

Section: COMPENSATION
Subject: Pay Structure
Number: HR 3400

I. Institutional Regulations

The goal of the College shall be to maintain a pay structure that rewards and motivates employees, that is internally consistent and externally competitive, and that is fiscally prudent within the constraints of the College budget.

II. Procedure

A. The College shall establish and maintain the following Board approved pay schedules:

1. Administrative/Professional Pay Schedule
2. Faculty Salary Schedules (9-Month and 12-Month)
3. Support Staff Pay Schedule
4. Confidential Clerical Pay Schedule
5. IES Administrative/Professional Pay Schedule
6. IES Administrative Support Pay Schedule
7. DMACC Temporary, Adjunct & Student Pay Rates
8. Trail Point Support Pay Schedule

B. Determination of Pay Schedule Rates

1. The Faculty and Support Staff Pay Schedules are included in collective bargaining agreements and the pay schedule rates may be negotiated by the College and the employee representatives.
2. The Administrative/Professional, Confidential Clerical, IES Administrative/Professional, IES Administrative Support, and Trail Point Support Pay Schedules shall be reviewed annually by Human Resources and if rate adjustments are appropriate, they shall be recommended by the President to the Board.
3. The DMACC Temporary, Adjunct & Student Pay Rates schedule shall also be reviewed annually by Human Resources and if rate adjustments are appropriate, they shall be recommended by the President to the Board. If new or changed rates are appropriate during the year, conditional rates may be approved by Human Resources.

C. Assignment of Jobs to the Pay Schedules

1. Regular nonfaculty jobs shall be assigned to a pay grade on the applicable pay schedule based on the points assigned to the job through the College job evaluation system (see HR 3410).
2. Regular teaching faculty jobs shall be assigned to the applicable pay schedule based on the number of duty days assigned to the job: 9-Month if they have 164 or less duty days per year; and 12-Month if they have more than 164 duty days per year but not more than 217.
3. Regular Counselor and Librarian jobs shall be assigned to the applicable pay schedule based on the number of duty days assigned to the job: 9-Month if they have 190 or less duty days or 12-Month if they have more than 190 duty days per year.

3. Temporary, adjunct, and student job duties shall determine which DMACC Temporary, Adjunct & Student rate is appropriate.

APPROVED: *Sandy Truon*
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