

# PROCEDURE MANUAL

## PROCEDURE 415.1



## ARIZONA WESTERN COLLEGE

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**Section:** Personnel

**Subject:** Salary Administration for Employees


### PURPOSE

Salary administration procedures are to ensure appropriate and equitable salaries for all employees. Salary schedules have been established for all employee groups.

### PROCEDURE

1. The President of the College establishes the basis for salaries subject to final approval by the District Governing Board. The following has been developed to provide guidelines for administration of salaries.
2. Faculty
  - 2.1 Faculty Salary Schedules
    - 2.1.1 The Full-Time Faculty Salary Schedule starts at the bachelor level and continues through the doctorate. The current faculty salary schedule is on file in the Human Resources Department and is available from the website. It remains in effect until changed by the District Governing Board.
    - 2.1.2 Part-time faculty (Adjunct) are paid according to the Adjunct Faculty salary schedule
  - 2.2 New Hires
    - 2.2.1 New hires are allowed an increase to the base of 1% for each year of directly related teaching experience (for academic areas) and/or 1% for each year of directly related occupational experience (for vocational areas). The total experience factor may not exceed 6%.
    - 2.2.2 Part-time faculty (Adjunct) will be paid according to the Adjunct salary schedule, per equated load hour and must meet the minimum requirements.
    - 2.2.3 Faculty/Coaches; Faculty that also coach an athletic program for the College will be paid a 9-month salary plus 20% of the Masters rate. The salary is for 10 months work and the faculty/coach will teach a minimum of 7.5 credit hours per semester.
3. Professional/Administrative and Classified
  - 3.1 Professional/Administrative and Classified Salary Schedules


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- 3.1.1 **Salary Grade:** The salary schedules consist of a series of salary grades which progress in an orderly alignment from the lowest to the highest grade.
- 3.1.2 **Salary range:** Each grade level is identified with a salary range consisting of a minimum salary and a maximum salary.
- 3.1.3 **Part-Time Salary Schedules** represent 70% of the wage for the corresponding full-time position or minimum wage whichever is higher. A part-time position may be paid at a higher rate based on a market study.
- 3.1.4 The starting salary for new employees is dependent upon the individual's qualifications. When the individual meets the minimal requirements for the position, the minimum starting salary will be used.
- 3.1.5 **Experience Factor for Professional/Administrative Employees**  
An experience factor for directly related experience will be added to the minimum starting salary. It will not exceed 6 years of directly related experience beyond the minimum experience. The experience factor will be computed at 1% per year of experience, not to exceed 6%. Previous employees with less than a one- year break in service returning to the same position will come back at their previous salary. There is no experience factor for part-time professional/administrative employees.
- 3.1.6 **Experience Factor of Classified Employees**  
An experience factor for directly related experience will be added to the minimum-starting wage. It will not exceed 6 years of directly related experience beyond the minimum experience. The experience factor will be computed at 1% per year of experience, not to exceed 6%. There is no experience factor for part-time classified employees.


- 4. **Exception for Full-Time Employees with Less Than One Year Break in Service**
  - 4.1 Employees returning to the same position after a break in service of less than one year will return at the same salary that they previously earned. Employees returning to the same position after a break in service greater than one year will be subject to the salary placement guidelines described above.

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- 4.2 Part-time employment with the College in any capacity (defined as anything less than full-time) following a break in service does not affect the one-year time limit except in instances governed by State or Federal Statute. The part-time employee will be placed at the current hourly wage for the position
- 4.3 A break in service is defined as any separation from employment, including resignation, and retirement.
- 5. Salary Increases
  - 5.1 Salary increases may be considered annually and salaries will be determined from fiscal year to fiscal year. Salary increases are subject to District Governing Board approval.
- 6. Movement within a Salary Grade
  - 6.1 An employee will not be moved to a different position within the salary grade until the position has been described, evaluated, classified and approved by the Cabinet and the President.
  - 6.2 When moved within the salary grade, an employee will not receive an adjustment in salary unless experience factors or market conditions apply.
- 7. Movement to a Higher Salary Grade
  - 7.1 A full-time employee will not be moved to a different position in a higher salary grade until the position has been described, evaluated, classified and approved by the Cabinet and the President.
  - 7.2 When moved to a higher salary grade by appointment, reclassification, reorganization, or transfer, an employee's salary will be determined by treating the employee as a new hire and giving credit for experience, giving the employee the minimum of the new pay grade, or giving up to a 5% increase, whichever is higher.
  - 7.3 Employees moved to a position in a higher pay grade to fill a position on an interim basis while a search is being conducted will receive a 5% increase for the first 60 days of the appointment and then the minimum starting salary or 5% whichever is higher.

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8. Movement to a Lower Salary Grade
  - 8.1 An employee will not be moved to a position at a lower salary grade until the position has been described, evaluated, classified and approved.
  - 8.2 The employee's current salary will be reduced at least by 5% or the maximum salary for that position whichever is greater.
  
9. Position Changes
  - 9.1 The Cabinet and the President must approve the method used in applying position changes resulting in title or classification change. Documentation of the change used will become part of the employee's file.
  
10. Grants
  - 10.1 All Grant funded employees will be paid at a rate of pay based on the equivalent full-time employees' rate, including an annual increase if approved by the District Governing Board.
  - 10.2 Exceptions to this may be made based on Grant funding language.
  - 10.3 Termination of employment can be based on Grant funding availability. A Grant funded employee may be released with two weeks' notice at any time.
  
11. Child Development Learning Lab (CDLL)
  - 11.1 Any CDLL Employee in a non-exempt position that is not eligible to physically take vacation time during the 11 months of work time will be paid a vacation as accrued each quarter.
  
12. Inequities
  - 12.1 Inequities related to salary issues may be considered for possible correction at any time. All such requests should be channeled through the appropriate College President, Vice President or Associate Vice President for referral to Human Resources.
  
13. Market Impacted Positions
  - 13.1 Occasionally, there may be positions that, due to unique market circumstances,

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demand compensation outside of the established salary schedule in order to attract and retain qualified candidates. In these instances, the Office of Human Resources will conduct a market study to determine whether or not the position’s salary warrants adjustment based upon market conditions.

- 13.2 A market study can be initiated for a given position if the Office of Human Resources encounters a difficult time attracting a pool of qualified applicants for a vacant position or, in the case of an incumbent, at the request of the President, Vice President or Associate Vice President.
- 13.3 The Human Resources Department will conduct a market survey obtaining a representative sample of comparable salaries. The mean salary of the collected data will be compared with the midpoint of the College’s established pay range. If a deficit of 15% or more exists between the College’s midpoint and the mean of the gathered data, a market adjustment will be applied to the affected position(s) to bring them to the market mean and the positions’ pay range will be adjusted by the same percentage.
- 13.4 Additional methods as approved by the President may be used to ensure that College salaries are competitive and well-qualified individuals can be attracted and retained.
- 14. Commission Bonus or Incentive
  - 14.1 Arizona Western College bans the use of commissions, bonuses, or other incentive payment programs given to employees or contractors for the purpose of securing enrollments of Service members.