Section IV. Compensation

A. Salary

The STEP Progression Plan was suspended by the Board for FY 2015-2016. There was no awarding of steps or an increase in the salary schedule during FY 2016-2017. The Exempt Performance Evaluation Working Group will be reconvened, in 2017-2018, to finalize a new performance evaluation process for exempt employees including development of a coherent, comprehensive process for achieving step progression.

All compensation shall be in accordance with Board of Governors approved compensation plan and College policies.

B. Salary Administration Practices

1. Employment Rate - The rate of pay for newly hired employees shall normally be at the first step of the appropriate pay range. Hiring above the entry rate shall be on an exception basis only, with approval by the Chancellor or designee, and based on legitimate business or recruitment needs and/or the qualifications and abilities of the person selected.

2. Competitive Selection - When a regular employee is selected through a competitive process for a position at a higher range, the employee shall be placed on the appropriate step resulting in a 7.5 percent increase in pay, adjusted to the next higher step, or Step 1 of the appropriate salary range, whichever is greater, subject to the maximum of the pay range. The employee may exercise all rights granted to external candidates in the course of establishing salary placement. The Chancellor or designee, upon the recommendation of the Chief Human Resources Officer, may approve additional steps based on legitimate business or recruitment needs and/or the qualifications and abilities of the employee selected, provided the employee has comparable experience in any similar job or position with the same or higher level of required skills, duties, authority and responsibility.

3. Change to Lower Classification Range (involuntary) - Upon any college initiated action resulting in an employee moving to a lower classification range, an employee’s base pay shall be placed on the appropriate step resulting in a 7.5 percent decrease in pay, adjusted to the next higher step of the new range. Notice of classification change will be provided no less than 30 days prior to the effective date.

4. Change to Lower Classification Range (voluntary) - An employee who voluntarily applies for and is selected for a position assigned to a lower classification range shall be placed on the same step of the new classification range.

5. Lead Pay- When a regular employee is selected for a lead assignment, the employee shall receive a non-base building compensation supplement for the additional responsibilities. The supplemental adjustment shall result in a 7.5 percent (7.5%) increase from regular
base pay for the duration of the lead assignment. Lead pay shall be based on base salary. Lead pay assignments must be at least 15 consecutive calendar days within a 30-day period. All lead assignments must have prior approval by the Chief Human Resources Officer. Requests for exception to the definition of lead pay (see Appendix C) may be made by the Administrative Supervisor of the employee to the Chief Human Resources Officer or his/her designee, whose approval or denial is final.

6. Acting Assignment - An employee working in a temporary acting assignment in a higher 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. An acting assignment to a lower level classification will be set in accordance with the Change to Lower Classification Range (employee initiated) paragraph 4 above. An acting assignment to a position classified at the same range, will result in no change to the employee’s range and step. 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. (See Section IV. Compensation, paragraph D, for Working out of Class provisions and Section III. Employment, paragraph G, for Selection Process for Acting Positions).

7. Reclassification of Positions - Reclassification to classes at the same level (range) shall result in no pay change. Upon reclassification of the position to a higher level classification, the employee’s base pay shall be either a 7.5 percent (7.5%) increase in salary adjusted to the next higher step, subject to the maximum of the range, or Step 1 of the appropriate classification, whichever is greater. Upon reclassification of a position to a lower level classification, the employee’s salary shall be set in accordance with the Change to Lower Classification Range (College initiated, non-disciplinary) paragraph 3 above.

8. Maximum Salary Placement- In any event, all salary placements will be subject to the maximum of the appropriate salary range. Employees, whose current base rate of pay exceeds the revised range, shall not receive an adjustment in salary, and the salary will be “frozen” until such time as the pay plan accommodates an increase.

C. Cyclical Review

All exempt classifications shall be reviewed every three years as part of the Cyclical Review Program. Incumbent employees in positions reviewed in a fiscal year shall be notified of the review status prior to the end of the fiscal year in which the study is conducted.

D. Temporary Assignment of Duties Outside of Classification Work in a Higher Grade

The position classification process is not intended as a mechanism to reward or address employee performance. It is the responsibility of the supervisor to ensure staff is working within the parameters of the assigned budgeted classification.
An employee may temporarily be assigned higher, advanced level duties outside of the employee’s class specification (grade). Compensation shall be 7.5 percent (7.5%) adjusted to the next higher step in the employee’s current regular rate of pay and grade.

In all circumstances, temporary assignment of duties will be initiated in writing by the supervisor, detailing the reason for assigned additional duties, the specific duties to be assigned, as well as the amount of time per week spent in performing the duties, and the expected duration of the assignment. The Executive Administrator is responsible for obtaining prior approval for a temporary work assignment of additional higher level duties from the Chief Human Resources Officer or his/her designee.

Assignment may be for an initial duration not to exceed 30 work days and, based on operational needs, may be extended upon approval of the Chief Human Resources Officer.

**E. Work in a Higher Classification (Range)**

Employees performing assigned work in a classification range higher than the range of the employee's regular position shall receive compensation after performing work in the higher classification for more than 15 consecutive calendar days. After 15 consecutive calendar days, the employee will be covered by the applicable policy statement for that position. Employees may initiate a position review in accordance with Section IV. F. Such assignments are temporary and must be approved in advance by the employee’s supervisor and the Executive Administrator.

Compensation for work out of classification shall begin on the sixteenth consecutive calendar day in the assignment and shall be retroactive to the first day of the assignment. The rate of pay shall be either a 7.5 percent (7.5%) increase in salary adjusted to the next higher step, subject to the maximum of the range, or Step 1 of the appropriate classification, whichever is greater.

Work in a higher classification assignment to cover for the temporary absence of an incumbent may continue until the incumbent returns. Assignments to fill a vacancy awaiting appointment are for an initial duration not to exceed three months and may be extended. Out-of-classification assignments shall be in full compliance with the College’s Equal Opportunity/Affirmative Action Policy and shall count toward meeting the minimum qualifications of the position being temporarily filled.

**F. Position Review**

Should a classified exempt employee or the supervisor believe the duties and responsibilities of a position have permanently and subsequently change in scope and responsibility by at least 20 percent (20%) as a result of, but not limited to, process changes, reorganization of a work unit or consolidation of work unit duties, a formal request for position review may be initiated. Administrative supervisors may also request a position study when a position(s) have change as a result of an approved reorganization or restructuring of the work unit.
When a classified exempt employee’s position is being considered for review, the Cyclical Review process shall be followed (see Section IV.C). Should a reclassification result from the review, salary placement shall be made in accordance with Section IV.B.8.

**G. Continuous Operation Personnel**

For the purpose of applying the provisions of this section, continuous operations shall be defined as operation for which there is regularly-scheduled employment for 24 hours a day, seven days a week.

**H. Change of Status**

In the course of any reorganization, which will result in an employee’s change of status from exempt to non-exempt, or vice versa, the College will consider such elements as job performance, job content, special job-related skills, seniority, and overall ability of the employee to perform the job.