

Procedure IV.4001.A.a, Administrator and Staff Salaries

Associated Policy

Policy IV.4001.A, Compensation

Procedure

The College has established a compensation program for each employee classification. The Chancellor, with the assistance of the Vice Chancellor of Human Resources, maintains Board approved salary or rate schedules competitive with similar institutions statewide. All full-time positions at the College are assigned to a salary grade with a salary range indicating a minimum and maximum salary. The salary range associated with a grade are reviewed and adjusted as appropriate to reflect target markets identified by the College.

The rate of pay of all employees, whether salaried or paid an hourly rate, must be approved by the Board of Trustees. Employees paid in whole or in part from grants or other soft money will be paid based on the Board approved salary or rate schedule rate of pay as employees paid from other sources performing similar services.

Future raises and increases in salary are solely determined by actions approved by the Board of Trustees.

Initial Salary Placement (new or rehired employees)

A hiring leader will select a finalist candidate from a job posting for a specific position. The Compensation team in Human Resources will evaluate the candidate's education and experience relative to the requirements of the position and recommend an appropriate salary offer in conjunction with the hiring leader, reflecting both external market equity and consideration of internal equity of current incumbents. Consideration of a salary will require the approval of the respective leader. **Only Human Resources is authorized to make a salary offer to a candidate.**

Promotions

An employee who applies for and receives an offer for a position that has a higher salary grade than the individual's current salary grade may receive the same consideration for salary placement as a new employee. The scope and responsibilities of the new position, and internal equity with current incumbents, will be taken into account when making the corresponding salary adjustment for promotions. The Compensation team will use the same guidelines for determining the appropriate salary in a promotion as they would for a new hire. In the event the employee's current salary exceeds the maximum of the new grade, there may be no increase in pay.

Demotions

An employee who applies for and is offered a position that has a lower salary grade than their current position or voluntarily transfers to a position with a lower salary grade may receive a decrease in salary and placement in the new salary range. The Compensation team will use internal equity to calculate the salary in the new position.

Lateral Transfers

Employees who apply for and receive a position with the same salary grade as their current position (a lateral move) will retain their current salary regardless of the new position title.

Definitions

Demotion: The movement of an employee from one salary grade to a lower salary grade as a result in change in positions. A demotion may result in a decrease in compensation.

External Market Equity: The review of external market equity is an assessment that attempts to align College salaries with the external market compensation for the same duties. External market equity is used as a retention tool, as well as a means to ensure competitiveness in pay practices. External market equity is not used solely to match market pay, but rather provides guidance on when it is most appropriate to lag, match, or lead the market based on budget, availability of skill, and mission critical jobs.

Internal Equity: Internal equity is an assessment that attempts to identify and address inequities in compensation between employees who are considered similarly situated and are performing similarly. Internal equity does not attempt to make pay exactly the same for employees simply because they are in the same job title, but rather considers the similarities and dissimilarities in experience, skills, abilities and record of job performance, and aligns the pay fairly and equitably based on those factors.

Lateral Transfer: The movement of an employee from one position to another with the same salary grade and salary range. There is no change in compensation associated with a lateral transfer.

Promotion: The movement of an employee from one salary grade to a higher salary grade as a result of change in positions, usually involving higher levels of responsibility and qualifications.

Salary Grade: A salary grade is a predetermined compensation level for a given set of positions within an organization reflecting a similar level of impact, responsibilities, knowledge, skills, decision-making, problem-solving abilities, and experience.

Salary Range: A salary range is the span between the minimum and maximum base salary an organization will pay for a specific set of positions.

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Associated Policy	Policy IV.4001.A, Compensation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources
