

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.5.1

Title: Faculty Salary and Other Work Compensation Policy	
Originated by: Vice President of Business Services	
Signature	Date
Approved by:	
Signature	Date
Reviewed on: August 2011	Revised on: June 10, 2009

NOTE: This policy contains excerpts copied directly from the 2011-2012 MATC Negotiated Agreement and shall be revised each year as necessary to align with said agreement. If any items differ from the negotiated agreement, the negotiated agreement will take precedence over this policy.

Policy Statement: This policy is designed to provide standardized salary and other work compensation guidelines.

Rationale: Manhattan Area Technical College supports the equitable treatment of its employees through an established compensation schedule, which is based on the employee's documented skills, education, and experience. Providing established guidelines also maintains the College's fiscal responsibilities to its constituency.

Procedures:

Faculty Workload

- A. Teaching Faculty Load. The standard workload for teaching faculty is a total of thirty (30) credit hours for the fall and spring semesters of one academic year.
- B. Non-Teaching Faculty Work Week. The standard work week for non-teaching faculty is established as thirty-five (35) hours per week consistent with Article IV of this Agreement.
- C. Maximum Teaching Load. No faculty member may teach more than forty-eight (48) credit hours per academic year.
- D. Overload.
 - 1. Teaching beyond the standard teaching load of thirty (30) credit hours for the fall and spring semesters of one academic year is considered overload.
 - 2. Full-time faculty (see Article I F) with appropriate credentials is offered the option for overload teaching before adjunct faculty is hired.
 - 3. No faculty member is required to accept overload teaching beyond the published program.

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.5.1

4. Compensation for each hour of overload to deliver the “published program” is calculated by dividing the faculty member’s salary schedule rate by thirty (30) credit hours.
 5. Compensation for instructor to deliver courses outside the “published program” is paid at the adjunct rate of \$500 per credit hour; for example, a nursing instructor teaching a course in the business computer technology department.
- E. Summer Teaching Contracts. Full-time faculty (see Article I, F) with appropriate credentials is offered the option for summer teaching contract(s) before adjunct faculty is hired.

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.5.1

Salary Schedule

A. Effective with the 2011-2012 negotiated agreement, the following salary schedule has been adopted:

185 Days

Step	ND	ND+15 CRH	ND+30 CRH	ND+45 CRH	AA/AAS or 62 CRH	80 CRH	95 CRH	BS	BS+15 CRH	BS+30 CRH or MS	BS+45 CRH or MS+15	BS+60 CRH or MS+30	PHD/ED or 2nd MS
0	30,250	30,750	31,250	31,750	32,250	33,250	34,250	35,250	36,250	37,250	38,250	39,250	40,250
1	30,983	31,483	31,983	32,483	32,983	33,983	34,983	36,183	37,183	38,183	39,183	40,183	41,183
2	31,717	32,217	32,717	33,217	33,717	34,717	35,717	37,117	38,117	39,117	40,117	41,117	42,117
3	32,450	32,950	33,450	33,950	34,450	35,450	36,450	38,050	39,050	40,050	41,050	42,050	43,050
4	33,183	33,683	34,183	34,683	35,183	36,183	37,183	38,983	39,983	40,983	41,983	42,983	43,983
5	33,917	34,417	34,917	35,417	35,917	36,917	37,917	39,917	40,917	41,917	42,917	43,917	44,917
6	34,650	35,150	35,650	36,150	36,650	37,650	38,650	40,850	41,850	42,850	43,850	44,850	45,850
7	35,383	35,883	36,383	36,883	37,383	38,383	39,383	41,783	42,783	43,783	44,783	45,783	46,783
8	36,117	36,617	37,117	37,617	38,117	39,117	40,117	42,717	43,717	44,717	45,717	46,717	47,717
9	36,850	37,350	37,850	38,350	38,850	39,850	40,850	43,650	44,650	45,650	46,650	47,650	48,650
10	37,583	38,083	38,583	39,083	39,583	40,583	41,583	44,583	45,583	46,583	47,583	48,583	49,583
11	38,317	38,817	39,317	39,817	40,317	41,317	42,317	45,517	46,517	47,517	48,517	49,517	50,517
12		39,550	40,050	40,550	41,050	42,050	43,050	46,450	47,450	48,450	49,450	50,450	51,450
13				41,283	41,783	42,783	43,783	47,383	48,383	49,383	50,383	51,383	52,383
14						43,517	44,517	48,317	49,317	50,317	51,317	52,317	53,317
15								49,250	50,250	51,250	52,250	53,250	54,250

B. Definition and Placement.

1. Each new faculty member is placed on the schedule as determined by the administration according to his/her documented education level.
2. The College emphasizes that the salary schedule is a minimum schedule.
3. Faculty members must furnish official evidence or transcript of credit completed by September 3 of the current academic year to qualify for a classification change.

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.5.1

4. Only one Bachelor's or Master's salary differential is paid to a faculty member with two or more Bachelor's or Master's degrees.
5. Faculty members with ninety (90) days' or more classroom teaching experience is granted one full year of credit on the salary schedule.
6. Faculty members that qualify will advance horizontally on the salary schedule for the 2011-2012 academic year.
7. Faculty members that qualify will advance vertically on the salary schedule for the 2011-2012 academic year.
8. Placement on the schedule is based upon the following:
 - As a result of adopting the 2007-2008 salary schedule, three individuals, who do not transition into the new schedule are treated as follows:
 - Maintain 2006-2007 salary
 - Eligible for longevity
 - Eligible for future adjustments to the salary schedule as long as they are employed by the college.
 - Educational credits earned, which would qualify for horizontal movement, will result in a salary adjustment equivalent to the value of horizontal movement.
9. To qualify for horizontal movement on the salary schedule beyond the Bachelor's degree, the additional hours may be graduate hours or undergraduate hours that support the discipline taught and must be completed subsequent to the completion of the initial Bachelor's degree.

C. Equivalency Credit.

1. The equivalency credit program is used to facilitate horizontal movement on the salary schedule of the College. An equivalency credit may be earned in place of college credit. Equivalency credit is based on education and/or training which directly enhances the employee's ability to improve in his/her profession.
2. The same activity cannot be used for both college credit and equivalency credit.
3. In general, 25 clock hours will be equivalent to 1 equivalency credit (EC). For purposes of horizontal movement on the salary schedule, 1 equivalency credit is equal to 1 credit hour.
4. Continuing Education Units (CEUs) are generally based on 10 clock hours equaling 1 CEU; therefore, 2.5 CEUs are required to obtain 1 equivalency credit (EC).
5. Only half of the credit hours required for horizontal movement may be equivalency credit.
6. To obtain equivalency credit:
 - a. The employee must have a current professional development plan on file, created collaboratively with the supervisor;
 - b. The activity must be appropriate to the discipline/job;
 - c. The activity must be conducted on personal time;

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.5.1

- d. The activity or person is not being paid a salary or stipend by another entity, i.e. grant.
 - e. The employee must make application to their supervisor for pre-approval;
 - f. The employee must complete a report and self-assess the activity regarding the value of the experience to one's job;
 - g. The documentation for final approval for movement on the salary schedule for the next academic year must be presented to supervisor by July 1.
 - h. The final approval for equivalency credit will be determined by the supervisor by July 31.
 - i. All documentation must be submitted to the Human Resources office by September 3.
7. The following activities may qualify for EC; time and effort must be included in the reporting documentation. Equivalency credit points identified are the maximum points allowed per activity.
- a. Professional reading – maximum of 1 EC
 - i. Teaching faculty: Complete a substantive report on how the material will influence instruction;
 - ii. Non-teaching faculty and staff: Complete a substantive report on how the reading will influence job performance.
 - b. Attendance at conferences or workshops – clock hour equivalence
 - i. Conferences/workshops must include experiential learning as opposed to passive learning;
 - ii. Registration is paid for by the employee or a grant, i.e. Perkins, not MATC operating funds;
 - iii. If attendance is on a scheduled contract/work day, employee must apply for personal or vacation leave;
 - iv. College may cover the cost of the travel.
 - c. Presenting at a conference – clock hour equivalence
 - i. Preparation for presentation may also qualify for clock hour equivalence;
 - ii. Actual presentation;
 - iii. Registration is paid for by the employee or a grant, i.e. Perkins, not MATC operating funds;
 - iv. If attendance is on a scheduled contract/work day, employee must apply for personal or vacation leave;
 - v. College may cover the cost of the travel.
 - d. Professional coursework required for licensure/certification – clock hour equivalence and/or proof of CEU
 - i. Registration is paid for by the employee;
 - ii. If attendance is on a scheduled contract/work day, employee must apply for personal or vacation leave;
 - iii. College may cover the cost of the travel.
 - e. Ed2Go – clock hour equivalence
 - f. Writing, reviewing, and/or editing texts – maximum of 1 EC
 - i. Completed for a publisher or outside entity
 - g. Publishing in a refereed or trade journal – maximum of 1 EC
 - h. Internships (unpaid) – clock hour equivalence

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.5.1

8. Equivalency credits may be used for any degree level of the pay scale. Unused equivalency credits may be carried over one time.

D. Longevity Increment. After reaching the highest step in each degree column of the salary schedule, a longevity increment of \$400 is normally granted to individuals for each year of continued service. Longevity increment(s) earned in prior years will be retained by the individual.

E. Hourly Wage for continuing education and contract training instruction

1. Faculty members covered by this agreement employed as hourly continuing education contract training instructors are paid a minimum of \$20 per hour for each authorized instructional hour.
2. Faculty members covered by this agreement are paid a minimum of \$20 per hour for authorized in-service and/or curriculum work assigned beyond the regular professional day and length of contract.
3. Faculty members are paid for actual hours of instruction plus additional negotiated time.
4. A faculty member teaching a course for the first time is paid a minimum of 25 percent of assigned course clock/credit hours for preparation.
5. Faculty members must meet minimum credential requirements.

Fringe Benefits

A. Fringe Benefit Plan. The College provides for fringe benefits through a flexible benefit plan under and in compliance with the provisions of Section 125 of the Internal Revenue Code, related statutory provisions and applicable regulations. Any administrative costs for individual offerings within the Section 125 plan are the responsibility of the employee choosing that option. For each faculty member electing to participate in the group health insurance plan, the College also provides a contribution of \$380.29 toward the single option coverage, OR a contribution of \$380.29 per insurance contract toward a family option coverage, OR a contribution \$760.58 per family insurance contract when two faculty members covered by one health insurance contract are eligible for a contribution. Faculty members employed less than the required time as stipulated by the insurance provider are not eligible for coverage or membership in the group plan. The College will not pay the \$380.29 per month to the salary or other benefit in lieu of health insurance coverage.

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.5.1

- B. Salary Reduction and Elective Option. The College provides each faculty member with the opportunity to execute a salary reduction agreement. Contributions under the salary reduction agreement are designated by the faculty member for the purchase of a benefit or benefits from the following approved plans:
- Group term life insurance up to \$50,000
 - Group health insurance
 - Disability income insurance
 - Cancer and other dreaded diseases insurance
 - Dependent care
 - Medical reimbursement
 - 403(b) annuity plans
 - Such other lawful components or options as may be approved by the College from time to time
- C. Section 125 Cafeteria Plan. Faculty members wishing to participate in the Section 125 cafeteria plan complete a “salary reduction agreement and benefit election form” approved by the College and submit it to the required office on or before the specified deadline designated by the College at the start of each academic year. The salary reduction agreement and benefit election form is provided by the College, but it is solely the faculty member’s responsibility to complete the form and submit it to the office designated by the College on or before the prescribed date. Each faculty member agrees to hold the College harmless from any failure on his or her part to submit the necessary form in a timely fashion. Once made, a salary reduction agreement and benefit election is irrevocable (except as specifically permitted by the Internal Revenue Code and regulations) for that particular contract year.
- D. Administration. It is agreed that the faculty member complies with all applicable directives of the Internal Revenue Service or other federal or state regulations, as amended, in administering and maintaining the Section 125 cafeteria plan. The College reserves the right to draft and implement all necessary documentation in regard to the Section 125 cafeteria plan in compliance with applicable rules and regulations of federal and state law and further reserves the right to modify or terminate the plan if it is found to be unlawful under any applicable law or regulation, or to modify or terminate this plan subsequent to the expiration of this agreement as and to the extent permitted by the Internal Revenue Code or the Plan.
- E. Withholding. The College withholds such amounts of a faculty member’s compensation hereunder is necessary in the opinion of the College to comply with state and federal laws including social security and retirement.
- F. Selection of Carriers. The selection of the carrier or carriers for each of the offered benefits is made by the College.

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.5.1

Retirement

- A. Retirement Supplement. Faculty members retiring or leaving the College at age sixty (60) or who qualify for Kansas Public Employees Retirement System (KPERS) without a reduction in benefits are awarded a retirement supplement based on the schedule below.

Faculty members retiring or leaving the College prior to age sixty (60) or who do not qualify for KPERS retirement without a reduction in benefits do not receive a retirement supplement.

10-14 years of District/College Service	\$500
15-19 years of District/College Service	\$750
20-24 years of District/College Service	\$1,000
25-29 years of District/College Service	\$1,500
30 or more years of District/College Service	\$2,000

- B. Early Retirement. Faculty members at MATC who may find it necessary or desirable to retire from employment with the College may qualify for early retirement under the terms and conditions set forth herein.

1. Eligibility: A faculty member is eligible for early retirement if said faculty member:
 - a) Is currently a full-time faculty member.
 - b) Has twenty (20) or more years of teaching and/or school administration experience at MATC.
 - c) Has twenty (20) or more years of teaching and/or school administration experience, fifteen (15) of which is service to USD #383/MATC, and was hired by MATC prior to July 1, 2004.
 - d) Has reached at least sixty (60) years of age or qualifies for Kansas Public Employees Retirement System without a reduction in benefits.

2. Benefits: A qualified faculty member electing to retire early receives the following benefits:
 - a) Full single coverage health insurance until eligible for full social security medical benefits.
 - b) Early retirement benefit deposited into a qualified retirement plan (such as a 403(b) plan) in the faculty member's name. Once the benefit is deposited, the faculty member is considered fully vested. The benefit is a one-time payment and is calculated using the present value of annuity method. The factors used in the calculation are as follows:
 - ten (10) percent of the faculty member's last annual contracted salary
 - number of full years until member reaches age sixty-five (65)
 - discount rate is the KPERS annual interest rate.Last annual contracted salary does not include summer school, overload assignments, or other hourly salary payments.

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.5.1

For example: Member is age 61 ½ and retires effective September 1. Last annual contracted salary was \$50,000. Present value of a \$5,000 annuity for three years at seven (7) percent discount rate = \$14,040.

3. Payment: Early retirement benefit will be deposited into a qualified retirement plan in the member's name no later than thirty days after the KPERS retirement date.

 4. Application: A faculty member desiring to retire must notify the President by April 5. Failure to notify may result in the loss of benefits.

 5. Termination of Benefits: The option to maintain single coverage health insurance is automatically terminated at the time a faculty member reaches age sixty-five (65).
- C. Payment for Unused Sick Leave. Faculty members who retire after reaching age sixty (60) or qualify for KPERS without a reduction in benefits are paid \$15.00 for each day (7 hours) of unused sick leave subject to the following conditions:
1. Faculty members retiring or leaving the College prior to age sixty (60) or faculty members who do not qualify for KPERS without a reduction in benefits will not receive pay for unused sick leave.

 2. Reimbursement upon retirement is at the rate of \$15 per day (7 hours) to a maximum of ninety (90) days (maximum reimbursement of \$1,350).

 3. Payment is made with the faculty member's last check and is subject to all applicable deductions.

Supplementary Committee Assignment Compensation

Supplementary committee assignment compensation is three (3) percent of column 1 step 0 of the salary schedule for the following positions:

- MATC Faculty Senate Chair
- MATC Professional Development Chair
- MATC Curriculum Committee Chair
- MATC Assessment Committee Chair

Disability Insurance

The College shall provide Short-term Disability Income Insurance for those faculty members who work at least twenty hours per week and accrue sick leave. The short-term disability income insurance continues until the date when KPERS benefits begin, but in no case continues longer than a total of one hundred eighty days including sick days.

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.5.1

Travel Reimbursement

1. The College will pay the IRS-approved mileage rate as of July 1 of each contract year to faculty members covered under the negotiated agreement for use of their personal vehicle for approved college travel.
2. Faculty members are eligible for meal reimbursement on a per diem basis at \$7 for breakfast, \$13 for lunch, and \$20 for dinner for approved travel. Out-of-state conference meal reimbursement eligibility will be on a per diem basis of \$10 for breakfast, \$15 for lunch, and \$25 for dinner.