

5.05

**SALARY ADMINISTRATION
(NON-INSTRUCTIONAL)
CHAPTER 2
POLICY 5.05**

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I. PURPOSE

This document outlines the College's salary administration policy and procedures for full-time regular, staff employees. This applies to all staff positions regardless of funding sources.

II. POLICY

Salt Lake Community College (SLCC) employees at all levels must be skilled and experienced performers if the College is to realize high performance goals in support of its mission. The staff compensation program exists to attract and retain a qualified, diverse, talented, and productive staff. SLCC's compensation philosophy is to pay competitively targeting the average salary of the external labor market, as funds permit, considering both salary and benefits in order to determine total compensation.

Approval from Human Resources must be obtained before making any salary commitment to an employee. The College is not responsible for salary commitments that are not in keeping with the salary administration program unless prior approval is received, in writing, from the Human Resources Office.

Consistent with the ever changing needs and roles at SLCC, job descriptions and salaries for Administrative positions are determined at the sole discretion of the President.

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I. REFERENCES

- A. Personnel Policy No. C2S05.02, "Job Evaluation"
- B. Personnel Policy No. C2S05.04, "Overtime Pay"
- C. Personnel Policy No. C2S05.03, "Requirements of the Fair Labor Standards Act"
- D. Personnel Policy No. C2S03.01, "Employee Performance Appraisal"
- E. Personnel Policy No. C2S03.06, "Employee Grievance Procedure"
- F. Personnel Policy No. C2S032.06 "Employee Definitions and Categories"

II. DEFINITIONS

- A. Exempt Employee. An individual employee in a position that is not subject to requirements of the Fair Labor Standard Act and its overtime pay provision. The position is exempt from the Act.
- B. Full-time Employees. Those who regularly and consistently work 75% FTE or more (30 hour per week or more).
- C. Job. Several persons occupying similar positions and doing similar work.
- D. Job Evaluation (Rating). The process by which employee positions are evaluated (rated) according to their responsibilities, duties, skills, and qualifications. Job evaluations (ratings) are assigned to an appropriate salary group and corresponding salary range.
- E. Labor Market. The geographical area where the College normally recruits new employees for the specific vacancy.
- F. One-time Merit Increase. A one-time payment, as funds are available. This is not added to the salary base.

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- G. New Hire. New hire is the first employment at the College.
- H. Non-exempt Employee. An individual in a position covered by the Fair Labor Standards Act. These employees are subject to the overtime pay provision.
- I. Part-time Employees. Those who work less than 75% FTE (less than 30 hours per week).
- J. Personnel Actions.
1. Promotion. Change from one position to another position with a higher job salary group than the previous position.
 2. Demotion. Change from one position to another position with a lower job salary group than the previous position.
 3. Lateral Transfer. Change from one position to another in the same salary group.
 4. Re-evaluation. A change in the evaluation (rating), up or down, of an individual position or job as a result of a change in job duties and re-evaluation by the Job Evaluation Committee (JEC).
- K. Position. Group of tasks and duties performed by one person.
- L. Regular Employees. Personnel whose employment can reasonably be expected to last longer than six months.
- M. Re-hire. Any re-employment after termination.
- N. Salary Group. A collection of jobs with similar job evaluation ratings. The group has a designated salary range.
- O. Salary Schedule: A schedule of all salary groups and assigned salary ranges using the following designations:
1. Salary Range (Rate Range). The salary spread showing the minimum to maximum for each salary group.

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2. Starting Rate. The normal starting rate is 80% of the range midpoint when individuals meet the minimum qualifications of the job.
3. Maximum Entry Rate. An approved percent above the starting rate.
4. Red-Circle Rate. A rate of pay that exceeds the maximum of the salary range.
5. Learner Rate. Five percent below the starting rate.

P. Salary Surveys. Periodic comparisons of average pay levels of the College and of outside organizations are compared as needed to determine the average difference for helping determining market competitiveness, budget requests, etc. All Salary Surveys are to be conducted by the Human Resources Office.

Q. Total Compensation. All forms of financial returns and tangible services and benefits employees receive as a part of an employment relationship.

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III. PROCEDURE

- A. The hiring supervisor must obtain confirmation on a starting pay rate from Human Resources before an offer is made to a potential employee.
1. Starting Rates. The hiring supervisor recommends an appropriate starting pay rate to the Human Resources Office for review and approval based upon the applicants education, experience, skills, existing pay rates of other current employees in the same job, and the availability of funds. For applicants who are current employees, consideration needs to be given based upon whether the new position will be a promotion, lateral transfer, or demotion. Rates may be approved as follows:
 - a. Up to 90% of midpoint of the salary range may be approved by hiring Supervisor, 2nd level supervisor including the Director of the Department or higher, and the Human Resources Office.
 - b. Rates above 90% of midpoint of the salary range may be approved if the following agree: Hiring Supervisor, Department Director or higher, Vice President, and the Assistant Vice President of Human Resources.
 2. Learner Rate. If no candidates for a vacant position have the minimum qualifications, one may be hired at the learner rate. This is five percent below the normal starting rate. However, the individual must satisfactorily complete a training program approved by Human Resources and be raised to the normal starting rate in six months, after a successful probationary period.
- B. Salary Adjustments. The effective date for all salary adjustment will be the first payroll period following approval. No retroactive or back dating of adjustments will be allowed.
1. Pay for Performance(Merit) Adjustments. Employees are eligible for pay for performance increases July 1 of each year as funds are available. Merit increase guidelines for salary increases are distributed annually, as needed. New hires beginning between April 1 and June 30 may be eligible to receive a partial increase on July 1, as funds are available.

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2. One-time Merit Adjustments. As funds are available, the President may establish a one-time payment which may be distributed to employees which is not an increase to the employee's base salary. These payments will be allocated to the employees within announced guidelines.
3. Promotion Adjustments. An employee is eligible for a salary increase when promoted.
 - a. Hiring Promotion. Salary increases are provided when an employee applies for and is hired into a position with a higher salary.
 - b. Job Evaluation Promotion. When the evaluation of a position or job is changed to a higher level, a salary adjustment must be made.
 - (1) The amount of promotion increase will be determined based on the promoted individual's salary in relation to the new salary range. This normally represents a 5%, however, the increase may be higher with approval of the Human Resources Office in equity with other incumbents and if funds are available.
 - c. Career Ladder Promotion. A career ladder may be developed by the supervisors with the approval by the Human Resources Office, subject to the following:
 - (1) The department must have an operational need for a higher level work.
 - (2) There must be a business necessity of the work to be performed.
 - (3) The department must articulate a differential in job duties with a noticeable difference in knowledge, problem solving, and accountability.
 - (4) Differentiated work must be assigned on a sustained basis; not temporary or seasonal.

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- (5) The department must receive prior approval of job descriptions through PARS before implementation.
 - d. Career Ladder Adjustments. In order to be eligible for promotion, an employee must:
 - (1) Complete their probationary period.
 - (2) No disciplinary actions during the previous 12 months.
 - (3) Meet all of the minimum job requirements for the job being promoted into.
 - (4) Completed any training required for the promotion, submitting the appropriate documentation prior to the established deadline.
 - (5) Receive acceptable scores on their performance evaluations from their supervisor.
 - (6) Temporary employees are not eligible for the program.
 - (7) The amount of the career ladder increase will be determined based on the promoted individual's salary in relation to the new salary range. This normally represents a 5%, however, the increase may be higher with approval of the Human Resources Office in equity with other incumbents.
4. Lateral Transfer Adjustments. No salary adjustment will be made when an employee is laterally transferred to a different job with an equal salary group.
5. Demotion Adjustments. A salary decrease may be made when a staff member is demoted.
 - a. Hiring into a lower salary group, non cause. A salary decrease will be made equal to 5% or more depending on the grade of the new position.
 - b. Re-organization. Where the institution has initiated a re-organization and an employee has been transferred or an employee's position has been re-evaluated to a lower level, the employee's salary will remain the same.

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- c. For Cause. A salary decrease will be made when a supervisor is demoting an employee for cause. Consultation with Human Resources must occur prior to the planned demotion.

6. Red-circle Rate Adjustments. Salary increases for individuals with red-circle rates are reviewed annually by Human Resources. A report is given to the President and a determination is made as to what salary increase is to be provided.

7. In-Grade Equity Adjustments. In-Grade equity adjustments are only approved within equity; positions having substantially equal experience, responsibilities, and skill for the particular job. Employees who receive an in-grade salary adjustment must also be performing at or beyond expectations.
 - a. Increase in Job Responsibilities. An in-grade salary adjustment may be warranted where an increase in duties in a position which may not lead to reclassification. This may include the acquisition of a set of new responsibilities which are consistent with the current classification. Increases will not exceed 2.0% of base salary and requests may not be made more than every third year.

 - b. Market Adjustment. Recognition of a “less than competitive” salary relationship with the external relevant employment market.

 - c. Equity Adjustment. Recognition that a current salary is below other employees in the same rank with similar experience and performance.

8. Acting and Interim Assignments. Occasionally, it may be necessary for an employee to perform work in a higher classification than his/her existing classification, or to significantly increase his/her overall workload responsibilities in order to meet a department's operational needs.

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- a. Acting Appointment Adjustments. An employee appointed to short term acting appointment of no longer than 30 days, will not receive an adjustment. Any acting appointment which exceeds 30 days will be transferred to an Interim Appointment and a temporary salary adjustment will be made back to the first day of service.
 - b. Interim Appointment Adjustments. Where an interim appointment is made with full responsibilities, a temporary salary adjustment will be arranged with approval of the appropriate Vice President and the Human Resources Office prior to the beginning of the appointment.
- C. Exceptions. Any wage or salary action not outlined in this policy and procedure, or distributed in the annual salary guidelines, or falling outside the intent of this policy and procedure will be considered a policy exception. Exceptions are rare and must receive prior approval by the appropriate Vice President and the Assistant Vice President of Human Resources.
- D. Salary Range (Structure) Adjustments. The annual review of the salary ranges (structures) may indicate the need for adjustments to maintain competitiveness. As funding is available, salary range adjustments will be made and issued in conjunction with annual salary increase guidelines as approved by Human Resources.
- E. Pay Additives. Pay additives shall be given in addition to an employee's regular pay for specific reasons as described below. Pay additives do not increase the employee's base pay.
1. On-Call and Callback. The College compensates non-exempt employees who are required to remain on-call and/or who are called back to work.
 2. Pay Differentials. The College may provide a pay differential for hours worked in the capacity for which the differential was implemented. Human Resources shall establish differential rates. The use of pay differentials is limited to areas that have been pre-

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approved by the appropriate Vice President and Assistant Vice President of Human Resources.

One-Time Compensation. Additional compensation may be used to pay exempt staff employees for temporary efforts or assignments that significantly deviate from the job's normal expectations. Non-exempt staff are to paid overtime for additional hours worked above 40 hours per week, however; a one-time payment may be made to a non-exempt employee when working in an additional assignment not related to their regular job