the 5<sup>th</sup> of the months, and both payment options begin on October 4, 2024.</p>			
<p>You have an opportunity to change your selection for 2024-25 academic year. Below are details for each option.</p> <p>9 Months - \$0,000 a month (October to June)      OR      12 Month - \$ 0,000 per month (October to September)</p>			
Appointment Details (full contract available on HR website)			
<ul style="list-style-type: none"><li>• The faculty contract year shall not exceed 174 days, including six paid holidays, identified in Article 19 for full- and three-quarter-time faculty. The contract year begins the week prior to fall term and ends the last day of springterm.</li><li>• The instructional work week for full-time faculty is thirty-five (35) hours, which is typically worked Monday – Friday each week. The thirty-five (35) hour week shall include a minimum of thirty (30) hours on campus. By mutual agreement between a faculty and their supervisor, the thirty-five (35) hour work week may be performed in four (4) days.</li><li>• During the instructional weeks of fall, winter and spring term, five (5) hours per week will be posted office hours for faculty to engage with students outside the classroom.</li><li>• The College provides premium support toward the monthly cost for medical, dental and vision insurances. The level of support is determined by the health insurance coverage level. Employees that opt out of medical, dental and vision insurance, must establish a 403(b) or 457(c) account and will receive \$100 per month into this account.</li><li>• Sick leave is earned at the rate of 7 hours per month. The maximum accrual is 84 hours per year. Sick leave balances are cumulative.</li><li>• Full time positions are part of PERS, Oregon’s retirement system. The employee portion of 6% is paid by OCCC.</li></ul>			

Additional information regarding employment at the Oregon Coast Community College can be viewed on the [oregoncoast.edu](http://oregoncoast.edu).

The following pages maybe of interest

- Office of the President Governance, Mission & Policies, Community: [Oregon Coast Community College](http://oregoncoast.edu)
- Instructional Resources: <https://oregoncoast.edu/instructional-resources/>
- Faculty & Staff Resources: [Welcome to Oregon Coast Community College](http://oregoncoast.edu)
- Faculty -Collective Bargaining Agreement: [2023-28 Faculty CBA](http://oregoncoast.edu)

To accept this 2024-25 appointment with Oregon Coast Community College, email your response within 5 days. Indicate if you would like to receive your 2024-25 salary over 9 month or 12 months.



Annual Notice – Management

2023-2024

Office of Human Resources



Office of Human Resources  
400 SE College Drive  
Newport Oregon 97366

**MEMORANDUM**

Date: MONTH DAY YEAR

To: FIRST NAME LAST NAME

*This document was emailed to: First.last@oregoncoast.edu*

From: Joy Gutknecht  
Director Human Resources

RE: XXXX Compensation details

As we approach the end of the XXXX fiscal year, President XXXX has directed that a pay increase be implemented, for non-represented employees. The increase will be a combination for structural increase and steps for a total of XX%.

The XX increase details:

- XX% structural increase to the pay scale
- X step progression (XX% for each step)

The XXXX rate of pay will be implemented on XXX and reflected in the XXXX earning statement.

Appointment Details			
XXX Rate of Pay			
Title: Position Title	Appointment Percent: XX%	Grade/Step: X-0	Monthly pay: \$ 0,000

2023-24 Rate of Pay		
Change Information		
Pay Change Implementation Month Day, Year (paid Month Day, Year)	Grade/Step: X-0	Monthly pay: \$ 0,000

If you have any questions on this information, contact Joy in Human Resources at 541-867-8515.