

Salary Placement Guidelines – Classified & Managerial Employees

External Candidates:

All new hires will be placed below midpoint, as appropriate, considering the following factors:

- Budgetary concerns and the needs of the College.
- Internal equity of similar positions across the College.
- Market data for the position or reasonable related positions with the required qualifications.
- Candidate applicable education and experience must be directly related to the position qualifications.

New employee will not be placed beyond midpoint without approval of the Cabinet member, Vice President of Human Resources and the President.

Internal Candidates:

Employees, including temporary or interim employees, offered promotional positions or position transfers will be considered for a salary adjustment based on the same assessment factors as external candidates, including budgetary concerns, the needs of the College, market comparisons, internal equity, and current salary schedules and guidelines:

- For position re-evaluations resulting in a downgrade to a lower range, employees may remain at their current pay rate if pay falls within newly assigned range and within market for the position. Any exception must be approved by the Cabinet member, the Vice President of Human Resources and the President.
- For employees being placed in a different position with a lower range (e.g. demotion, voluntary transfer, reorganization, etc.) compensation will be adjusted based on the following: budgetary concerns, the needs of the College, performance, internal equity and external market, current salary schedules and guidelines, etc.
- For employees transferred to a different position within the same range, salary adjustments, if any, will be based on the following: budgetary concerns, the needs of the College, performance, internal equity and external market, current salary schedules and guidelines, etc.

The above statements serve as a guideline and in no way should be considered a guarantee or limit, other factors may be considered for individual placements.