

Employee Contract Days and Calendars 2019-2020

Employee Groups

Linn-Benton Community College has four (4) annually renewed contracted employee groups (referred to as contracted in this document):

Faculty
Management & Exempt
Confidential
Classified

Calendars

The college refers to two different calendars: Academic Year and Fiscal/Staff Calendar

Academic Year Calendar - The academic year calendar is prepared by Academic Affairs and includes the academic schedule; term beginning and ending dates, in-service dates, instructional days, etc. This calendar begins with June and continues through July/August of the following year.

Fiscal/Staff Calendar – The College’s business operations are on a fiscal year cycle from July 1 to June 30 each year. The fiscal/staff calendar is prepared by Human Resources each year and is comprised of 12 months beginning with July 1 and ending with June 30.

As agreed upon with the Classified Association, each year, supervisors will work with their classified employees to prepare annual calendars (commonly referred to as Staff Calendars) specifying their contracted and noncontract days for the next fiscal or academic year. The Fiscal/Staff calendar is used for this process (see instructions below).

Contract Days

Contract days are the number of days an employee is scheduled to work (and paid for) during their annual contracted effective period. These include sick leave days taken, holidays and paid leave (vacation) days falling within their effective period for classified, confidential and management/exempt employee groups.

A full fiscal year (July 1 through June 30) normally includes 260 or 261 (and sometimes 262) possible workweek days—Monday through Friday each week. These are the possible work days and holidays noted each year in the calculation box of the fiscal/staff calendar.

Each employee group has a base number of contract days that is the maximum number of contract (paid) days in a 1.0 FTE employee contracted effective period. The full-time base number of days for each employee group for 2019-2020 is listed below:

Management & Exempt = 248 days; Confidential = 248 days
Classified = 245 days
Faculty = 168 days

Management & Exempt, Confidential, and Classified employees who are contracted to work less than the full base days will have a reduced contracted period, reflecting an annual salary based on their number of contract days.

2019-2020 year contract days for classified will remain as follows:

2019-20 Days (245 Day Base)
245
235
226
216
208
198
188
179
174

Noncontract (NC) Days

Noncontract days are weekdays falling within the fiscal year calendar that the employee is **NOT** contracted to work. These days are unpaid days. In order to determine an employee's noncontract days, you need to know the total number of possible work days (weekdays in the fiscal year). This is noted in the calculation box on the fiscal year calendar and is *usually* 260 or 261). See example below:

You then subtract the individual employee's number of contract days from the total possible workdays and holidays. The difference is the employee's total number of noncontract days, including college closure days. *If you are unsure of an employee's number of contract days, please contact Kelli Dunleavy in HR [x4432], or refer to salary spreadsheet sent to your department.

For 2019-2020, there are 262 possible workdays and holidays, and 245 contracted workdays for a 1.0 FTE classified employee. This means there are 17 noncontract days (262-245) for those classified employees with a 1.0 FTE (245-day) contracted effective period.

For 2019-2020, there are 14 designated College closure days out of the total noncontracted days for the fiscal year. These 14 days are subtracted from the total NC days to determine how many NC days the department should select—see calculation box below (3 for a 245-day contracted employee).

These remaining noncontract days must be indicated on the calendar to ensure both the employee and supervisor know when the employee is *not* scheduled to work.

It is especially important for academic-year employees to know their first workday back after their summer break.

Note: For classified employees working during the academic year only, who work less than 216 days, the fiscal/staff calendar will have weekdays in July and August marked as noncontract days. Classified employees who work during the academic year who work 216 days will have a return to work date sometime near the end of August.

Example 1 (1.0 FTE Employee)

For Classified Employees (For Department Use)	
Total Possible Work Days & Holidays	262
Less Contracted Days	245
=Total Non-contracted Days for Calendar	17
Less College Selected NC Days	14
= Dept Selected NC Days for Calendar	3

Staff calendars should be finalized prior to the employee's payroll authorization being prepared. The effective period should correspond with their first and last contracted work days on their calendar. This is very important for those employees who work less than the base number of days (i.e., those working the academic year only).

Example 2 (179 day Academic Year Employee)

For Classified Employees (For Department Use)	
Total Possible Work Days & Holidays	262
Less Contracted Days	179
=Total Non-contracted Days for Calendar	83
Less College selected NC Days	14
= Dept Selected NC Days for Calendar	69

Please see attached sample calendar for an example of a 179-day academic year classified employee's calendar.

Staff calendars must be completed with the classified employees, signed/acknowledged by the employee and supervisor, and a copy provided to employee. The original is kept within the department. A google doc version may substitute for a hard copy. *The intent of this process is that both employee and supervisor are aware of what NC days have been chosen and the department can provide documentation to Human Resources if requested.

If you need assistance in completing calendars, please contact Kelli Dunleavy in Human Resources at x4432.

For Management/Exempt & Confidential Employees (For Department Use)	
Total Possible Work Days & Holidays	262
Less Contracted Days	248
=Total Non-contracted Days for Calendar	14
Less College Selected NC Days	14
= Dept Selected NC Days for Calendar	0

PLEASE NOTE: For 1.0 FTE Management & Exempt, and Confidential employees, the number of college designated noncontract days match the total number of noncontract days for the year, therefore these employees will not have any department or employee selected noncontract days for 2019-2020. Employees in these groups with less than 248-day contract effective periods should use the calculation box in the fiscal/staff calendar to determine the number of noncontract days to enter on their calendar.

*Faculty are paid for instructional and inservice days only....all other days are noncontract days. Contracted faculty do not need to complete calendars, however, professional faculty may do so if they choose to assist their departments in planning.