Section III. Compensation

A. Salary Program

For the 2015/2016 fiscal year, and until further notice, the step progression system is suspended and will be replaced by a new system once one is developed.

Effective 7/1/14, the salary pool for Administrator salaries will increase by three percent (3.0%), which will be used to award step plans held in abeyance for fiscal year 2013/14 (earned in 2012/13) or step plans completed for 2014/2015 (earned in 2013/14).

The salary schedules for Administrators will be lifted by a percentage based upon the residual amount remaining after step awards in the Administrator salary pool.

An administrator who remains above the maximum of the range for his/her classification will not have further salary increases until such time that his/her base rate falls within the salary schedule.

See Appendix F for the Administrator Step Progression Plan and Criteria, effective July 1, 2008.

All compensation shall be in accordance with the Board of Governors’ approved compensation Plan and College.

B. Other Salary Administration Practices

1. Upon Initial Appointment

Initial salary placement within the salary range for the position will be based on the candidate’s qualifications, abilities and the needs of the College.

2. Upon Position Change

Salary will be set within the range of the new position based on the administrator’s qualifications, abilities and the needs of the College. If assigned to a lower range position, the administrator shall continue to receive current salary until the end of the contract year. If a new contract is offered, the salary offered will be within the range of the position to which assigned and may be reduced.

3. Step Advancement

See Appendix F. for the Administrator Step Progression Plan and Criteria, effective July 1, 2008.
4. **Acting Assignment**
An administrator working in a temporary acting assignment in a higher administrator classification shall be placed in the step resulting in a 7.5 percent (7.5%) increase in pay, adjusted to the next higher step, or Step 1 of the salary range of the acting position, whichever is greater, subject to the maximum of the pay range. Placement in an acting assignment will be no longer than six months. Requests for extension to this timeframe will require approval from the Chief Human Resources Officer or designee.

C. **Payroll Deductions**

Deductions are made from each paycheck for employee contributions to the Federal Social Security and Old Age Benefit program, Federal and State Income Taxes, the Arizona State Retirement Fund, and others as required by law.

Deductions from payroll checks are made, upon an employee’s written request, for such items as tax-sheltered annuities, supplementary health and accident insurance premiums, credit union participation, United Way contributions, and others as acceptable and approved by the Governing Board and as practicable within payroll systems and capabilities.