

SB 1520 SEC.12: RELATING TO
HIGHER EDUCATION EMPLOYEES
A report to the Oregon Legislature
December 2018

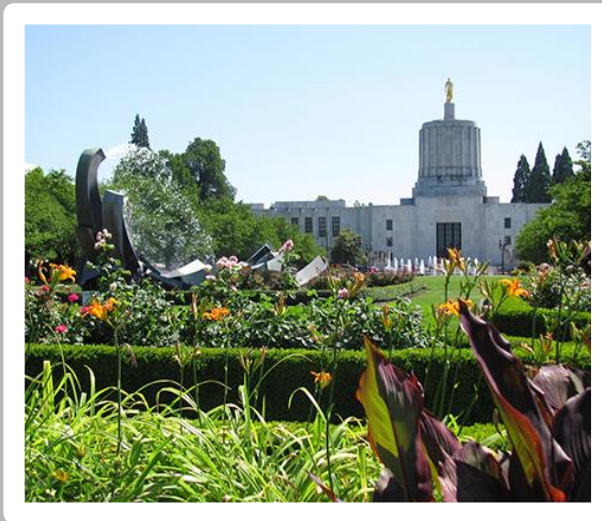


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OVERVIEW

House Bill 2152, signed into law in 2013 and subsequently embodied in ORS 350.360, directed The State Board of Education through the Oregon University System (OUS) and the Department of Community Colleges and Workforce Development (CCWD) to prepare annual reports regarding higher education employees at public universities and public community colleges. Since implementation of the bill, some functions of OUS and CCWD were integrated under the authority of the Higher Education Coordinating Commission (HECC). This report, therefore, addresses reporting requirements for both community colleges and public universities. Senate Bill 113, passed in 2015, directed the HECC to convene a workgroup to determine the most appropriate method for public universities and community colleges to report relevant employment data in a consistent and detailed manner that would not place an undue burden on the public universities and community colleges. Based on the recommendations of the workgroup, Senate Bill 1520 Sec. 12 amended ORS 350.360 in 2018. ORS 350.360, as amended, directs the HECC to conduct an annual review of employment at each public institution of higher education and to report the results of the annual review to the Legislative Assembly and the Governor. Following the statute and workgroup decisions, we present staff in three groups: administrators/managers, classified/professional non-teaching staff, and faculty.

Senate Bill 1520, Sec. 12 (2018) revises ORS 350.360 and specifies that the annual reviews must include the following information for each of the three employee groups and for both full-time and part-time employees:

- (a) The total number of employees in the employee group;
- (b) The total number of full-time equivalent positions (FTE) in the employee group;
- (c) The average number of employees supervised by a member of the employee group;**

This current (2018) language references the collection of the number of staff who are supervised, rather than the number of staff who supervise. This is a technical error that is intended to be rectified in the 2019 legislative session. As a result, this report will adhere to the spirit of this metric and report the number of employees who do the supervising rather than the employees who are supervised.

- (d) The average salary of a member of the employee group;
- (e) The ratio of students to employees in the employee group;
- (f) The ratio of instruction among faculty groups;
- (g) The number of employees in the employee group eligible for health care and other benefits.

As provided in ORS 350.360, as amended, each public institution of higher education provided the data required for the purposes of this report.

This report provides the employee groups shown above for Oregon's community colleges and public universities for the 2017-2018 academic year.

Table 1: University Employment Data, 2017-2018 academic year.

		EOU	OIT	OSU	PSU	UO	SOU	WOU	
Administrators/ Management	Full-time	N	27	22	268	92	353	94	28
		FTE	26.83	22.00	268.00	91.90	350.49	94.00	27.64
		N that supervise others (not incl. grad. assts./research students)	26	22	268	86	269	72	15
		N that supervise only grad. assts./research students	1	0	0	0	1	0	0
		Employee to Student ratio	0.0116	0.0068	0.0100	0.0047	0.0155	0.0296	0.0061
		Average salary	\$101,866	\$114,618	\$110,455	\$110,358	\$111,924	\$83,337	\$115,095
		N eligible for benefits	27	22	268	92	343	94	28
	Part-time	N	0	0	9	3	13	3	0
		FTE	N/A	N/A	5.2	1.94	7.98	1.12	N/A
		N that supervise others (not incl. grad. assts./research students)	N/A	N/A	9	3	8	0	N/A
		N that supervise only grad. assts./research students	N/A	N/A	0	0	0	0	N/A
		Employee to Student ratio	N/A	N/A	0.0002	0.0001	0.0004	0.0004	N/A
		Average salary	N/A	N/A	\$87,500	\$155,748	\$95,460	\$34,675	N/A
	Total	N	27	22	277	95	366	97	28
	Employees	FTE	26.83	22	273.2	93.84	258.47	95.12	27.64
Total Supervisors	N	27	22	277	89	278	72	15	

Classified/ Professional Non-teaching staff	Full-time	N	189	212	3612	1326	2,851	255	412
		FTE	184.08	212	3608.4	1325.61	2,797.09	255	405.11
		N that supervise others (not incl. grad. assts./research students)	27	34	635	247	415	4	0
		N that supervise only grad. assts./research students	0	0	25	4	17	0	73
		Employee to Student ratio	0.0795	0.0655	0.1343	0.0675	0.1236	0.0803	0.0898
		Average salary	\$44,387	\$50,176	\$41,968	\$54,901	\$54,640	\$45,403	\$48,960
		N eligible for benefits	189	209	3612	1326	2,767	255	412
	Part-time	N	35	47	1690	73	462	113	61
		FTE	11.12	15.3	745.1	44.91	259.97	42.7	4.29
		N that supervise others (not incl. grad. assts./research students)	0	0	38	1	17	2	0
		N that supervise only grad. assts./research students	0	0	4	0	1	0	0
		Employee to Student ratio	0.0048	0.0047	0.0277	0.0023	0.0115	0.0134	0.0010
		Average salary	\$43,688	\$18,629	\$40,736	\$54,160	\$49,706	\$19,347	\$49,906
	Total	N	224	259	5,302.00	1,399.00	3,313	368	473
	Employees	FTE	195.2	227.3	4,353.50	1,370.52	3,057.06	297.7	409.4
Total Supervisors	N	27	34	702	252	450	6	73	

Table 1: University Employment Data, 2017-2018 academic year, continued.

			EOU	OIT	OSU	PSU	UO	SOU	WOU
Faculty	Full-time	N	107	171	1301	837	1,140	147	223
		FTE	104	170.9	1300.2	836.25	1,088.56	147	222.9
		% of instruction	82.1%	74.1%	81.1%	57.4%	78.5%	76.9%	56.9%
		N that supervise others (not incl. grad. assts./research students)	0	23	305	80	159	27	19
		N that supervise only grad. assts. /research students	0	1	239	0	59	0	0
		Employee to Student ratio	0.0449	0.0528	0.0484	0.0426	0.0481	0.0463	0.0494
		Average salary	\$64,601	\$70,408	\$85,878	\$86,277	\$87,703	\$71,983	\$63,813
		N eligible for benefits	107	171	1301	833	1,113	147	223
	Part-time, half-time or more	N	0	11	117	262	98	22	48
		FTE	N/A	6.78	80.6	163.94	61.59	13.89	31.288
		% of instruction	N/A	13.5%	5.8%	16.0%	6.5%	10.3%	31.0%
		N that supervise others (not incl. grad. assts./research students)	N/A	0	9	7	6	1	0
		N that supervise only grad. assts. /research students	N/A	0	9	0	0	0	0
		Employee to Student ratio	N/A	0.0021	0.0030	0.0084	0.0027	0.0044	0.0069
		Average salary	N/A	\$41,237	\$52,299	\$75,279	\$98,257	\$68,513	\$52,412
		N eligible for benefits	N/A	11	117	132	69	18	0
	Part-time, less than half-time	N	71	128	275	650	275	91	107
		FTE	22.07	13.2	75.4	160.48	73.82	20.99	12.29
		% of instruction	17.9%	12.1%	5.0%	22.3%	6.0%	12.7%	12.2%
		N that supervise others (not incl. grad. assts./research students)	0	1	2	1	1	0	0
		N that supervise only grad. assts. /research students	0	0	1	0	2	0	0
		Employee to Student ratio	0.0095	0.0041	0.0028	0.0082	0.0033	0.0066	0.0027
		Average salary	\$40,528	\$5,456	\$42,003	\$59,225	\$49,819	\$30,350	\$45,377
		N eligible for benefits	32	0	275	3	35	0	0
	Graduate Assistants	N	8	1	1112	726	1,433	24	24
		FTE	2.15	0.1	473.7	252.57	629.49	24	4.61
		% of instruction	0.00%	0.00%	8.10%	4.30%	9.50%	0.00%	0.00%
		N that supervise	0	0	0	0	0	0	0
		Employee to Student ratio	0.0009	0.0000	0.0176	0.0129	0.0278	0.0076	0.0010
		Average salary	\$36,239	\$1,500	\$40,863	\$35,641	\$34,248	\$22,360	\$16,826
		N eligible for benefits	0	0	1112	0	1,433	0	0
	Total Employees	N	186	311	2,805.00	2,475.00	2,946	0	402
		FTE	128.22	190.98	1,929.90	1,413.24	1,853.46	205.88	271.09
Total Supervisors	N	0	25	565	88	277	28	19	
Grand Totals	Total Number of Employees	437	592	8,384	3,969	6,625	465	903	

Table 2: Community College Employment Data, 2017-2018 academic year.

			BMCC	COCC	Chem.	Clack.	Clatsop	CGCC
Administrators/ Management	Full-time	N	34	45	97	39	18	18
		FTE	34.00	45.00	97.00	39.00	18.00	18.00
		N that supervise others (not incl. grad. assts./research students)	34	40	87	39	18	18
		N that supervise only grad. assts./research students	0	0	0	0	0	0
		Employee to Student ratio	0.0554	0.0270	0.0092	0.0059	0.0404	0.0678
		Average salary	\$67,780	\$85,851	\$90,179	\$100,185	\$82,877	\$64,123
		N eligible for benefits	29	45	97	39	18	18
	Part-time	N	0	1	1	3	0	0
		FTE	N/A	0.75	0.8	0.53	N/A	N/A
		N that supervise others (not incl. grad. assts./research students)	N/A	1	1	3	N/A	N/A
		N that supervise only grad. assts./research students	N/A	0	0	0	N/A	N/A
		Employee to Student ratio	N/A	0.0004	0.0001	0.0001	N/A	N/A
		Average salary	N/A	\$56,736	\$80,237	\$49,544	N/A	N/A
	Total Employees	N	34	46	98	42	18	18
		FTE	34	45.75	97.8	39.53	18	18
	Total Supervisors	N	34	41	88	42	18	18

Classified/ Professional Non-teaching staff	Full-time	N	32	132	183	204	48	35
		FTE	32	131.8	183	189	48	35
		N that supervise others (not incl. grad. assts./research students)	0	13	0	0	0	3
		N that supervise only grad. assts./research students	0	0	0	0	0	0
		Employee to Student ratio	0.0521	0.0790	0.0174	0.0286	0.1077	0.1319
		Average salary	\$42,443	\$44,830	\$40,000	\$52,818	\$44,131	\$40,711
		N eligible for benefits	32	132	183	204	48	35
	Part-time	N	52	22	12	179	9	12
		FTE	52	14.6	7.115	51.88	4.5	5
		N that supervise others (not incl. grad. assts./research students)	0	0	0	0	0	0
		N that supervise only grad. assts./research students	0	0	0	0	0	0
		Employee to Student ratio	0.0847	0.0088	0.0007	0.0078	0.0101	0.0188
		Average salary	\$3,195	\$36,016	\$36,547	\$7,577	\$19,498	\$20,899
	Total Employees	N	84	154	195	383	57	47
		FTE	84	146.4	190.12	240.88	52.5	40
	Total Supervisors	N	0	13	0	0	0	3

Table 2: Community College Employment Data, 2017-2018 academic year, continued.

		BMCC	COCC	Chem.	Clack.	Clatsop	CGCC	
Faculty	Full-time	N	58	130	210	114	28	21
		FTE	58	130	210	114	28	21
		% of instruction	66.1%	60.0%	40.0%		41.0%	43.0%
		N that supervise others (not incl. grad. assts./research students)	0	19	0	16	0	0
		N that supervise only grad. assts./research students	0	0	0		0	0
		Employee to Student ratio	0.0944	0.0779	0.0200	0.0172	0.0628	0.0791
		Average salary	\$69,938	\$64,682	\$67,639	\$77,887	\$68,200	\$63,064
		N eligible for benefits	58	130	210	114	28	21
	Part-time, half-time or more	N	16	50	4	107	0	12
		FTE	9.99	30	2.3	93	N/A	4
		% of instruction	10.1%	16.0%	0.3%		N/A	24.0%
		N that supervise others (not incl. grad. assts./research students)	0	0	0	0	N/A	0
		N that supervise only grad. assts./research students	0	0	0		N/A	0
		Employee to Student ratio	0.0163	0.0180	0.0002	0.0141	N/A	0.0151
		Average salary	\$2,398	\$37,397	\$38,572	\$24,266	N/A	\$11,032
		N eligible for benefits	0	50	4	91	N/A	12
	Part-time, less than half-time	N	77	154	372	194	70	63
		FTE	21.36	53.9	148.8	46.94	23.33	21
		% of instruction	23.8%	24.0%	58.4%		59.0%	33.0%
		N that supervise others (not incl. grad. assts./research students)	0	0	0	0	0	0
		N that supervise only grad. assts./research students	0	0	0		0	0
		Employee to Student ratio	0.0348	0.0323	0.0142	0.0071	0.0524	0.0791
		Average salary	\$991	\$23,375	\$21,075	\$8,733	\$10,344	\$32,039
		N eligible for benefits	0	0	5	0	0	63
	Graduate Assistants	N	0	0	0	0	0	0
		FTE	N/A	N/A	N/A	N/A	N/A	N/A
		% of instruction	N/A	N/A	N/A	N/A	N/A	N/A
		N that supervise	N/A	N/A	N/A	N/A	N/A	N/A
		Employee to Student ratio	N/A	N/A	N/A	N/A	N/A	N/A
		Average salary	N/A	N/A	N/A	N/A	N/A	N/A
		N eligible for benefits	N/A	N/A	N/A	N/A	N/A	N/A
	Total Employees	N	151	334	586	415	98	96
FTE		89.35	213.9	361.1	253.94	0.33	46	
Total Supervisors	N	0	19	0	16	0	0	
Grand Totals	Total Number of Employees	269	534	879	840	173	161	

Table 2: Community College Employment Data, 2017-2018 academic year, continued.

		KCC	Lane	LBCC	MHCC	OCCC	PCC	
Administrators/ Management	Full-time	N	14	72	42	39	10	200
		FTE	14.00	72.00	42.00	39.00	10.00	200.00
		N that supervise others (not incl. grad. assts./research students)	13	72	42	39	8	178
		N that supervise only grad. assts./research students	0	0	0	0	0	0
		Employee to Student ratio	0.0074	0.0252	0.0225	0.0157	0.0586	0.0241
		Average salary	\$93,767	\$90,683	\$92,461	\$99,560	\$78,785	\$95,824
		N eligible for benefits	14	72	42	39	10	200
	Part-time	N	1	0	0	0	0	4
		FTE	0.5	N/A	N/A	N/A	N/A	3.2
		N that supervise others (not incl. grad. assts./research students)	0	N/A	N/A	N/A	N/A	3
		N that supervise only grad. assts./research students	0	N/A	N/A	N/A	N/A	0
		Employee to Student ratio	0.0003	N/A	N/A	N/A	N/A	0.0004
		Average salary	\$73,440	N/A	N/A	N/A	N/A	\$85,435
	Total Employees	N	15	72	42	39	10	204
		FTE	14.5	72	42	39	10	203.2
Total Supervisors	N	13	72	42	39	8	181	

Classified/ Professional Non-teaching staff	Full-time	N	66	300	220	183	17	926
		FTE	66	300	209.69	183	17	926
		N that supervise others (not incl. grad. assts./research students)	9	0	0	0	2	0
		N that supervise only grad. assts./research students	0	0	0	0	0	0
		Employee to Student ratio	0.0350	0.1049	0.1125	0.0739	0.0997	0.1115
		Average salary	\$42,404	\$49,760	\$48,282	\$57,323	\$39,183	\$52,228
		N eligible for benefits	66	300	220	183	17	926
	Part-time	N	65	37	183	474	4	153
		FTE	20.5	28.56	38.179	75	2.72	99.4
		N that supervise others (not incl. grad. assts./research students)	0	0	0	0	0	0
		N that supervise only grad. assts./research students	0	0	0	0	0	0
		Employee to Student ratio	0.0109	0.0100	0.0205	0.0303	0.0159	0.0120
		Average salary	\$30,672	\$31,355	\$9,168	\$3,193	\$21,565	\$45,176
	Total Employees	N	131	337	403	657	21	1,079
		FTE	86.5	328.56	247.87	258	19.72	1,025.4
Total Supervisors	N	9	0	0	0	2	0	

Table 2: Community College Employment Data, 2017-2018 academic year, continued.

		KCC	Lane	LBCC	MHCC	OCCC	PCC	
Faculty	Full-time	N	32	198	138	149	12	435
		FTE	32	193.26	136.97	149	12	435
		% of instruction	53.0%	57.0%	55.6%	65.4%	37.0%	43.0%
		N that supervise others (not incl. grad. assts./research students)	0	0	0	0	0	0
		N that supervise only grad. assts. /research students	0	0	0	0	0	0
		Employee to Student ratio	0.0170	0.0676	0.0735	0.0601	0.0703	0.0524
		Average salary	\$58,703	\$77,256	\$76,992	\$55,114	\$47,684	\$72,877
		N eligible for benefits	32	198	138	149	12	435
	Part-time, half-time or more	N	15	0	242	0	0	594
		FTE	13.2	N/A	47.95	0	0	441.7
		% of instruction	18.0%	N/A	21.3%	0.0%	0.0%	43.0%
		N that supervise others (not incl. grad. assts./research students)	0	N/A	0	0	0	0
		N that supervise only grad. assts. /research students	0	N/A	0	0	0	0
		Employee to Student ratio	0.0070	N/A	0.0257	0.0000		0.0532
		Average salary	\$39,055	N/A	\$9,780			
		N eligible for benefits	12	N/A	0	0		435
	Part-time, less than half-time	N	56	276	74	433	43	510
		FTE	13	129.88	45.98	119.68	10.75	142.2
		% of instruction	29.0%	43.0%	23.0%	34.6%	63.0%	14.0%
		N that supervise others (not incl. grad. assts./research students)	0	0	0	0	0	0
		N that supervise only grad. assts. /research students	0	0	na	0	0	0
		Employee to Student ratio	0.0069	0.0454	0.0247	0.0483	0.0630	0.0171
		Average salary	\$47,797	\$34,420	\$9,780	\$8,022	\$11,104	
		N eligible for benefits	28	276	0	0	0	109
	Graduate Assistants	N	0	0	0	0	0	0
		FTE	N/A	N/A	N/A	N/A	N/A	N/A
		% of instruction	N/A	N/A	N/A	N/A	N/A	N/A
		N that supervise	N/A	N/A	N/A	N/A	N/A	N/A
		Employee to Student ratio	N/A	N/A	N/A	N/A	N/A	N/A
		Average salary	N/A	N/A	N/A	N/A	N/A	N/A
		N eligible for benefits	N/A	N/A	N/A	N/A	N/A	N/A
	Total Employees	N	103	474	454	582	55	1,539
FTE		58.2	323.14	230.9	268.68	22.75	1,018.90	
Total Supervisors	N	0	0	0	0	0	0	
Grand Totals	Total Number of Employees	249	883	899	1,278	86	2,822	

Table 2: Community College Employment Data, 2017-2018 academic year, continued.

		RCC	SOCC	TBCC	TVCC	UCC	
Administrators/ Management	Full-time	N	37	33	11	5	32
		FTE	37.00	33.00	11.00	5.00	32.00
		N that supervise others (not incl. grad. assts./research students)	37	28	9	4	25
		N that supervise only grad. assts. /research students	0	0	0	0	0
		Employee to Student ratio	0.0083	0.0389	0.0755	0.0023	0.0357
		Average salary	\$81,227	\$67,886	\$77,846	\$105,000	\$77,279
	N eligible for benefits	37	33	11	5	32	
	Part-time	N	0	0	0	0	2
		FTE	N/A	N/A	N/A	N/A	1
		N that supervise others (not incl. grad. assts./research students)	N/A	N/A	N/A	N/A	1
		N that supervise only grad. assts. /research students	N/A	N/A	N/A	N/A	0
		Employee to Student ratio	N/A	N/A	N/A	N/A	0.0011
		Average salary	N/A	N/A	N/A	N/A	\$35,862
	N eligible for benefits	N/A	N/A	N/A	N/A	2	
	Total Employees	N	37	33	11	5	34
FTE		37	33	11	5	33	
Total Supervisors	N	37	28	9	4	26	

Classified/ Professional Non-teaching staff	Full-time	N	176	111	16	139	96
		FTE	174.55	111	16	139	96
		N that supervise others (not incl. grad. assts./research students)	0	3	0	26	1
		N that supervise only grad. assts. /research students	0	0	0	0	0
		Employee to Student ratio	0.0391	0.1307	0.1098	0.0638	0.1072
		Average salary	\$41,453	\$42,628	\$40,278	\$42,229	\$37,459
	N eligible for benefits	176	111	16	139	96	
	Part-time	N	28	31	7	60	65
		FTE	15.1	16.98	3.05	60	32.5
		N that supervise others (not incl. grad. assts./research students)	0	0	0	0	0
		N that supervise only grad. assts. /research students	0	0	0	0	0
		Employee to Student ratio	0.0034	0.0200	0.0209	0.0276	0.0363
		Average salary	\$1,591	\$18,313	\$15,387	\$7,645	\$27,410
	N eligible for benefits	23	31	4	0	0	
	Total Employees	N	204	142	23	199	161
FTE		189.65	127.98	19.05	199	128.5	
Total Supervisors	N	0	3	0	26	1	

Table 2: Community College Employment Data, 2017-2018 academic year, continued.

		RCC	SOCC	TBCC	TVCC	UCC	
Faculty	Full-time	N	68	54	6	50	59
		FTE	68	54	6	50	59
		% of instruction	No Report	46.2%	20.0%	59.0%	47.0%
		N that supervise others (not incl. grad. assts./research students)	0	1	0	8	7
		N that supervise only grad. assts./research students	0	0	0	0	0
		Employee to Student ratio	0.0152	0.0636	0.0412	0.0230	0.0659
		Average salary	\$78,622	\$57,170	\$70,619	\$64,184	\$60,455
		N eligible for benefits	68	54	6	50	59
	Part-time, half-time or more	N	130	0	0	0	214
		FTE	85.85	N/A	N/A	N/A	107
		% of instruction	No Report	N/A	N/A	N/A	53.0%
		N that supervise others (not incl. grad. assts./research students)	0	N/A	N/A	N/A	0
		N that supervise only grad. assts./research students	0	N/A	N/A	N/A	0
		Employee to Student ratio	0.0192	N/A	N/A	N/A	0.1195
		Average salary	\$23,369	N/A	N/A	N/A	\$10,274
		N eligible for benefits	76	N/A	N/A	N/A	214
	Part-time, less than half-time	N	387	119	37	113	0
		FTE	62.27	13.36	12.33	113	N/A
		% of instruction	No Report	53.8%	80.0%	41.0%	N/A
		N that supervise others (not incl. grad. assts./research students)	0	0	0	0	N/A
		N that supervise only grad. assts./research students	0	0	0	0	N/A
		Employee to Student ratio	0.0140	0.0157	0.0846	0.0519	N/A
		Average salary	\$5,694	\$6,008	\$1,899	\$2,528	N/A
		N eligible for benefits	25	119	0	0	N/A
	Graduate Assistants	N	0	0	0	0	0
		FTE	N/A	N/A	N/A	N/A	N/A
		% of instruction	N/A	N/A	N/A	N/A	N/A
		N that supervise	N/A	N/A	N/A	N/A	N/A
		Employee to Student ratio	N/A	N/A	N/A	N/A	N/A
		Average salary	N/A	N/A	N/A	N/A	N/A
		N eligible for benefits	N/A	N/A	N/A	N/A	N/A
	Total Employees	N	585	173	43	163	273
		FTE	216.12	67.35	18.33	163	166
Total Supervisors	N	0	1	0	8	7	
Grand Totals	Total Number of Employees	826	348	77	367	468	

Table Footnotes

1. Clackamas Community College did not report data on percentage of instruction.
2. Rogue Community College (RCC) provided no report related to the percentage of instruction. RCC Employee data is housed with ADP, and RCC student data is housed in the RogueNet system. They reported that, at this time, they have no data to indicate whether specific classes, by Student FTE, are taught by Part-Time vs. Full-Time Faculty.
3. Umpqua Community College (UCC) reported that 17% of instruction was provided by the Full-Time Administrator and Full-Time or Part-Time Classified Staff groups. For the purpose of calculating percentage of instruction, they are counted as Part-Time Faculty.

APPENDIX

Definitions

The employee groups and the data collected for each are based on the recommendations of the workgroups convened by HECC in response to Senate Bill 113, Section 1 (2015). Detailed discussion can be found in the HECC report, *Senate Bill 113 Final Report: Employment Data Collection and Reporting for Universities and Community Colleges in Oregon, December 2016*.

The HECC provided the following definitions and guidance to the reporting institutions. The HECC accepted local decisions as warranted recognizing that each institution is unique.

1. Total Employees is the total number of employees in each employee group.
2. Distribution of employees into the three categories is based on Standard Occupational Classification (SOC) codes promulgated by the federal Bureau of Labor Statistics. The SOC system is a federal statistical standard used by federal agencies to classify workers in occupational categories for the purpose of collecting, calculating, or disseminating data. Occupations in the SOC with similar job duties, and in some cases skills, education, and/or training are grouped together. Given that employees may cross categories throughout the year, it is recommended that institutions use the employee's "primary job" when placing employees in a category. The HECC provided examples as guidance, but the final distribution of employees into categories remained a local decision.
3. For the purposes of SB 1520 (2018) reporting, the HECC defined a "supervisor" as a member of an employee group who has supervisory responsibility over another member of an employee group. In general, a "supervisor" is a person who makes hiring/firing/disciplinary decisions.
4. "N that supervise" is the number of employees in each group that supervise other employees.
5. The definition of "full time equivalency" (FTE), whether referring to students or employees remained a local decision.
6. For the purpose of this report, full-time is defined as 0.9 FTE. Part-time is split between less than 0.5 FTE and greater than or equal to 0.5 FTE because some institutions provide benefits for part-time employees classified as at least 0.5 FTE.
7. Employee to Student ratio is Employee FTE divided by the Student FTE.
8. Percentage of instruction by faculty group is the proportion of the total instruction delivered by institutional employees among the faculty groups. The total of all groups should equal 100%.
9. Average salary is the weighted average salary for each employee group normalized for an annual, full-time appointment.
10. The number of employees eligible for benefits is the number of employees in each group that are eligible for any/all benefits.

