SALARY SCHEDULE

Full-time faculty members at North Idaho College are salaried according to a schedule approved by the board of trustees. Initial placement on the salary schedule is determined by the appropriate vice president according to the training and experience documented by the faculty member. Placement on the schedule applies to each regular academic year consisting of two semesters.

Prior experience is defined as applicable professional experience recognized by the appropriate vice president. After initial appointment, advancement on the vertical steps shall be made on the basis of one step for each full year of full-time employment at North Idaho College. Educational leave, with or without pay, normally will not qualify for advancement on the vertical steps.

The level of training or educational attainment that is recorded as of the second week of September of each year shall determine columnar placement for that entire academic year. The definition of training columns for academic appointments is indicated below.
ACADEMIC SALARY SCHEDULE
Definition of Columns

1. Bachelor's Degree including graduate credits earned subsequent to the bachelor's degree, but prior to the granting of the master's degree.

2. Master's Degree with the major or a majority of the graduate credits in the teaching field or field of specialization.

3. Master's Degree (II) plus at least ten graduate semester credits completed subsequent to the master's degree, two thirds of which are in the teaching field or field of specialization with an average grade of "B".

4. Master's Degree (II) plus at least twenty graduate semester credits completed subsequent to the master's degree, two thirds of which are in the teaching field or field of specialization with an average grade of "B".

5. Master's Degree (II) plus at least thirty graduate semester credits completed subsequent to the master's degree, two thirds of which are in the teaching field or field of specialization with an average grade of "B".

6. Master's Degree (II) plus at least forty graduate semester credits completed subsequent to the master's degree, two thirds of which are in the teaching field or field of specialization with an average grade of "B".

7. Master's Degree (II) plus at least fifty graduate semester credits completed subsequent to the master's degree, two thirds of which are in the teaching field or field of specialization with an average grade of "B".

8. Doctor's Degree including PhD., Ed.D., or any earned doctor's degree with a major in the teaching field or field of specialization or a master's degree plus sixty graduate semester credits completed subsequent to the master's degree, two thirds of which are in the teaching field or field of specialization with an average grade of "B".

The recommended salary schedules are approved as printed with the understanding that they shall be valid for the contract year only and shall not constitute a commitment, either express or implied, for the continuation or increase of such salaries in subsequent years.
VOCATIONAL SALARY SCHEDULE
Definition of Columns

Placement on the salary schedule is dependent upon the level of State of Idaho Vocational Certification and length of contract.

Schedule I  State of Idaho Vocational Certificate as specified in Idaho Certification Standards for professional school personnel.

Schedule II  State of Idaho Standard Vocational Certificate as specified in Idaho Certification Standards for professional school personnel.

Schedule III  State of Idaho Advanced Vocational Certificate as specified in Idaho Certification Standards for professional school personnel.

Column A  9 month contract consisting of 171 duty days.

Column B  10 month contract consisting of 191 duty days.

Column C  11 month contract consisting of 211 duty days.

WORKLOAD DEFINITIONS

For the purposes of calculating semester credit hour equivalents, the credit hour value of a course shall be the sum of the credit hour(s) granted for the course, plus one half of the difference between the total contract hours required per week and the credit hours officially granted for the course.

OTHER INSTRUCTIONAL SALARY PROVISIONS
1980-81

1. Teaching Assignments Above Full-time Load for Academic Faculty

   Full-time load is defined as an average work load of fifteen (15) credit hours or equivalent per semester, over two semesters of the academic year. An assignment that includes fourteen (14) credit hours in the fall semester and sixteen credit hours in the spring semester, for example, would not be regarded as involving an overload during the second semester.

   In the event that the administration determines than an overload assignment is necessary, the following rules shall apply:
a. Compensation for overload assignments shall be at the rate of $335.00 per semester credit hour, up to a maximum of three additional credit hours, or a total workload of eighteen (18) credit hours in a given semester.

b. Overload assignments during regular day school hours (7:00 a.m. - 5:00 p.m.), which involve extra compensation, may be authorized only under conditions of extraordinary emergency and must have the express advance approval of the President of the college.

c. Teaching assignments above full-time load, which involve extended day or night school hours (6:00 p.m. - 11:00 p.m.) may be approved by the vice president of instruction, up to a maximum total workload of eighteen (18) semester credit hours in any given semester.

d. Where a scheduled overload course is cancelled for lack of sufficient enrollment, no compensation will be paid to the assigned instructor.

If the cancelled course has been scheduled as part of an instructor's regular full-time workload, the administration has the prerogative of substituting another course assignment either during regular daytime, extended day or night school hours, up to the full-time workload.

2. Division Chairs

Division chairs are normally assigned a course workload of not more than twelve (12) semester credit hours, to allow time to carry out the supervisory responsibilities of the division.

In the event that it is necessary to request a division chair to assume classroom teaching responsibilities beyond the normal twelve credit hour maximum, extra compensation may be provided at the rate of $335.00 per semester credit hour, up to a maximum total of fifteen credit hours.

3. Part-time Instructors

Part-time instructors teaching eight (8) credit hours or less per semester will be compensated at the rate of $335.00 per semester credit hour. Part-time instructors teaching nine (9) credit hours or more per semester will be compensated according to terms negotiated with the president of the college. Vocational instructors will be compensated at an hourly rate.

Part-time instructors are expected to schedule and post office hours on the basis of 10% of their contact hours, such as a three hour class would have a half hour of office conference time.
4. Substitute Instructors

Academic instructors are compensated at the rate of $9.00 per classroom contact hour.

5. Summer School Instructors

Summer school instructors are compensated at the rate of $335.00 per credit hour.

6. Coaching Assignments

Where coaching duties are not considered part of the regular teaching assignment, coaches will receive additional compensation for their work. However, when a coach holds an administrative position, coaching is part of his regular assignment.

The amount of extra pay applicable for the coaching assignment will be determined by the president and will be reflected in the annual contract.

7. Policy on Outside and Overload Employment

Full-time faculty members and administrators are expected to give full professional attention to their duties and responsibilities at North Idaho College.

Administrators are responsible for overseeing all college activities occurring during evenings and weekends. Administrators are expected to meet state and federal application and reporting deadlines and other compliance requirements and are responsible for representing the college at appropriate community, state, and regional functions.

For classroom instructors, it is expected that in addition to the required student contact hours, appropriate time will be spent in advance preparation, library research, college committee work, assisting and advising students, and evaluating and grading student tests, term papers, and other course work assignments.

The involvement of full-time faculty or administrative staff members in personal business ventures, outside employment, or college related overload work, to the extent which would impede, diminish, or interfere with professional obligations to the college employer will be deemed a breach of the full-time contract and will be considered in subsequent decisions regarding merit advancement, promotion, tenure status and/or retention.
8. Office Hours/Workload

A full-time faculty member is normally expected to spend thirty (30) hours per week on campus unless special considerations are agreed upon between the faculty member and the responsible administrator. If the normal load of an instructor is fifteen (15) semester hours per week without laboratories, it would seem appropriate that he/she schedule at least ten (10) hours per week for consultation with the students. The remainder of the time could be used for committee meetings, library study or other activities necessary for professional growth.

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Lecture 15 Classroom hours
Office 10 Office hours for advising, conferencing, grading, class preparation
Campus Time 2-3 Flexible campus hours for committee assignments, office work, class preparation, grading, division responsibilities
Campus Division Time 2-3 Library hours for class preparation
30 Hours on campus work week

The administration realizes that most faculty are spending more than the above thirty (30) hours on professional development, scholarly reading, professional writing, and class preparation.

Division Chair hours shall be:

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Lecture 12 Classroom hours
Office 10 Office hours for advising, conferencing, grading, class preparation
Campus Time 2-3 Flexible campus hours for committee assignments, office work, class preparation, grading
Campus Division Time 3 Division responsibilities
30 Hours on campus work week

To implement this policy each instructor is requested to indicate his office schedule on a special form available from the appropriate vice president's office. Additional copies should be given to the appropriate vice president, switchboard operator, registrar, the division chair, and the business office.
The administration requests that each semester every instructor establish an office hour schedule that is clearly posted and observed. One of the major causes of student discontent on campuses throughout our nation has been their feeling that instructors have not been readily available for consultation and help. It is our hope that this cause for dissatisfaction will never be a factor on our campus. In the event that a scheduled office time cannot be kept, it is suggested that an office colleague or the appropriate division chair be informed of the reason and the provisions be made promptly for rescheduling the appointment.

For determination of workload equivalence of laboratory, physical education, and studio type course assignments, the following formula shall apply:

\[
\text{Course credit hours} + \frac{\text{in class contact hours} - \text{course credit hours}}{2} = \text{workload equivalent hours}
\]

Breakfast and lunch are generally not considered work time, unless work is being conducted.

The instructional load may vary among division chairs because of variances in contract types, administrative responsibilities, as well as the different foci of each division.

9. Vacation Policy

Effective January 1, 1970, Category I, II, and IV employees shall accumulate paid annual leave on a monthly basis beginning with the first full calendar month of employment by excluding any month where employment has not included all regular working days. Each employee is responsible for scheduling vacation time with his supervisor at a mutually agreeable time and all employees are encouraged to utilize earned vacation each year. After six years (72 months) of continuous service at North Idaho College, calculated from the first full calendar month of employment, employees in Categories I, II, and IV shall accumulate annual leave at an increased rate and annual leave may be accumulated to a maximum of thirty (30) days.

**Category I**

Employees shall earn annual leave at a rate of 1.5 days per month with an increase to two (2) days per month after six (6) years of employment.

**Category II**

Employees shall earn annual leave at a rate of 1.25 days per month with an increase to 1.5 days per month after six (6) years of employment.
Category III

Employees shall be granted such vacations as are listed on the official school calendar unless individual contract terms specify otherwise.

Category IV

Employees shall earn annual leave at a rate of one (1) day per month with an increase to 1.25 days after two (2) years of employment.

Category V

Employees may not earn or be granted paid annual leave unless express approval is given by the Board of Trustees.

Category VI

Employees may not earn annual leave unless expressly provided under the terms of the applicable grant or unless negotiated and duly indicated in the employment contract or letter of appointment issued by the college.

10. Holidays - The following official holidays are observed at North Idaho College in accordance with the policy approved by the Board of Trustees on January 11, 1971. On these days the entire college will be closed including the administrative offices and the library.

- New Year's Day: January 1
- Martin Luther King Day: 3rd Monday in January
- Washington's Birthday: 3rd Monday in February
- Memorial Day: Last Monday in May
- Independence Day: July 4
- Labor Day: 1st Monday in September
- Thanksgiving Day: 4th Wednesday, Thursday & Friday in November
- Christmas Day: December 25

When a scheduled holiday falls on Saturday, the previous Friday is observed as a holiday. When a scheduled holiday falls on Sunday, the Monday following is observed as a holiday.
11.  Non-duty Days

Those employees whose contracts state that they are to work 252 duty days during the period from July 1st through June 30th of any fiscal year will not be able to take time off against their ten (10) non-duty days until they have accrued non-duty day entitlement equal to the number of days they want to take off. The non-duty day accrual will be based on 5-6 days per month. As of July 1st of each year all non-duty days accumulated will revert to zero. All non-duty days taken during the month must be reported to the office of administrative services at the end of each month.

These employees will also accumulate annual leave and sick and emergency leave based on eleven (11) months during the contract year.

Those employees whose contract state that they are to work 242 duty days during the period from July 1st through June 30th of any fiscal year, will not be able to take time off against their twenty one (21) non-duty days until they have accrued non-duty day entitlement equal to the number of days they want to take off. The non-duty day accrual will be based on 1-3/4 days per month. As of July 1st of each year, all non-duty days accumulated will revert to zero. All non-duty days taken during a month must be reported to the Business Office at the end of each month. These employees will also accumulate annual leave and sick and emergency leave based on eleven (11) months worked during the contract year.

12.  Payroll Procedures

All employees upon reporting for duty should report to the office of human resources to complete required payroll papers. This would include a withholding allowance certificate. Public Employee Retirement System forms, and medical insurance forms, if applicable. Salaries are generally paid over a twelve (12) month period. Paychecks are issued as per the publicized schedule, which is usually the last working day of each month and will be put in mailboxes during the school year. In June, July, and August they must picked up in the office of administrative services.