

# **Shoreline Community College**

## **2014–15 Employee Recognition Plan — Implementation Principles**

*Modified Following Discussion at November 10, 2014, Executive Leadership Team  
Facilitated by Stephen Smith and Stuart Trippel*

### Classified Staff

1. One-time payment of \$200 to every classified staff member (full-time or part-time, non-hourly) to be added to gross earnings paid no later than the December 24, 2014, paycheck.
2. All employees who were in pay status for any portion of the period November 16–30 are eligible.

### Faculty

1. One-time increase of \$200 to the annual individual professional development allocation of \$450 per eligible annually contracted full-time faculty member (total \$650).
2. One-time individual professional development allocation of \$200 to each associate faculty member who teaches in any quarter during Academic Year 2014–15 (Summer 2014 through Spring 2015). Senior associate faculty receive the allocation in addition to their \$300 earmarked entitlement to pool funds.
3. The \$200 allocations are not transferrable among faculty members.
4. The professional development funds oversight committee will serve as the authority of whether activities and items fall within the scope of approved professional development. The committee should be consulted in advance as necessary.
5. Faculty members may direct the College to procure memberships, professional development activities, etc., on their behalf or may purchase approved items and activities and request to be reimbursed.
6. Tangible professional development items are purchased and owned by the College and will be marked as such. Tangible items must be returned upon separation from the College.
7. Combining personal funds with College funds to purchase tangible items is not allowed. Personal resources may be used to pay for intangible items in excess of the individual allocation (e.g., a \$250 society membership for an associate faculty member may be submitted for reimbursement to a maximum of \$200).
8. Technology purchases are discouraged; any technology purchases must be procured through Technology Support Services and must be among the types of technology currently supported by TSS. College acceptable use policies and state ethics law apply to technology items.
9. Funds must be spent within Fiscal Year 2015, ending June 30, 2015, and procurements made or receipts submitted within deadlines provided in the spring by the Financial Services Department.
10. Divisions will track use of the allocations and will provide reports to the Office of the Vice President for Academic and Student Affairs.

### Administrative Exempt Staff

1. One-time individual professional development allocation of \$200 to each administrative exempt staff member who was in pay status for any portion of the period November 16–30 is eligible.
2. Implementation is the same as that for associate faculty. The Financial Services Department will track use of funds for administrative exempt staff.