

### **3354:1-41-01.1 Non-bargaining employee compensation procedure.**

(A) Compensation program administration

The Vice President of Human Resources, or the Vice President's designee, shall administer non-bargaining salary programs in accordance with the compensation programs authorized by the Board.

(B) Position audits, creations, classifications, and salaries

(1) Position audits are reviews of position classifications, duties, salary ranges, and salaries. Periodically, the Office of Human Resources will audit positions covered by this procedure. The Office will determine and implement appropriate adjustments.

(2) A supervisor may request that the Office of Human Resources audit a position that reports to the supervisor, or create a new position that would report to the supervisor. Such requests must be made by submitting a position analysis questionnaire with a letter documenting the reason for the audit or creation, and confirming that the supervisor has thoroughly discussed the request with the person to whom the supervisor directly reports. The Office of Human Resources will consider such requests, and will determine and implement appropriate actions (if any). Requests for an audit may be submitted once per year from April through June. If an adjustment is necessary, it will take effect July 1 of that respective year.

(C) Starting salaries, and salary adjustments

(1) The Office of Human Resources will set starting salaries for non-bargaining employees by choosing a salary within the salary range that reflects the employee's qualifications and related experience.

(2) Other than the Board's optional annual determination whether to adjust salaries, salary adjustments may occur only as a result of a position audit, equity adjustment, or promotion.

(3) An equity adjustment is a salary increase intended to bring an individual's compensation more in line with that of peers within the College. An equity adjustment is the result of an equity analysis that takes into consideration work history, education,

service with the College and base salary of an individual and an individual's peers to correct any salary inequities. An equity adjustment analysis may be initiated by an individual's supervisor.

- (4) Salary adjustments relating to position audits, equity adjustments, and promotions must be approved by the Vice President of Human Resources or the Vice President's designee. Requests for position audits and equity adjustments will be reviewed once per year.
- (5) Annual salary adjustments approved by the Board will take effect on the first day of July, unless the Board selects a different date. Salary adjustments resulting from a position audit or equity adjustment will take effect at such time as is determined by the College. Salary adjustments resulting from a promotion will take effect at the time of the promotion.
- (6) Promotions are transfers to a higher salary classification. The Office of Human Resources will conduct a salary review for each promotion, to assign the appropriate point in the salary range. Generally, a promotion will result in a salary increase such that the new salary is at least as high as the minimum of the new salary range, but not more than ten percent above the old salary.
- (7) Lateral transfers are transfers within a salary classification. Generally, lateral transfers will not result in a salary adjustment. A position audit or equity review may be requested for lateral transfers.
- (8) The Office of Human Resources may formally assign non-bargaining employees to higher-level positions, or to an additional position, on an interim basis. Such employees may receive a salary adjustment of up to seven percent or the salary range minimum, whichever is greater, for the period of the interim assignment. The Vice President of Human Resources may approve exceptions to this salary adjustment rule.

(D) Service recognition payment

Full-time non-bargaining personnel who are employed as of June 30<sup>th</sup> of a milestone service year, and who have completed at least seven consecutive years of full-time service, will receive a service recognition payment of:

7 years	\$1,250
10 years	\$1,500
15 years	\$2,000
20 years	\$2,500
25 years	\$3,000
30 years	\$3,000
35 years	\$3,000
40 years	\$3,000
45 years	\$3,000
50 years	\$3,000

The service recognition payment does not count towards an employee's base salary.

(E) The President or the President's designee is hereby directed to take all steps necessary and appropriate for the effective implementation of this procedure.

Effective date: July 1, 2014  
Procedure amplifies: 3354:1-41.01