



## Procedure 444-02 Compensation

Sponsor: Human Resources

### Purpose

The purpose of a compensation program is to attract and retain well-qualified faculty and staff while ensuring internal equity and financial sustainability for the College. Requests for exceptions to these procedures require approval by the President.

### Definition

Administrative/professional staff – Salaried personnel who are exempt under the Fair Labor Standards Act (FLSA) and therefore not eligible for overtime

Classified staff – Hourly personnel who are eligible for overtime pay if they work more than 40 hours in a workweek

Full-time faculty - Faculty on a 9-month contract consisting of 30 instructional load hours.

Full-time staff – classified or administrative/professional staff approved as a .75 FTE (or 1,560 hours per year) or greater in a fiscal year

Good Standing – refers to an employee that has not had any disciplinary actions in the past 12 months.

Staff – refers to administrative, professional, and classified employees.

### Procedure

#### Initial Placement of Full-Time Staff

Full-time staff are placed in a salary/wage range based on the classification of the required duties of the position.

1. Initial placement on the salary/wage range above minimum qualifications will be calculated as follows:
  - a. Two percent for each year of directly related experience through the preceding June 30<sup>th</sup>. For professional positions in Public Service, Academic Support, and Student Service program areas where having knowledge of issues in educational institutions is critical, directly related experience is the same level of job at an educational institution. For professional positions in Institutional Support program areas, experience in the same level of job at educational or other public institutions may be considered directly related. For classified staff positions, directly related experience is a job with a majority of the same job duties and responsibilities regardless of the environment in which they were performed.
  - b. One percent for each year of indirectly-related experience through the preceding June 30<sup>th</sup>. For administrative/professional staff, indirectly related experience is the same level of job in a non-educational institution or a different level (high or low) of a professional

- position in an educational institution. For classified staff, indirectly related experience is any other type of support position which a minority of the same job duties are performed.
- c. One percent for each year of related postsecondary education that is higher than the minimum required for the position.
  - d. No additional percentage will be granted for unrelated experience. If there is no correlation between the duties of a previous position and the current position, it is considered unrelated experience.
  - e. No more than one year of credit will be granted per year of experience or higher education.
  - f. Staff salaries/wages are annualized and shall be pro-rated by the Full-Time Equivalency.
2. Human Resources will verify experience with the selected candidate and complete the salary placement form based on education and direct and indirect experience. The Executive Vice President will review all salary placement forms.
  3. The supervisor may request a different salary than the recommended salary by Human Resources. The supervisor must justify through all levels of supervision up to the highest level of supervision explaining the extenuating circumstances that would warrant a different pay rate. Human Resources and the Executive Vice President will evaluate the request.
  3. The Executive Vice President is responsible for final salary placements. Salary placements are not subject to appeal.
  4. The salary placement may not be above midpoint unless approved by the President or designee.

#### Adjustments to the Full-time Staff Salary/Wage Ranges

The College conducts a staff salary/wage survey every other year using relevant labor market data (for even-numbered fiscal year budgets). The salary survey data will be used to adjust the midpoint of the salary ranges for future salary placements and not current employee salaries. Adjustments to the staff salary/wage schedules are approved by the President and are effective at the beginning of the fiscal year in alignment with the budget approved by the board.

#### Annual Salary/Wage Adjustments

After initial placement, staff salaries/wages may be adjusted for annual compensation adjustments approved by the Board, position review, promotion, or demotion as follows:

1. Salary increases will be objective and non-discriminatory using directly related and indirectly related education, experience, and internal equity.
2. Adjustments for staff will be effective on July 1st of each fiscal year.
3. Staff members who reach the maximum of the pay range will not be entitled to pay increases unless they are reclassified to a higher pay range or approved by the President.

#### Position Reclassification

Position reclassifications are reviewed every other year (starting in January in preparation for odd-numbered fiscal year budgets).

#### Reclassification to a Higher Level

An employee who is reclassified to a higher classification range will be placed in the range according to whichever salary/wage is the greater of one of the following:

1. Initial placement into the new salary range, or
2. An additional five percent of the current salary added to the current salary, or
3. The current salary plus two percent added to any annual compensation adjustment approved by the Board for the following fiscal year.

#### Reclassification within the Same Job and at the Same Level

A salary increase may be made within the current classification based on equity, market, or job growth within the classification.

#### Reclassification to a Different Job at the Same Level

An employee who is reclassified to a different position but in the same classification range will maintain their current salary.

#### Reclassification to a Lower Level

An employee who is reclassified to a lower range due to the needs of the College and not a performance issue will be placed in the new lower salary range at the current salary/wage rate. The employee will be entitled to any salary adjustments that may have occurred. The new salary cannot exceed the maximum of the salary range, exceptions may be approved by Human Resources and the Executive Vice President for internal equity or market issues.

#### Promotion

An employee promoted to a position with a higher classification shall be placed into the new range consistent with procedures for initial placement.

#### Lateral Transfer

An employee who applies for, or transfers to, a position with the same classification will be compensated at either their current salary or procedures for initial placement, whichever is greater.

#### Demotions

An employee who is moved to a position at a lower classification due to a performance issue will be placed at a range determined by the supervisor and Human Resources. Employees whose positions are reclassified to lower salary ranges through demotion are not eligible for the annual salary increase following the year in which the demotion occurs.

#### Special Assignment for Staff

The purpose of a special assignment is to provide a process for filling a staffing or project need temporarily by assigning a current employee from one classification or position to another. The following are the conditions for a special assignment:

1. A full-time employee in good standing. Part-time and classified staff employed with the College for less than 6 months are not eligible.
2. Special assignments must be expected to last a minimum of thirty calendar days.
3. The supervisor with the concurrence of the supervisor's chain-of-command must determine it is in the best interest of the College and the employee to temporarily fill a vacant position. The special assignment must be approved by the Executive Director of Human Resources and Executive Vice President.
4. A special assignment does not in any way guarantee the special assignment position to the employee permanently. The special assignment does not confer any preference to the employee in competing for the position if a regular opening occurs.
5. Employees on special assignment will be compensated at the minimum of the new pay range. If this does not result in an increase, then the employee will be eligible for a 5% pay increase over current salary. In addition, the employee will be entitled to any greater level of benefit that may be associated with the special assignment, i.e. a higher vacation accrual while serving in a special assignment.

6. An employee or supervisor may choose to end the special assignment and return the employee to his/her previous position at any time. However, an employee on a special assignment is not protected from actions that would have affected him or her if the employee was not on a special assignment. For example, if a shift, or position, has been eliminated, an employee would not be entitled to return to work for that shift or position.

#### Part-Time Staff

Part-time staff shall be paid according to the part-time salary/wage schedule based on the level of assigned range, responsibilities, and duties. Adjustments to the part-time salary/wage schedule are approved by the President.

#### Initial Faculty Salary Placement

The faculty salary schedule uses steps for years of experience and columns for degrees or graduate credit hours of associate, bachelor, masters, master+15, master+30, master+45, master+60, and doctorate. Initial placement on the faculty salary schedule will be determined according to the following criteria:

1. Highest related degree and/or graduate credits earned. Related Associate's degrees and Bachelor's degrees are acceptable for faculty in occupational disciplines. For initial placement purposes, graduate credit hours that were obtained beyond the number required for the Master's degree will be given credit on the salary schedule on the following basis, as they relate to graduate credit hours that are directly related to the discipline being employed to teach:
  - a. One-to-one relationship for directly related graduate credit hours.
  - b. One-to-two relationship for indirectly related graduate credit hours.
  - c. No relationship (not counted) for non-related graduate credit hours.
  - d. If no graduate programs are available in the teaching discipline, additional graduate schooling in a field that will improve instructional quality may be counted as directly related by approval of the Provost and Executive Vice President.
2. Previous related teaching experience at educational institutions. Fractions of years are rounded down to the nearest whole year. Part-time teaching is pro-rated by credit hour for post-secondary, or month for other experience. In no case will credit be given for more than 30 credits, or one full-time equivalent postsecondary teaching year in any one fiscal year. Credit for experience will be given on the following basis as it relates to post-secondary teaching experience:
  - a. One-to-one relationship for directly related post-secondary teaching experience.
  - b. One-to-two relationship for indirectly related post-secondary teaching experience.
  - c. One-to-two relationship for directly related secondary teaching experience.
  - d. One-to-two relationship for directly related teaching assistant or graduate assistant teaching experience. (Non-teaching assistance is not counted.)
  - e. No relationship (not counted) for any other type of teaching experience.
3. Previous directly related occupational experience for faculty in occupational disciplines.
  - a. One-to-one relationship for directly related nursing experience.
  - b. One-to-two relationship for all other directly related work experience (including directly related military service).
4. The supervisor may request a different salary than the recommended salary by Human Resources. The supervisor must justify through all levels of supervision up to the highest level of supervision explaining the extenuating circumstances that would warrant a different pay rate. Human Resources and the Executive Vice President will evaluate the request for internal equity and consistency.

5. Human Resources will make a recommendation for placement based on education and direct and indirect experience, and the Executive Vice President will review the recommendation and make a final determination. Salary placements are not subject to appeal.

#### Movement on the Full-Time Faculty Salary Schedule

After the initial salary placement, faculty may be moved down the rows (vertically) on the faculty salary schedule one year at a time for each year of full-time teaching experience completed, up to the maximum number of rows in the column. Movement on the salary schedule will occur annually at the start of the following contract period subject to the availability of funds and approval by the District Governing Board as part of the annual compensation package.

With continuing related education, faculty may move horizontally one column at a time upon approval of the appropriate dean and provost. If faculty were maxed out in a column for several years and then moved horizontally, those years faculty were maxed out will not count towards vertical movement.

#### Full-Time Faculty Salary Schedule Adjustments

The full-time faculty salary schedule will be compared bi-annually to appropriate external salaries. Adjustments to the salary schedule or any equity adjustments for faculty members are recommended by the President and approved by the District Governing Board.

#### Full-Time Faculty Overload and Part-Time Faculty Compensation

All full-time faculty with overloads and part-time faculty shall be paid according to the part-time faculty salary schedule. The pay rates, or tiers, equate to prior teaching experience at Coconino Community College only.

Tier 1: 0 to 89.9 load hours taught at CCC

Tier 2: 90+ load hours taught at CCC

#### Faculty Extra Pay for Additional Duties

Full-time and part-time faculty may be paid for additional work assignments based upon College needs and budget availability. These activities may be for any professional, non-instructional, or substitute teaching duties deemed necessary by the College and agreed to by the individual faculty (per 444-07 Secondary Position Procedure). The pay rate for additional duties is approved by the District Governing Board and posted on the Human Resources website.

#### Pay for Low Enrollment Courses

Supervision of students enrolled in all types of credit-bearing low enrollment situations (independent study, low enrollment class, etc.) may be prorated at a rate of one-twelfth per enrolled student. Please see Procedure 308-01 Instructional Load for details.

#### Lead Faculty Stipend

Lead faculty will receive a stipend of \$7,500 per year which includes 20 extra duty days per fiscal year. In addition, lead faculty receive 12 hours of release time to perform additional duties during the fiscal year.

#### **References**

Procedure 308-01: Instructional Load

#### **Procedure History**

04/01/2001      New

04/02/2002      Revised  
02/25/2021      Revised and approved by Executive Council

**Legal review**  
02/02/21