

444-02 COMPENSATION—PROCEDURE

1. PURPOSE

The College is committed to offering an affordable total compensation package of salary and benefits, which attracts, retains, and motivates high quality employees. The College ensures that compensation is internally equitable and externally competitive within the financial capability of the College.

2. PROCEDURE

This procedure is applicable to all CCC positions.

1. Annual Compensation Adjustments

- a. Each fiscal year Human Resources will conduct a salary survey to determine how the College's salaries compare with local, state, regional, and national surveys to compare external competitiveness of the College's salary ranges. The salary survey data is used to evaluate pay levels and plan compensation budgets.
- b. The regional Consumer Price Index (CPI) data from the prior calendar year will be used in determining cost of living adjustments and will provide a basis for any recommendation for salary adjustments.
- c. The Compensation Committee will also provide recommendations and suggestions in designing equitable and innovative compensation strategies that contribute to the success of the College and fall within the fiscal parameters of the College.
- d. Any changes to the compensation plan will be presented to the District Governing Board for approval and adoption and will become effective at the beginning of the new fiscal year.
- e. Employees 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 the salary schedule is adjusted and the pay range is increased.

2. Compensation for Staff

Newly hired, benefit eligible staff will be placed in a salary range that relates to the classification of their position. See Operational Procedures for details.

All newly hired, part-time employees shall be paid according to the Part-time Salary Schedule based on the level of assigned responsibilities.

3. Compensation for Full-Time Faculty

All newly hired, full-time faculty shall be paid according to the Full-time Faculty Salary Schedule. All full-time faculty are initially placed on the Salary Schedule into columns and rows commensurate with their education and experience. Refer to the Operational Procedures for specific information.

3. BACKGROUND

1. Reference: none
2. Revision history: 04/01/2001, 04/02/2002, 03/24/2010 (reformatted), supersedes Procedure 444-03
3. Legal review: none
4. Sponsor: Human Resources

Adopted by College Council: 03/24/2010

COCONINO COMMUNITY COLLEGE