

## **Salary Administration for Administrators, Exempt and Non-Exempt Staff**

### **Employment Policies**

Approved: 06/30/2009

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Salary ranges are contained in the appendix and have been established to reflect economic and institutional conditions and compensate fairly. Ranges are periodically reviewed and revised.

Salary increases are normally provided once a year on July 1. All Exempt and Non-Exempt Staff who have been employed in a regular, half-time or full time position at least three (3) months (by March 31 of that calendar year) and have received a satisfactory performance evaluation will be eligible for across-the-board increases as determined by the President and the Board of Governors.

Salary increases for Administrators for performance and/or the annual across-the-board increases are based on a satisfactory performance evaluation and recommendation made by the Vice President to the Cabinet. Salary increases will not normally be authorized to exceed the maximum of the range. However, salary ranges are reviewed periodically for possible revisions.

The ranges were established to reflect conditions over a period of time of at least one year. However, revision of the ranges will occur periodically as economic and institutional conditions require.

A salary will remain at the same level if an employee transfers to another position in the same grade level. If promoted to a higher grade, the salary will be determined based on a recommendation from the Department Head and Director of Human Resources to the Vice President. If an employee voluntarily applies for a position at a lower classification than the current position, the eligible salary range for the new position will be the minimum to the first quartile for the range of the open position.

The classification of the new position will determine the vacation accrual which will apply. An adjustment will only be made for years of service differentials as would apply to any employee with like years of services. The new hire date will be used for eligibility in applicable increase pools.

Exceptions to this policy will require review and approval by the Director of Human Resources, the division Vice President and the President.

Salaries for new hires will normally be set at the minimum of the salary range for the position. If the new employee has qualifications beyond the required minimums, a recommendation for a higher salary may be made, at the time of hire, by the Department Head and the Director of Human Resources for approval by the Vice President and the President. The salary recommendation will not be higher than the midpoint of the range, except in unusual circumstances that are individually approved by the President's Cabinet before hire.