

NUMBER: 384
SUBJECT: WAGE AND SALARY ADMINISTRATION
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384.1 – POLICY

The employee compensation program at Bridgerland Technical College works toward a competitive level of compensation and internal equity for all employees. The compensation program recognizes the role of programming priorities, tempered with the economic realities of compensation. The compensation program will be implemented in compliance with all legal and regulatory objectives.

384.2 – PROCEDURES

384.2.1 – Wage and Salary Adjustments

Wage and salary adjustments will be made using one of the following programs:

384.2.1.1 – Cost-of-Living Adjustments as Appropriated by the Legislature

Cost-of-living adjustments will be applied to all benefits eligible employees and will be effective on July 1 of the new fiscal year. Cost-of-living adjustments for hourly or part-time employees working on a teaching agreement basis will be determined on a case-by-case basis, with preference being given to employees who have been employed for the majority of the prior fiscal year. The determination of this award will be made by the recommendation of the Department Head or supervisor, with the approval of the President. Cost-of-living-adjustments, whenever applied, will be approximately equal to the rate set by the legislative appropriation.

384.2.1.2 – Merit Adjustment (Includes Faculty)

An employee may receive a merit adjustment based on superior or exceptional job performance. Merit adjustment guidelines, when available, will be approved by Administration and will be distributed prior to the preparation of annual department operating budgets. The guidelines apply to all faculty and staff, regardless of the source of funds from which employees are paid. Merit adjustments are effective July 1 or at another date set by the department and approved by the appropriate administrative authority (the President or the Vice President for Instruction.)

384.2.1.3 – Equity Adjustment (Includes Faculty)

An employee may receive an adjustment when there is a significant difference between the employee's current salary and a higher targeted or projected salary established by formal or informal administrative surveys or studies. Equity adjustments will generally be given on July 1 or another date as directed by administration. The administration will determine what constitutes an equity adjustment. Funds for these adjustments come primarily from departmental resources and may also come from centrally held funds targeted for this purpose.

384.2.1.4 – Promotional Adjustment (Includes Faculty)

A faculty or staff employee may receive a promotional adjustment based on a transfer or assignment to a higher salary for staff, an advancement in faculty rank for faculty, or assuming an administrative assignment for faculty. The adjustment is normally effective on the date of the promotion. When a shortage of funds prevents the award of a promotional adjustment, special consideration should be given to the promoted employee when merit adjustments are awarded. The amount of the promotional adjustment will be based on:

- (a) the promoted employee's current rate in relation to the new salary range;
- (b) the individual's qualifications to perform the new job; and

- (c) the rate of pay and performance level of other employees occupying the same or substantially similar job classifications.

384.2.1.5 – Skill-based Pay Adjustment (Excludes Faculty)

An employee who works in a department that has a skill-based pay program may receive adjustments when the employee achieves a skill level previously agreed upon by the supervisor and the employee. Skill-based program adjustments are predetermined among the supervisor, the appropriate administrative authority, and the employee.

384.2.1.6 – Job Reclassification Adjustment (Excludes Faculty)

When an employee's position is reclassified to an equal or lower salary range, no salary adjustment will be made. If the reclassification results in a higher salary range, the employee may receive a salary adjustment. If funds are not available at the time the reclassification occurs, the salary adjustment will be made at the earliest time when funds are appropriately budgeted.

384.2.1.7 – Demotion Adjustment

An employee may be given a base salary decrease if he or she is demoted. Further decreases should be based on an assessment of the demoted employee's qualifications compared to the pay and performance of other employees in the same job classification.

Demotion adjustments are generally limited to reductions-in-force or demotions for cause. Department Heads or supervisors must make a recommendation and obtain permission from the appropriate administrative authority (the President or the appropriate Vice President) prior to implementation of a demotion.

384.2.2 – Wage and Salary Amounts

Wage and salary amounts are established at the time of employment. The wage or salary amount is negotiated at the time of employment and is generally based on the compensation rates for comparably situated public and/or higher education employees in the Bear River Region (including other college employees) as a means to provide competitive compensation to employees.

384.2.3 – Approvals (Includes Faculty)

The necessary approvals from department heads or supervisors and the appropriate administrative authority (the President) must be obtained before notification or communication of a base salary decision to an employee.

384.3 – DEFINITIONS

384.3.1 – Reclassification

Reclassification is a change in the classification or evaluation of a job assignment as a result of a significant redefinition of job duties.

384.3.2 – Demotion

Demotion is a transfer or reassignment of an employee to a vacant job with a lower salary range than his or her previous job.

384.3.3 — Promotion

Promotion is a transfer or assignment of an employee to a vacant job with a higher salary range than his or her previous job

384.4 – RESPONSIBILITY

384.4.1 – Department Heads and Supervisors

Department Heads and supervisors are responsible for assigning job duties to positions. When changes in duties are significant enough to consider reclassification, departments should contact the Accounting Department to initiate the process.

384.4.2 – Administration

Administration is responsible for recommending the classification of each non-faculty job by assisting with the writing and updating of job descriptions, assigning job titles and classification numbers, performing job evaluations, and assigning salary ranges (subject to appropriate administrative review and approval). Administration is responsible for ongoing cooperation with departmental administrators and for ensuring the proper classification of each position through periodic job classification audits. Administration is also responsible for analyzing current labor market salaries and recommending appropriate salary ranges.

384.4.3 – Employees

Employees whose positions are changed without a request for reclassification are responsible for raising the matter with the appropriate department administrators. If, in the employee's opinion, a satisfactory response does not occur, the employee should follow the applicable procedures outlined in Section 300.325 of the Policy Manual.