

Procedure Title: Staff Compensation Structure

Impact: Benefits Eligible Staff

Responsibility: Human Resources

Effective Date: 07/01/2017

Revised Date: 01/22/2026

Reviewed Date:

Relates to Policy: 3.02.16

Legal Citation(s):

All benefits eligible staff are compensated according to structures approved by the Board of Trustees. This procedure does not apply to positions designated as faculty or non-benefits eligible and may not apply to positions funded outside the general fund budget allocation.

I. Position Placement and Evaluation

- A. Human Resources works with the supervisor to establish an accurate job description. Benefits eligible staff positions must have a job description on file with Human Resources.
- B. Human Resources utilizes job descriptions to place the position into a staff compensation structure and grade in consideration of the position's responsibilities, scope, decision-making authority, organizational impact, required education and experience, and oversight of others (as applicable).
- C. Benefits eligible staff positions are categorized as exempt/overtime ineligible (professional) or non-exempt/overtime eligible (classified) according to guidance under the Fair Labor Standards Act (FLSA). Exempt staff positions are paid on a salary basis while non-exempt staff positions are paid on an hourly basis.
- D. Adjustments to the staff salary structures are made through the annual budget process with input from staff through the Meet and Confer process.

II. Initial Placement on Compensation Structure

- A. Before a candidate is offered benefits eligible employment, Human Resources will evaluate their education and experience against the minimum requirements of the job description to determine at which step they will initially be placed. Additional consideration is given to internal equity for existing staff in the same or similar positions.
- B. The step identified by Human Resources is the step that will be offered.
- C. Initial placement will not exceed the midpoint level of the position's identified grade on the compensation structure. This maximum placement level ensures pay compression

issues are minimized as new hires begin working alongside staff already placed and advancing through the steps. Any exceptions to initial placement will require approval by the President and Human Resources.

III. Advancement on the Staff Compensation Structure

- A. If a step is approved by the Board of Trustees during the annual budget process, eligible staff will advance one step up to the maximum step of their grade.
- B. Staff employed on or before March 31 will be eligible for step advancement in the upcoming fiscal year.
- C. Staff granted a sabbatical for all or part of a contract year will be eligible for step advancement for that year.
- D. Step advancement will occur at the beginning of each fiscal year or at the beginning of the employment agreement, where that date is later. Human Resources will communicate to staff the amount of their new pay rate and the date on which the rate will begin prior to the start date of the new rate, when feasible.
- E. Movement of a position from one structure and/or grade to another structure and/or grade occurs only through the reclassification process or a market driven adjustment as approved by Human Resources, the respective President's Cabinet member, and the President.
- F. Benefits eligible staff may move from one structure and/or grade to another if they apply and are hired for another benefits eligible position, according to the appropriate Human Resources hiring procedures.

IV. Payments to Employees at the Grade Maximum

- A. Once staff reach the maximum step of their grade, their base pay will not advance beyond the maximum rate of the grade assigned to the position.
- B. To recognize staff for the most recent year of service, staff who have previously reached the maximum step of their grade will receive a stipend equivalent to 2.5% of their annual salary for the fiscal year, if a step is approved by the Board of Trustees.
- C. The total stipend will be divided into quarterly payments. Human Resources will communicate the amount and the dates on which the payments will be made. To receive each payment, staff must be employed on the designated payment dates.