

PROCEDURE MANUAL

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	Last Revision Date:	08-10-05	
Effective Date:			
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 plus 60 credit hours. The current faculty salary schedule is on file in the Office of Human Resources and is available from the website. It remains in effect until changed by the District Governing Board.
 - 2.1.2 Part-time faculty are paid according to the Associate 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 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 receive credit for experience based upon the Associate Faculty Salary Schedule.
3. Counselors
 - 3.1 The Full-Time Counselor Salary Schedule
 - 3.1.1 The Full-Time Counselor Salary Schedule starts at the bachelor level and continues through the doctorate plus 60 credit hours. The current salary schedule is on file in the Office of Human Resources and is available from the website. It remains in effect until changed by the District Governing Board.
 - 3.2 The Part-Time Counselor Salary Schedule
 - 3.2.1 Part-time Counselors are paid according to the Part-Time Salary Schedule.
 - 3.3 New Hires
 - 3.3.1 New hires are allowed an increase to the base of 1% for each year of directly related teaching experience (for academic areas) and 1% for each year of directly related occupational experience (for vocational areas). The total experience factor may not exceed 6%.

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4. Professional/Administrative and Classified

4.1 Professional/Administrative and Classified Salary Schedules

4.1.1 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.

4.1.2 Salary range: Each grade level is identified with a salary range consisting of a minimum salary and a maximum salary.

4.1.3 Part-Time Salary Schedules represent 70% of the wage for the corresponding full-time position.

4.2 New Hires

4.2.1 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.

4.2.2 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 4% per year for the first 5 years and 3% for the 6th year for a total allowable experience factor of 23%. 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.

4.2.3 Experience Factor of Classified Employees

An experience factor for directly related experience will be added to the minimum-starting wage. It will not exceed 3 years of directly related experience beyond the minimum-starting wage. The experience factor will be granted at 2% per year for a maximum of 6%.

There is no experience factor for part-time classified employees.

5. Exception for Full-Time Employees with Less Than One Year Break In Service

5.1 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. 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.

5.2 Employees working in a part-time capacity in the same position after a break in service of less than one year will receive the same hourly rate as when they were previously employed.

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- 5.3 A break in service is defined as any separation from employment, including termination, resignation, and retirement.
6. Salary Increases
- 6.1 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.
- 6.2 Employees working through the end of the fiscal year and still employed at the beginning of the new fiscal year will receive the same percentage increase granted to all other employees.
7. Movement within a Salary Grade
- 7.1 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 Executive Committee and the President.
- 7.2 When moved within the salary grade, an employee will not receive an adjustment in salary unless experience factors or market conditions apply.
8. Movement to a Higher Salary Grade
- 8.1 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 Executive Committee and the President.
- 8.2 When moved to a higher salary grade through the reclassification process, or through 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 a 5% increase, whichever is higher.
- 8.3 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.
9. Movement to a Lower Salary Grade
- 9.1 An employee will not be moved to a position at a lower salary grade until the position has been described, evaluated, classified and approved.
- 9.2 The employee's current salary will be reduced at least by 5%. Under no circumstances will the employee be paid more than the maximum pay grade.
10. Position Changes
- 10.1 The Executive Committee 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.

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11. Inequities

- 11.1 Inequities related to salary issues may be considered for possible correction at any time. All such requests should be channeled through the appropriate college officer for referral to Human Resources.

12. Market Impacted Positions

- 12.1 Occasionally, there may be positions that, due to unique market circumstances, 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.
- 12.2 A market study can be initiated for a given position if the Office of Human Resources encounters a difficult time recruiting a pool of qualified applicants for a vacant position or, in the case of an incumbent, at the request of the appropriate senior administrator.
- 12.3 The Office of Human Resources will conduct a survey of the market, obtaining a representative sample of comparator 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.
- 12.4 Additional methods as approved by the President may be used to ensure that College salaries are competitive and well-qualified individuals are attracted and retained.