

Section: COMPENSATION
Subject: Pay for Regular Nonfaculty Employment
Number: HR 3435

I. Institutional Regulations

Regular non-faculty employees shall be paid from the appropriate Board-approved pay schedule and in accordance with College pay policies and procedures.

II. Procedure

A. HIRING RATE

1. Support Staff – New employees with comparable experience will receive five cents (\$.05) per hour less than the base hourly rate of a current employee with comparable experience within the job classification, as long as the rate is not less than the minimum hourly rate. A maximum of ten years of experience shall be credited.

A support staff employee may be advanced placed if his/her position is determined to be “hard to fill” as authorized by the terms of the current collective bargaining agreement.

2. Administrative/Professional, Confidential Clerical, IES Administrative/Professional, IES Administrative Support, and Trail Point Support – An Administrative/Professional, Confidential Clerical, IES Administrative/Professional, IES Administrative Support, or Trail Point Support employee may be advanced placed if warranted by education, training and/or experience which exceeds or uniquely meets the minimum requirements of the job, or due to a substantial internal or external pay inequity.
3. An advanced rate may generally not exceed the midpoint of the pay grade.
4. A supervisor's request for an advanced rate shall be in writing and shall be attached to the recommended employee's Hiring Proposal.

B. ANNUAL PAY ADJUSTMENT - Annual pay adjustments include those resulting from the settlement of a collective bargaining agreement and shall be based upon recommendation of the President and approval by the Board.

1. Support Staff - Annual pay adjustments for support staff employees shall be administered in accordance with the procedures negotiated in the collective bargaining agreement and approved by the Board, including the adjustments for employees hired on or after January 1st.
2. Administrative/Professional, Confidential Clerical, IES Administrative/Professional, IES Administrative Support, and Trail Point Support - Annual pay adjustments for Administrative/Professional, Confidential Clerical, IES Administrative/Professional, IES Administrative Support, and Trail Point Support employees shall be administered in accordance with the recommendation of the President as approved by the Board. Recommendations may include across-the-board adjustments, adjustments based on pay equity issues, or a combination of criteria. New employees hired on or after January 1 shall receive the pay range adjustment or 1/2 of the annual pay adjustment, whichever is greater, unless a different arrangement was approved by the Vice-President at the time of hire.
3. An annual pay adjustment shall not be granted to an employee whose pay is frozen above the maximum of his/her pay grade. If the full annual pay adjustment would bring an Administrative/Professional, IES Administrative/Professional, IES Administrative Support, Trail Point Support, or Support Staff employee's pay over the maximum of the pay grade, only that portion of the increase which would bring the employee's pay to the maximum shall be granted. A Confidential Clerical employee shall receive the full annual pay adjustment even if the full adjustment brings an employee's pay over the maximum of the pay grade.

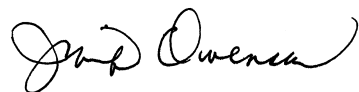
- C. LONGEVITY PAY – Regular full-time and Regular part-time Support Staff employees shall be eligible for longevity pay as authorized by the terms of the collective bargaining agreement.
- D. PROMOTION - A promotion is the movement of an employee from one position to another position in a higher pay grade.
1. When the new pay grade is 1 or 2 grades higher than the employee's current grade, the employee's pay shall be increased by 5% or brought to the minimum of the pay grade, whichever is higher. Upon recommendation of the supervisor and Human Resources and approval by the appropriate direct report to the President, the employee's pay may be increased up to a maximum of 10%.
 2. When the new pay grade is 3 or more grades higher than the employee's current Grade, the employee's pay shall be increased by 10% or brought to the minimum of the pay grade, whichever is higher. Upon recommendation of the supervisor and Human Resources and approval by the appropriate direct report to the President, the employee's pay may be increased up to a maximum of 15%.
 3. A promotional pay increase greater than that provided by D-1 or D-2 above may be requested if warranted by education, training and/or experience which exceeds or uniquely meets the minimum requirements of the position, or due to a substantial internal or external pay inequity. The increase may not exceed the maximum of the new grade. A supervisor's request for an advanced promotional rate shall be in writing and shall be attached to the recommended employee's Hiring Proposal.
 4. A promotional pay increase may be withheld if the employee previously held a position with a grade greater than or equal to the grade of the position currently being promoted to, and did not receive a downward salary adjustment at the time of the previous change in grade.
- E. DEMOTION - A demotion is the movement of an employee from one position to another position in a lower pay grade. An employee's pay shall be determined based upon the specific circumstances of the demotion.
- F. TRANSFER - A transfer is the movement of an employee from one position to another position in the same pay grade. The new position may have the same or a different job title. An employee's pay shall remain unchanged in the event of a transfer to the same job title/position. When an employee transfers to a position with a different job title and responsibilities, previous related work experience not considered for initial salary placement when the employee was hired may be considered for salary placement.
- The transfer of Support Staff employees shall be in accordance with the provisions of HR 3145.
- G. REASSIGNMENT - A reassignment is an employer-directed action moving an employee from one position to another, or moving an employee and his/her position from one work unit to another. The reassignment may result in the same or a different pay grade and/or job title. Upon reassignment, an employee's pay shall be governed by the section of this procedure for Promotion, Demotion, or Transfer (D, E, F above).
- H. JOB EVALUATION - Job evaluation is the review of an employee's job description by the Job Evaluation Committee because of a change in assigned job duties. Any reclassification resulting in pay change shall be governed by the procedures on Promotion, Transfer or Demotion (D, E, F above), as appropriate.

I. TEMPORARY ASSIGNMENT

1. Support Staff - An employee's pay shall be temporarily increased when s/he has been required to assume, for more than three consecutive work days, the major responsibilities of another *Support Staff* employee in a higher pay grade, as required by the collective bargaining agreement.
 - a. The pay shall be increased by 5% or brought to the minimum of the other position's pay grade, whichever is greater. In no instance, however, may the temporary pay increase exceed the midpoint of the other employee's pay grade.
 - b. Temporary assignment to a lateral or lower pay grade shall not affect the employee's pay.
 - c. Temporary assignment of a Support Staff employee to a nonsupport staff position shall be administered according to I-2 below.
2. Professional/Administrative, Confidential Clerical, IES Administrative/Professional, IES Administrative Support, and Trail Point Support Employees - An employee's pay may be temporarily increased if they are temporarily assigned to a position in a higher pay grade or given a temporary assignment of higher level job duties and responsibilities, if the assignment is expected to continue for a significant period of time. If increased, the employee's pay increase shall be determined based upon the specific circumstances of the assignment. If the assignment is to a vacant position, the pay increase may not exceed the maximum of the pay grade.

- J. ON-CALL PAY - An employee may be granted on-call pay at the approved College rate if required to carry a pager or cell phone while off-duty, and if required to remain within a specified distance from campus and/or to be available to respond to issues during the time period.

APPROVED:



Executive Director, Human Resources

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