



STAFF POLICY MANUAL

Policy A-41	SALARY ADMINISTRATION		
<u>Effective Date:</u> 02/05/2018	<u>Applicable Law/Statute:</u>	<u>Source Doc/Dept:</u>	<u>Authorizing Pol/Reg.</u>

A. **APPLICABILITY.** Classified, Non-Classified, Full-Time and Short-Term Employees.

B. **POLICY.**

1. Employee Base Pay.

- a. *Pay Ranges.* Each classification shall be assigned a pay range. Pay ranges shall have a minimum, midpoint, and maximum. A list of pay ranges by classification can be found [here](#).
- b. *Pay Placement.* All employees shall be assigned a base pay rate between the pay range minimum and the midpoint based on established pay placement procedures, except that an employee may be assigned a pay rate above the midpoint if (a) the employee exceeds the minimum qualifications for the position based on established pay placement procedures and (b) approved by the Vice Chancellor for Human Resources or designee.
- c. *Pay Increases.* Annual pay increases are subject to availability of funding and approval by the Governing Board. Applicability and eligibility will be identified in the corresponding Governing Board Action Item.
- d. *Market-Based Pay System.* The District uses a compensation system that determines the market value of a job classification based on the skills, knowledge, and responsibilities required to competently perform a position. The Vice Chancellor for Human Resources shall recommend changes to established pay ranges, as appropriate, for approval by the Chancellor and Governing Board.

2. Other Forms of Compensation.

- a. *Variable Pay Plans.* The District may establish recognition, bonus, incentive, and other variable pay plans, as recommended by the Vice Chancellor for Human Resources and approved by the Chancellor and Governing Board. Such plans are subject to availability of funds.
- b. *Merit Pay Plan.* The District may establish a merit pay program based upon annual performance ratings outcomes. Such plans are subject to availability of funds.

- c. *Uniform Allowance.* Certain District positions require uniforms. Employees required to wear uniforms will receive an annual uniform allowance in an amount recommended by the Vice Chancellor for Human Resources and approved by the Chancellor and Governing Board. The uniform allowance shall be paid in two lump sums bi-annually. Employees who serve in a position eligible for a uniform allowance for only a portion of a year shall receive a pro-rated allowance.
- d. *Anniversary Awards.* An employee will receive a monetary one-time, lump sum award according to the following schedule on the employee's anniversary date of hire with the District:

10 years of continuous service:	\$500.00
20 years of continuous service:	\$1,000.00
30 years of continuous service:	\$1,500.00

APPLICABLE TO ALL: Time spent serving as a residential faculty member, adjunct faculty employee, student worker, or hourly request for personnel (RFP) worker does not count toward an employee's years of service for purposes of an anniversary award.

- e. *Professional Development.*
 - i. *Professional Development Activities.* Employees may be eligible for reimbursement for professional development activities, subject to approval by the appropriate College President or Vice Chancellor.
 - ii. *Educational Awards.* Employees shall receive a permanent base pay increase upon the completion of a bachelor's, master's, or doctoral degree, earned at an accredited institution, as approved by the Vice Chancellor for Human Resources or designee. If a qualified employee would exceed the maximum of her or his pay range if provided such an increase, the employee shall receive a one-time award that is equivalent to the base pay increase the employee would have received.

To qualify for an educational award, the degree must be (a) job-related or pursued in preparation to take on greater responsibilities or a higher position; and (b) part of an individual career development program.

3. Position Changes and Compensation.

- a. *Promotion.* An employee promoted to a higher-graded job classification shall receive a base pay increase within the higher job classification pay range consistent with pay placement procedures.
- b. *Demotion.* An employee demoted to a lower-graded job classification shall receive a base pay decrease within the lower job classification pay range consistent with pay placement procedures.
- c. *Lateral Transfer.* An employee who transfers to a position in a classification at the same grade level shall receive no change in pay.

- d. *Reclassification.* An employee whose position is reclassified to a higher-graded job classification shall receive the greater of (a) the new pay range minimum or (b) a 5% base pay increase. An employee whose position is reclassified to a lower-graded job classification shall maintain her or his base pay if it falls within the pay range for the lower classification. If the employee's base pay is above the maximum of the lower job classification pay range, the employee shall receive a pay decrease to the maximum of the pay range. An employee whose position is reclassified to a job classification at the same grade shall receive no change in pay.
- e. *In-Range Progression.* An employee may be eligible for a temporary or permanent base pay increase within the classification pay range when there has been a change to the responsibilities and duties of a position, but reclassification is not warranted. An increase for an in-range progression shall not exceed 5% of the employee's base pay. The new base pay shall not exceed the classification pay range maximum.

To qualify for an in-range progression, an employee must (a) not have received any disciplinary actions for the 12 months preceding the request; (b) not be on probation; and (c) have received a "Meets Expectations" rating or above on the previous year's performance evaluations. Human Resources will establish in-range progression procedures.

- f. *Temporary Reassignment.* An employee temporarily reassigned to a position in a higher-graded job classification shall receive a base pay increase within the higher pay range consistent with pay placement procedures. Upon completion of the temporary reassignment, the employee shall return to her or his previous classification and pay.

An employee temporarily reassigned to a position in the same or lower-graded classification will not receive any change in pay.

REVISIONS

Type	Date	Description
Effective	2/2/2018	Initial Policy
Revision	XX/XX/XX	