

**Section:** Salary Administration

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**Sponsoring Unit/Department:** Human Resources

## Salary Administration

The College's salary administration practices are in keeping with all federal, state and local statutes. Annual budget capacity determines the ability of the College to provide for employee salary and wage increases.

*For Salary Administration for Faculty - Please see [Faculty Compensation](#)*

### Salary Administration Definitions

**New Hire Rate** – The rate of base pay for newly hired employees shall normally be at the Step 1 of the appropriate pay range. Hiring above the Step 1 is based on business or recruitment needs and/or the candidate's qualifications. Supervisors who wish to hire at a step higher than Step 1 will submit a written request documenting the recruitment need for approval by the Chief Human Resources Officer (CHRO) or designee.

**Internal Competitive Selection** – An employee is placed on the appropriate step resulting in a 7.5 percent (7.5%) increase in base 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. If the change is to a lower classification range, base pay shall be placed on the same step of the new classification range. Change to a job classification in the same salary grade is considered a lateral change and pay is not adjusted.

**Change to Lower Classification Range (involuntary and voluntary)** – Upon reassignment by the College to a position in a lower classification range, an employee's base pay shall be placed on the same step of the new classification range. Notice of classification change will be provided no less than 30 days prior to the effective date. Approval by the CHRO and an internal equity review is required for placement on a different step.

**Individual Position Review** - If duties and responsibilities of a position have permanently and substantially changed in scope and responsibility 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 a position review may be initiated. Change to a higher classification results in 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. Change to a lower classification range, base pay shall be placed on the same step of the new classification range. Change to a job classification in the same salary grade is considered a lateral change and pay is not adjusted.

**Cyclical Review Salary Grade Change** – Salary is placed on the same step of the new classification range. Change to a job classification in the same salary grade is considered a lateral change and pay is not adjusted.

**Acting Assignment** – Compensation for a temporary acting assignment to work in a higher classification, is placed on the appropriate step resulting in a 7.5 percent (7.5%) increase in base 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. An acting assignment to a lower level classification will be placed on the same step of the new classification range. An Acting Assignment in a job classification in the same salary grade is considered a lateral change and pay is not adjusted. Selection for an Acting assignment is conducted via open competitive recruitment or written business case for direct appointment.

**Lead Pay** – When an employee is selected for a lead assignment, the employee receives a non-base building compensation supplement for the additional responsibilities. The supplemental adjustment results in a 7.5 percent (7.5%) increase from regular base pay for the duration of the lead assignment. Lead pay is based on base salary for all hours worked in an approved lead assignment. Lead pay assignments must be at least 40 hours cumulative within a 30-day period. Lead assignments must have prior approval by Human Resources prior to beginning work assignment. See Lead Assignments

**Higher Classification Assignment Pay** - For temporary assignment of duties outside of an employee’s current job classification work in a higher grade, base pay is increased 7.5 percent (7.5%) adjusted to the next higher step of the employee’s current salary range, subject to the maximum of the pay range. Out-of-classification assignments must have prior approval by Human Resources prior to beginning work assignment. See Higher Classification Assignment

**Maximum Salary Placement** – All salary placements are subject to the maximum of the appropriate salary range. Employees whose current base rate of pay exceeds the revised range do not receive an adjustment in salary, and the salary will be capped until such time as the pay plan accommodates an increase.

**Salary Equity** – Notwithstanding the other provisions of this section, if a current regular employee is selected for initial entry into an occupation with an approved employment rate higher than Step 1 (for example, a Police Officer or Police Officer in Training), the employee’s base pay rate upon position change will be set at the employment rate for newly hired employees in the occupation.

Compensation for regular positions is based on compensation and classification plans and salary schedules approved by the Governing Board.

Employment Action	Rate of Pay	Notes
<b>New Hire</b>	Step 1 of the salary range	Hiring above step 1 is based on recruitment needs and/or the candidate’s qualifications. Approval by the CHRO or designee is required.
<b>Internal Competitive Selection</b>	<p>Pay increase for promotion into a position in a higher salary range will be 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.</p> <p>Change to a position in a lower salary range, base pay shall be placed on the same step of the new classification range.</p> <p>Change to a position in the same salary grade is considered a lateral change and pay is not adjusted.</p>	
<b>Change to Lower Classification Range (involuntary and voluntary)</b>	Salary is placed on the Same step of the new classification range.	<p>Notice of classification change will be provided no less than 30 days prior to the effective date.</p> <p>Approval by the CRHO and an internal equity is required for placement on a different step.</p>

Employment Action	Rate of Pay	Notes
<b>Individual Position Review</b>	<p>Change to a higher job classification results in 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.</p> <p>Change to a lower classification range, base pay shall be placed on the same step of the new classification range.</p> <p>Change to a job classification in the same salary grade is considered a lateral change and pay is not adjusted.</p>	<p>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.</p>
<b>Cyclical Review Salary Grade Change</b>	Salary is placed on the same step of the new salary range.	
<b>Acting Assignment</b>	<p>An Acting assignment in a higher classification results 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.</p> <p>An Acting assignment in a lower classification range, base pay shall be placed on the same step of the new classification range.</p>	An acting assignment in a job classification in the same salary grade is considered a lateral change and pay is not adjusted.
<b>Higher Classification Assignment Pay</b>	7.5 percent (7.5%) adjusted to the next higher step in the employee's current regular rate of pay and grade.	Temporary Assignment of Duties Outside of Classification Work in a Higher Grade. Out-of-classification assignments must have prior approval by Human Resources
<b>Lead Pay</b>	7.5 percent (7.5%) increase from regular base pay for the duration of the lead assignment.	Lead assignments must have prior approval by Human Resources
<b>Maximum Salary Placement</b>	All salary placements are subject to the maximum of the appropriate salary range.	