

Summary of CC Staff Compensation Procedures – September 22, 2014

SALARY CONSIDERATIONS

(For purposes of this document, “salary” refers to the annual salary for exempt staff and the hourly rate for non-exempt staff)

Starting Salaries

The starting salary for new staff is typically within the first quartile of the band. Higher salaries may be considered when relevant experience and/or education exceed the minimum requirements, when market data indicates a higher salary is needed, and/or when the specific skillset required by the college is relatively scarce in the available market. The salaries of current staff in similar positions are taken into account in the determination of a starting salary.

Salaries for Temporary Positions

Salaries for temporary and occasional positions are based on established rates for these positions. If no established rates exist or a hiring supervisor wishes to pay beyond the established rate, the Director of Human Resources must be consulted.

Promotions/Reclassification to Higher Band

Salary consideration for promotions is based on length of service and current salary, market data, and the degree of increased responsibilities.

Reclassification within Same Band/Lateral Job Movement

Typically, no salary adjustment is made if a position is reclassified with the same band or a staff member moves to a different job within the same band. However, a salary adjustment may be considered if the scope of the new job is significantly different than the previous job. Factors considered may include but are not limited to the scope of the new responsibilities, length of service, and current salary, and market.

Movement to a Lower Band A staff member who moves to a job in a lower pay band will generally receive a salary decrease based on length of service and current salary, market data, and the scope of reduced responsibilities.

Assignment of Additional Duties/Interim Appointments

Salary adjustments may occur when the additional duties will be performed for more than 30 days. If a salary adjustment is approved by the Director of Human Resources, the amount will depend on the scope of the additional responsibilities. Payments for temporary assignments are paid as supplemental pay and are not added to base pay.

Other Salary Increases

The college may consider salary increases for eligible staff during the salary administration budget process each fiscal year. The college may provide merit pay increases and/or bonuses for staff based on performance.

Adjustments to the Salary Structure

When the salary structure is adjusted, staff with salaries below the minimum of the band will receive an increase to the new minimum of the band. Salaries will be analyzed for compression due to structure changes and adjustments made as needed based on availability of financial resources.

Overtime Considerations

Non-exempt staff are paid by the hour and record all hours worked on a timesheet coded to the appropriate department. When overtime is required due to business necessity, hours worked in excess of 40 each week are paid at one and one half times the staff member’s hourly rate of pay. Approval by the supervisor is required before working overtime hours. Exempt staff are paid a set salary and are not eligible for overtime.