



**Letter of Agreement
between
Bellevue College
and
Bellevue College Association of Higher Education**

The purpose of this Letter of Agreement between Bellevue College (the "College") and the Bellevue College Association of Higher Education (the "Association") is to document the agreement regarding reporting of hours associated with lump-sum compensation ("stipends").

A Dean (or designee) may assign BC faculty to perform non-instructional faculty work where the compensation is a lump sum stipend, rather than based on hours worked. These types of assignments may include curriculum development, professional development workshops, and others. When processing payroll payments, the College is required to associate a number of hours to the compensation, mainly for reporting purposes (e.g. service credit to DRS, hours worked to ESD, etc.). It was a long-time practice in the Legacy payroll system to approximate the number of hours through dividing the lump sum amount by \$50.

Lump sum dollar amount ÷ \$50 = number of hours

It is now understood that the selection of \$50 was likely arbitrary.

Therefore, it is now agreed that estimating hours on lump sum stipends for non-instructional faculty work is through dividing the lump sum amount by Assistant Adjunct Category A rate, the result of which is rounded to nearest whole number.

Lump sum dollar amount ÷ Assistant Adjunct Category A rate = number of hours

Example: \$1500 ÷ \$36.89 = 40.661426 = 41 hours

\$900 ÷ \$36.89 = 24.396856 = 24 hours

This method is to be utilized whether the stipend is processed through faculty contract or payroll additional payment.

This agreement is limited to the estimation of hours for payroll reporting purposes. It does not include whether or not workload FTEF would be assigned.

Sue Nightingale
President, BCAHE

02/23/2023

Date

Frances Dujon-Reynolds
VP of Human Resources, BC

2/23/2023

Date