The Board authorizes the President to implement a compensation plan that will provide for the equitable administration of the College’s pay practices taking into consideration internal equity and external competitiveness. A Staff Classification/Compensation Study was conducted in 2010 by the Mercer Group, Inc. and was adopted by the Board of Trustees as the college’s salary plan.

**Determination of Classification**

- Every staff employee position is classified into one of twenty-one position groupings that were determined through the classification/compensation study.

- Any new position description or significantly changed position must have a Position Questionnaire completed by the supervisor and approved by the Vice President of that unit. The President’s Executive Leadership Team in collaboration with the Human Resources Director will determine when a current position’s scope has been significantly changed or a title has changed, thus requiring the questionnaire to be completed.

- The unit Vice President sends the approved Position Questionnaire to the Classification Committee for consideration and review.
  - The Classification Committee is composed of the Human Resources Director (standing member); Payroll & Benefits Specialist (standing member); two Vice Presidents (the Vice President of Administrative Services is a standing member unless the position being classified comes from his or her Unit) and the second VP must be an unbiased evaluator representing a different Unit than the position being classified; and one Dean, Department Chair or Director who is an unbiased evaluator representing a different Unit than the position being classified.

- The Classification Committee reviews the Position Questionnaire (written completion of sections 1-6 and excluding 3-B) and then interviews the supervisor and unit VP.

- The Classification Committee factors the position using the Factor Evaluation System and places it into the appropriate pay group and makes the pay group recommendation to the President

**Salary Compensation**

- Staff positions are grouped into pay grades as indicated by the total scores obtained through the FES.

- The pay plan consists of twenty one (21) pay grades with a 7% spread between grades.

- Each grade consists of a minimum, midpoint and maximum salary range.

- The salary for internal or external candidates, who apply for and are offered a position that was advertised externally, will be at the minimum up to the mid-point of the salary range assigned to the position.
• Employees promoted to a higher classification grade as a result of an internal job search will receive the minimum rate of pay for the new classification or an increase of 7%, whichever is higher.

• A lateral transfer will result in no salary adjustment or reclassification.

• The College may make annual adjustments to the salary plan based on analysis, legislative increases or any other budgetary conditions.

**Exception**

• The President in consultation with the Executive Leadership Team reserves the right to appoint an employee to a position based on the strategic needs of the college. The appointee will receive the minimum of pay for the new classification or an increase of 7%, whichever is higher.

• The President in consultation with the Executive Leadership Team may adjust the salary UP to 5%, in the rare instance, when a position is viewed as a promotion or is considered a hard-to-fill position based on strategic needs of the College, but does not factor at a higher pay grade.

• The President in consultation with the Executive Leadership Team, reserves the right to adjust the salaries of market impact positions based on the strategic needs of the College.