# 5200 Compensation

The College administers compensation in a manner designed to attract and retain qualified employees. It is the College's intent to allocate funds for wages and salaries in a fair and equitable manner based on evaluation of position responsibilities.

**I. Salary and Wage Scale**

Each band in the classification system is structured to provide a minimum rate and a maximum rate of pay. The maximum rate in a band is the highest rate that shall be paid to staff in that band. The maximum rate in a band is typically the highest rate that is paid to staff in that band. Market premiums may be assigned to certain roles based upon exceptional labor market conditions. Cost of living adjustments may move an employee's rate of pay outside of the band if they were at the maximum of the band prior to the adjustment.

**II. Procedure**

In accordance with the job classification model, positions have been classified into decision bands with salary ranges for each band. There is a pay scale for all bands, and these bands shall be periodically reviewed and may be revised in order to remain competitive with the pay practices of local employers and comparable colleges. Actual adjustment amounts shall be based on availability of funds.

**III. Starting Pay at Initial Employment for Staff**

A. Regular Staff

Regular staff are typically hired through a formal search process. Upon initial employment, staff shall typically be paid between the minimum and 95% of the midpoint of the range. Any starting salary higher than this must be approved by the College President. The decision for starting salary shall be based on the qualifications that the individual brings to the position. The salary recommendation originates with the Human Resources Director and is forwarded to the Vice President for Administrative Services and Finance and the area Vice President. The College President must approve the starting salary before an offer is made. The rationale for starting wages at less than midpoint is an attempt to recognize longevity for existing staff.

Please refer to policy 5310 "Employment Structure" for definitions of interim and temporary employees.

B. Interim Employees

The starting salary shall typically be paid between minimum and 95% of the midpoint of the range for the position. The salary recommendation originates with the Human Resources Director and is forwarded to the Vice President for Administrative Services and Finance and the area Vice President. The College President must approve the starting salary before an offer is made.

C. Temporary Employees

Each fiscal year, an hourly rate shall be determined for all temporary positions. The rate shall typically be at the midpoint of the lowest level of the band. When a temporary role is not equivalent to another active position, the Human Resources Director shall determine the band based on the duties of the assignment. The rationale for starting wages at this level is because temporary hires typically do not receive benefits. Many of these hires are hired on an as-needed basis and are hard to recruit.

D. Promotions, Demotions, and Transfers

A promotion occurs when a staff member is moved to a position in a higher band through a reclassification or an

internal search. Staff going from one band to a higher band through the search process shall receive an increase adjustment of a minimum of 3% per band or shall be paid according to the practices as defined under the section "Starting Pay at Initial Employment," whichever is greater.

A demotion occurs when an individual is moved to a position at a lower band. Demotions may be due to an ineffective person/position fit or due to necessity of organizational change. The pay for a demotion shall follow the same practices as defined under the section "Starting Pay at Initial Employment." Any exception to this must be approved by the College President.

A transfer occurs when an individual is moved to a position in the same salary band as the one vacated. In this case, no salary adjustment shall be made.

**IV. Salary and Wage Increases**

When available and approved by the Board of Trustees, annual increase in wages and salary shall typically go into effect following this schedule:

- Operational- and Auxiliary-funded Positions (not including academic-year positions): July 1
- Academic-year positions: Employee's first working day of the new fiscal year
- Grant-funded positions: At the beginning of the grant's fiscal year

There are four scenarios in which staff may see pay increases:

1. There is a change in classification to the position through a promotion
2. The entire classification structure is moved to reflect a cost of living adjustment (COLA)
3. New monies are put into the salary structure
4. Market premiums assigned to certain roles based upon exceptional labor market conditions

**V. Break-in-Service**

Employees who leave the employ of the College and return within six months to the same position shall be restored at the same rate of pay (see policy 5550 "Break-in-Service").

**VI. Project Pay**

A. Exempt Employees

The general policy for employees who are exempt from overtime is that the employee is required to put in all necessary hours within the department to complete assignments. Completion of some additional duties is considered as a positive factor in connection with evaluation but typically shall not result in additional pay.

In limited circumstances, an exempt employee may be considered for project pay if the following criteria are met:

- The duties are clearly outside the exempt employee's essential functions;
- The exempt employee is qualified to perform such duties;
- The exempt employee undertakes substantial additional duties or responsibilities that are estimated to require, on average, the performance of at least 20% additional time above their regularly scheduled work time on a sustained basis;
- The exempt employee continues to perform all existing duties and such existing duties are not assigned to others;

and

- The additional duties may continue for no more than one year, unless an exception is made by the College President.

Project pay may be considered on a case-by-case basis as approved by the supervisor, area Vice President, Vice President for Administrative Services and Finance, and the College President.

B. Non-Exempt Employees
The general policy for non-exempt employees is that additional duties for pay should not be authorized if this shall result in the consistent accumulation of overtime (see policy 5240 "Overtime"). Any exceptions to this rule must be approved by the Vice President for Administrative Services and Finance and the area Vice President in consultation with the Finance Director.

**VII. Adjunct Pay**

The College understands that the College sometimes has difficulty hiring adjunct faculty and therefore must utilize our internal resources. Every effort shall be made to hire College employees only for courses taught outside their regular work schedule.

A. Non-Exempt Employees
The general policy for full-time non-exempt employees is that teaching assignments shall not be received if this shall result in the accumulation of overtime. Any exceptions to this rule must be approved by the Vice President for Administrative Services and Finance and the area Vice President in consultation with the Finance Director.

B. Exempt Employees
With Vice President and supervisor approval and a written plan for how to make up the work, qualified administrative and professional staff may teach one course each semester during their normal work hours.

*Staff Salary Schedule*

*Revised & Adopted 04/14/2009*
*Revised & Adopted 03/11/2013*
*Revised & Adopted 04/09/2018*
*Revised & Adopted 07/09/2018*
*Revised & Adopted 09/09/2019*
*Revised & Adopted 11/09/2020*