

## SALARY AND CLASSIFICATION DETERMINATION

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*Related Board of Trustees Policy: BP 2.26*

*OPR: Vice President for Administration*

*Approval: October 2011*

*Revision: June 6, 2017*

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### **SALARY AND CLASSIFICATION PROCEDURE**

The Board authorizes the President to implement a compensation plan that will provide for the equitable salary classification of the College's employees, taking into consideration both internal equity and external competitiveness. The current plan is based on the 2010 Mercer Group, Inc. study, which was then adopted by the Board of Trustees.

#### **Determination of Classification**

- Every staff employee position is classified into one of twenty-one position groupings that were determined through the classification/compensation study.
- New positions require the completion of a Position Questionnaire (developed during the Mercer Study) that is approved by the applicable Vice President. When an existing position description is modified, Vice Presidents, in consultation with Human Resources, will determine whether a new Position Questionnaire is warranted.
- The ELT will determine whether the new/revised position can be readily classified into one of the twenty-one position groupings. When the position's appropriate classification requires further consideration, Human Resources will convene a Classification Committee.
  - The Classification Committee members will consist of five members, including the Director of Human Resources, a Payroll & Benefits Specialist, and the applicable Vice President.
  - The committee will utilize the Mercer Study's Factor Evaluation System (FES) using information from the Position Questionnaire.
  - The committee's classification recommendation will be reviewed by Human Resources then forwarded to the ELT for approval.

#### **Salary Compensation Plan**

- Staff positions are grouped into twenty-one pay grades based upon the FES score rubric.
- The minimum, midpoint, and maximum salary for each progressive grade increases by approximately 7%, respectively.

- The ELT may approve adjustments to salary ranges annually, based upon market analysis, legislative action, or other budgetary considerations.

#### Salary Determination

- The ELT will determine whether an internal or external search is to be used to fill a position. In cases of significant strategic need, the President, in consultation with the ELT, may make a direct appointment to the position.
- Prior to advertisement of the position, the ELT will approve a salary range to be posted, having a minimum of no less than the minimum for the position pay grade. The maximum of the range will be determined by market and budgetary conditions.
- Upon a selection of a candidate for a position, the applicable Vice President will proffer a salary amount to the candidate, based on qualifications and experience, within the range approved by the ELT. In exceptional circumstances, the Vice President may seek prior approval from the ELT to increase the salary range maximum to facilitate the successful hire of a uniquely qualified candidate.

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