

Policy IV.4001.A, Compensation

Purpose

The Board of Trustees, as the policy making body of San Jacinto College, sets forth the principles for employee compensation. The College values equitable and market competitive salaries for all employees in order to attract and retain a qualified workforce and to make efficient use of public funds for compensation administration. Procedures related to this policy will be overseen by the Human Resources Department. All transactions must remain in compliance with personnel procedures and applicable federal or state law.

Policy

San Jacinto College will develop and maintain a fair and competitive salary structure, provide compensation consistent with appropriate job markets for similar skills, responsibilities, educational qualifications, and working conditions, while maintaining internal equity with existing jobs. The College will accommodate new jobs and changes in existing jobs, as well as adjust to changes in economic conditions and the job market. The Human Resources Department is responsible for keeping current with regulatory changes and for modifying procedures and practices as necessary to comply with those changes.

The Chancellor has the authority to approve appointments or placements of qualified employees to appropriate salary levels and may revise the compensation procedures when needed to support the College's operational goals and strategic priorities.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

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

Procedure IV.4001.A.b, Faculty Salaries

Procedure IV.4001.A.c, Faculty Formula Pay

Procedure IV.4001.A.d, Extra Service Agreements

Procedure IV.4001.A.e, Stipends

Procedure IV.4001.A.f, Market Premiums

Procedure IV.4001.A.g, Non-Exempt Employees and Overtime

Procedure IV.4001.A.h, Exempt Employees

Procedure IV.4001.A.i, Merit Salary Increases

Procedure IV.4001.A.j, Reclassification and Reorganization

Procedure IV.4001.A.k, Work during Emergencies and Weather-Related Events

Procedure IV.4001.A.l, Compensation during an Unscheduled College Closure

Date of Board Approval	December 3, 2018
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Effective Date	December 4, 2018
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Primary Owner	Vice Chancellor, Human Resources
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Secondary Owner	Vice President, Human Resources
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