

Procedure Manual



Title: Total Rewards Program Pay Adjustments for Professional Technical Staff and Administrators	Number: A6Hx2-3.46
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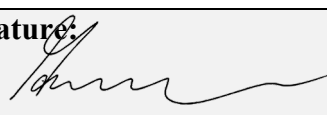
Requests to hire above the minimum salary or to provide a salary adjustment must be submitted to the Department of Human Resources and Equity with all required documentation and signatory approvals.

Hiring in the first quartile of the salary range: During the offer phase of the recruitment process and subject to approval by the Executive Director of Talent and Culture, the Provost, Vice Presidents and Campus Presidents may recommend starting salaries from the minimum of the range through the first quartile of the salary range based on the candidate’s experience, educational credentials, documented competitiveness in the labor market, or a failed search due to salary issues. To hire above the minimum and within the first quartile, the candidate must have credentials which exceed the minimum requirements for the job band based on the position description and job level guide. The Senior Leadership member must provide a written rationale for requesting a hire in the first quartile of the salary range to the Department of Human Resources and Equity. Senior Leaders are responsible for meeting established equity goals and for promoting equity among internal positions in hiring decisions.

Hiring in the second quartile of the salary range: In unusual circumstances when a Senior Leader recommends a hire in the second quartile of the salary range, the Executive Director of Talent and Culture will review and evaluate all requests to hire above the first quartile up to the midpoint of the salary range for approval. A full internal equity analysis will be conducted by the Executive Director of Talent and Culture or his/her designee before such offers are considered for approval. Hiring up to the midpoint of the range requires that the candidate have exceptional experience, documented expertise, and educational credentials that support such placement. Senior Leaders must provide a written rationale for requesting a hire in the second quartile of the range and are responsible for meeting established equity goals and for promoting equity among internal positions in hiring decisions.

All administrators and professional technical staff hires in the second quartile of the salary range or above must be authorized by the President and approved by the Board of Trustees.

Hiring above midpoint of the range: In rare cases when there has been a failed search and when a potential hire’s current salary combined with exceptional experience, and documented competitiveness in the labor market the College may consider hiring above midpoint, the President may authorize hiring above the salary range’s midpoint subject to the approval of the Board of Trustees. The Executive Director of Talent and Culture or his/her designee will conduct an analysis based on internal equity, budgetary impact, analysis of comparable positions and adverse impact and provide a written recommendation to the President.

Recommending Officer’s Signature Sophia M. Galvin 	Date: 10/7/19	President’s Signature: 	Date: 10/7/19
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Documentation to request a hire above the minimum includes:


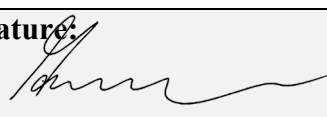
- Written recommendation and rationale from the Senior Leader to include
- Documentation of the candidate's/incumbent's credentials (such as a resume)
- Current salary of the recommended candidate if applicable
- Proof of failed search if applicable
- Budgetary justification

Total Rewards Program pay adjustment requests for professional technical staff and administrators requests based on interim appointments, lead worker status, or in-range movement must be submitted and approved through the department's appropriate supervisory levels including the Senior Leader prior to being submitted to the Department of Human Resources and Equity for review, evaluation, and approval. Salary adjustment requests received without the required documents and signatory approvals will be returned to the department initiating the request.

In order to be considered for an in-range adjustment, the employee must be employed in the position for a minimum of six consecutive months and attain a current level of "Achieves Performance Standards" or above on his/her performance evaluation.

Documentation to request a pay adjustment includes:

- Written rationale for requested payment from the Senior Leader to include:
 - Detailed description of the level of duties and responsibilities of the additional work required
 - Explanation of the relationship between the additional duties and the employee's regular job responsibilities
 - Estimated time period during which additional duties are to be performed if not permanent
 - Documentation of the incumbent's credentials (such as a resume)
 - Organizational chart
 - Budgetary justification

Recommending Officer's Signature Sophia M. Galvin 	Date: 10/7/19	President's Signature: 	Date: 10/7/19
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