

Related Board of Trustees Policy: BP 2.26

OPR: Vice President for Administration

Approved: September 9, 2025

Previous Editions: October 2011, June 6, 2017

SALARY CLASSIFICATION

The Board authorizes the President to implement a compensation plan that provides for the equitable salary classification of the College's employees, taking into consideration both internal equity and external competitiveness. The College uses a classification system that is based on a Mercer Group Inc. study conducted in 2010.

Classification Determination

- Each staff employee position is classified into one of the position groupings ("Mercer Level") delineated in the Mercer classification and compensation study. The Executive Leadership Team (ELT) periodically reviews these groupings and makes adjustments, as required, when one or more job descriptions are modified or created.
- When an employee position is created or revised, the accompanying job description is generated by the applicable Vice President (VP), in consultation with Human Resources, and will include a Mercer Level recommendation. The ELT will approve the new or modified job description and salary classification.

Salary Ranges for New Hires and Promotions

- Internal Control Procedure (ICP) 2.26.1.1 *Starting Salary Scales* provides recommended minimum and maximum hiring salaries for each Mercer Level. The ELT periodically reviews and updates the ICP in response to changes in market conditions, available employee pools, and to ensure an equitable salary distribution across all College employees. At its discretion, the ELT may deviate from these recommendations on a case-by-case basis.

Salary Adjustments

- The ELT periodically reviews individual employee salaries and may approve adjustments to individual salary to account for market analysis, competing employers, legislative action, or other budgetary considerations.
- The ELT will provide across-the-board salary increases and increase salary minimums as required by legislative action or State Board of Community Colleges (SBCC) policy. The ELT may approve additional salary increases based on budget availability, subject to any legislative or SBCC policy limitations.

Grant-Funded Salaries

In addition to College policies and procedures, grant-funded employees are also subject to the salary limitations or mandates of the grant funding source. Grant-funded salary requirements supersede those of the College and therefore there can be no grant-funded employee expectation of receiving salary adjustments or increases that are provided to other employees.