

3354-1-41-01.1 Non-bargaining Employee Compensation Procedure

(A) Compensation program administration

The Vice President for People, Culture and Talent Development, 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, internal equity and salaries. Periodically, Human Resources (HR) will audit positions covered by this procedure. When deemed necessary by HR based on the audit results, HR will determine and implement appropriate adjustments.

(2) A supervisor may request that Human Resources audit an existing position or create a new position that reports to the supervisor. Such requests can be made by submitting an accurate job description and documentation outlining the rationale for the audit or creation and approval from the next level supervisor up through the Executive Vice President (EVP) of the division before the request is sent to Human Resources. For positions that report up through the Office of the President, the EVP, Administration and Finance will review the request. After appropriate approvals have been obtained, Human Resources will consider such requests and will determine and implement appropriate actions (if any). Requests for an audit and/or creation of a new position may be submitted on a rolling basis.

(C) Starting salaries and salary adjustments

(1) Human Resources will determine starting salaries for non-bargaining employees based through an assessment of internal equity, the unit's available budget, and the candidate's qualifications in relation to the minimum and/or preferred job requirement(s).

(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, reclassification, or promotion.

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 employee or their

supervisor by submitting an updated job description and request form including approval from the next level supervisor up through the Executive Vice President (EVP) of the division before the request is sent to Human Resources.

- (3) Salary adjustments relating to position audits, equity adjustments, and promotions must be approved by the Vice President for People, Culture and Talent Development or the Vice President's designee. Requests for salary adjustments relating to position audits, promotions, and/or equity adjustments may be submitted on a rolling basis.
- (4) 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, reclassification, lateral transfer, etc., will take effect at the start of the next pay period after approval or at the discretion of the Vice President for People, Culture and Talent Development.
- (5) (4) Promotions are transfers to a higher-grade classification. Human Resources will conduct a compensation analysis for each promotion. 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 grade range. Reclassifications occur when the duties of a job have been reviewed in a job audit and have been found to have substantially changed. Human Resources will conduct a compensation analysis for each reclassification. Generally, a reclassification will result in a salary increase to align with the new set of duties outlined in the latest version of the job description.
- (6) 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.
- (7) Human Resources may formally assign non- bargaining employees to higher-level positions, or to an additional position due to a resignation, retirement or an approved leave of absence of 12 weeks or longer, 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 for People, Culture and Talent Development may approve exceptions to this salary adjustment rule.

(D) Service recognition payment

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

5 years	\$1,250
7 years	\$1,500
10 years	\$1,750
15 years	\$2,250
20 years	\$2,750
25 years	\$3,250
30 years	\$3,250
35 years	\$3,250
40 years	\$3,250
45 years	\$3,250
50 years	\$3,250

The service recognition payment does not count toward 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.

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Procedure amplifies: 3354:1-41.01