

Compensation Guidelines For Management and Confidential Employees

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Overview

In accordance with Board Policy 5080 and Administrative Regulations 5080-G, the Human Resources department is responsible for the college's classification and compensation system for management and confidential employees, including administering equitable and consistent pay-related actions and system maintenance. The primary goals are to have: 1) a system that is comparable to our sister community colleges in Oregon (Chemeketa Community College, Clackamas Community College, Lane Community College, Linn Benton Community College and Portland Community College), 2) a system that is market driven, understandable and predictable, and 3) a system that is compared to market no less than every 5 years to make sure we continue to be aligned with the colleges in our region.

This system: 1) establishes pay and classification frameworks necessary to recruit, select and retain qualified employees, 2) maintain an appropriate internal alignment among classifications, and 3) set pay standards on initial appointment and throughout employees' tenure, including annual pay adjustments, promotions, reclassifications, temporary assignments and other pay actions.

All management and confidential employees will be compensated at pay rates within assigned salary range for the position held. An employee's pay rate shall not be less than the minimum pay rate or more than the maximum pay rate for the classification.

This document will be made publically available.

Salary Hiring Range

The hiring range for positions will be advertised with the minimum and maximum salary of the assigned pay grade, with a link to this information on the HR website:

http://home.mhcc.edu/HR/ee_resources/agreements_salaries/salary/current_non_rep_salary_sched.pdf

Typically the initial placement falls between the minimum and midpoint of the pay range.

Initial Salary Placement

Placements are based on 1.0 FTE. Any reductions (i.e. furlough days, reduced FTE, mid-year hires, etc.) are to be calculated after the initial salary placement is determined.

Placements are also based on directly relevant experience. Directly relevant experience is determined as follows: Only the individual's relevant past and

present experience that is substantially similar in level or responsibility to the essential duties in terms of breadth, depth and scope of the current/new position which exceeds position's minimum qualifications will be used to place individuals beyond the minimum on the salary schedule. Prorated credit may be given for relevant experience as long as 50% of the experience is directly related to the essential duties of the current/new position.

- For external new hires, Human Resources will calculate the years of directly relevant experience that the individual exceeds the position's minimum qualifications. One step will be granted above the minimum for each year of directly relevant experience, but not to exceed the maximum of the pay range.
- For internal hires, Human Resources will calculate the years of directly relevant experience that the individual exceeds the position's minimum qualifications. One step will be granted above the minimum qualifications for each year of directly relevant experience, or closest step to current salary in new salary range without loss of pay, whichever is greater, but not to exceed the maximum of the pay range.

The College reserves the right to make exceptions to the initial placement at the College President's discretion for unusual situations. Factors to consider:

- Level of recruitment difficulty
- Internal equity
- Special labor market conditions

Prior to making an offer, Human Resources will prepare an initial salary placement and review the placement with the Director of Human Resources or designee and the position hiring manager. Should the offer not be accepted, the Human Resources will work with the hiring manager and Director of Human Resources or designee to see if a higher placement is warranted. These exceptions require approval by the College President.

If a full-time faculty member, academic professional or classified employee, applies for and is selected to fill a full-time management or full-time confidential position, the same placement criteria defined above shall be applied.

Reclassification to a Higher or Lower Pay Grade

Reclassification of a position occurs if job responsibilities are substantially different from those previously. Substantial differences in new responsibilities must be the result of (1) significant change in program or service, (2) reorganization, or (3) technology. Employees will be placed within the appropriate pay grade based on the employee's relevant experience.

Human Resources will work with the employee and immediate supervisor and through the chain of approvals to ensure the appropriateness of the reclassification request, to review the position description for consistency, FLSA exemption and pay grade determination. Human Resources will use the position description as a basis for collecting market data and prepare a salary recommendation based on appropriate market comps and employee placement to market when considering the initial placement procedures above.

Reclassification to Higher Pay Grade

When an employees' job is reclassified to a higher pay grade, the employee's placement will be based on the initial placement procedures. Human Resources will calculate the years of directly relevant experience that the individual exceeds the position's minimum qualifications. Employees will be placed based on directly relevant experience exceeding minimum qualifications or closest step to current salary in new salary range without loss of pay, whichever is greater, but not to exceed the maximum of the pay range.

Reclassification to Lower Pay Grade

When an employee's job is reclassified to a lower pay grade, the employee will not experience a change in salary if the current salary is within the salary range of the new classification level. However, if the reclassification results in the employee's current salary exceeding the range of the new classification, the salary will be placed at the top of the new level.

Transfer to a Position in the Same Pay Grade

Employees who transfer to a different position within the management and confidential group in the same pay grade maintain their current pay rate.

Transfers from management and confidential positions to classified, academic professional or faculty positions will comply with the provisions of the appropriate bargaining unit agreements including the provisions for salary placement.

Assuming Additional Responsibilities within Own Assigned Pay Grade

Employees who are assigned to perform additional responsibilities in same pay grade will receive no change in pay.

Reassignment to a Position in a Lower Pay Grade

When an employee voluntarily takes a position at a lower salary range, the employee will be placed based on the initial placement procedures. The employee will not be placed higher than the maximum of the new pay grade.

Work Out Of Class Pay for the Period of a Temporary Assignment in Higher Pay Grades

Employees will receive five (5) % work out of class stipend for temporary positions when performing responsibilities in higher pay grades. Exceptions, based on mitigating circumstances, must be approved by the President. The position's immediate supervisor will work with Human Resources to initiate a request for work out of class pay. The Department Manager and the Business Office must identify funding prior to paying work out of class. Duration of the work out of class responsibilities must be greater than 30 calendar days. These assignments will be reviewed at least annually for renewal. The college can end the assignment at any time.

Special Assignments or Project Work Outside of Regular Assigned Duties

Compensation for special assignments and projects will be paid a stipend when an employee:

- Performs special assignment or project work that is not part of their usual position responsibilities;
- The employee will continue to perform their regular duties.
- The project is performed outside of the employee's regular assignment;
- The work is of a limited duration of the work of at least 30 calendar days.
- Employee's whose positions do the type of work or similar work in terms of scope, responsibility and complexity are not eligible for special pay.

Example: Filling a vacant position in addition to performing their regular duties.

The immediate supervisor is responsible to work with Human Resources to initiate a request for special assignment or project work pay prior to the beginning of the assignment.

Bilingual Pay Differential – This differential applies to confidential group employees who are asked to use bilingual skills to perform assigned duties. "Bilingual skills" means translation to and from English, interpretation of another language or the use of sign language. The employee's supervisor must assign the interpretation and translation duties. The differential is 5% pay of base pay.

Salary Schedule Adjustments

1. Cost of Living Adjustment (COLA)

The salary schedule will also be adjusted by annual cost of living adjustment (COLA) for each year will be increased by the Consumer Price Index-U for

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zero percent (0%) nor is greater than three percent (3.0%), if funding available. Only the Board may authorize implement a general across the board increase (cost of living adjustment). COLA adjustments typically occur in July each year; however, there is no guarantee of an annual COLA adjustment. An annual salary increase be denied to an employee based on an unsatisfactory performance.

2. Market Salary Surveys

HR is responsible for recommending position pay grades ranges through market analysis. Periodically, but at least every five years, HR will review market data using published survey data which includes our sister community colleges and when necessary, custom survey data conducted by Human Resources staff or a qualified consultant. Data is typically extracted based on organizations that are similar to MHCC in terms of service, geographic area, size, and budget. Where there is no comparable market data available for positions, salary ranges will be approximated by comparison to benchmark positions for which reliable market data is available to ensure internal alignment. Based on the review of appropriate market data, Human Resources will recommend adjustments to the salary schedule for the President's approval. The midpoint of pay grades reflect the labor market for positions. Employees' salaries and/or a positions' assigned pay levels may be adjusted as a result of a study if funding is available. An adjustment to the salary range does not guarantee an adjustment to individual placements nor does the amount of the adjustment to the salary range translate to an equivalent individual adjustment.

3. Individual Salary Advancement within the Pay Grade

If necessary resources are allocated by the Board, employees employed prior to April 1st of that year will advance one step annually on July 1st until the employee reaches the top step on the salary schedule. Step advancement may be withheld for performance related issues.