



Personnel Policies and Procedures
Salary Wage & Administration Policy
Effective Date: July 1, 2019
Board Approval: June 5, 2019

1. Purpose

1.1. To provide direction to manage the Tooele Technical College's salary and wage system in a consistent manner which has the intent of balancing available resources, institutional priorities, fairness, and the College's ability to attract and retain qualified personnel.

2. Policy. It is the policy of Tooele Tech to offer competitive pay within the market place of similar positions, treat employees fairly, recognize exceptional performance and maintain a salary system which attempts to accelerate an employee's pay progress to the mid-point of their range, and then move the employee from the mid-point to the top of their range over the course of the employee's career.

2.1. Salaried Employees

2.1.1. Employee Salary System. The College's salary system consists of salary ranges which group positions of similar value and which correspond to the salaries paid to similar positions in the marketplace. The ranges have been established using a standard job evaluation instrument which considers the position's relative responsibilities, required job knowledge, difficulty, the work environment and other related factors as recommended by Human Resources (HR) and approved by the President.

2.1.1.1. General Wage/Salary Adjustments. To maintain competitive wages, every few years an updated salary survey will occur as determined by the President to ensure salary ranges still reflect market conditions. On all occasions, salary adjustments will be based upon the anticipated effect on the College's budget. The Board of Directors will approve any changes to the ranges.

2.1.1.2. College Cost of Living Adjustments (COLA). Tooele Technical College COLAs are not tied to social security COLAs or any other COLA, but occur only when the legislature specifically designates funds appropriated for annual compensation increases as COLA and/or when the Board of Directors approves a COLA with the endorsement of the President. The effect of a Tooele Technical College COLA is that it will move the midpoints of all ranges, and the salaries of full-time employees will be adjusted to maintain their current position on their range. Normally a COLA will be recommended to the Board as a result of updated salary survey and not necessarily on an annual basis.

2.1.2. Salary Ranges

2.1.2.1. Faculty. Separate salary ranges for instructors shall be established based on the instructor's academic credentials, their assigned programmatic area, and a market analysis of what technical education instructors in specific teaching disciplines are being paid.

2.1.2.2. Classified and Professional/Administrative Employees. Each job is rated using the approved job evaluation instrument. Similarly rated jobs are grouped in similar ranges. New positions or positions with significant changes will be (re)rated using the same instrument by the HR Office with final approval by the President.

2.1.3. Salary Schedule Placement

2.1.3.1. Initial Appointments. All initial placement on the employee's appropriate range shall

normally be at the minimum of the salary range.

2.1.3.2. Exceptions may be allowed in consideration of the following:

- The chosen applicant has years of experience in other positions which relate directly to their new assignment;
- A similarly qualified applicant cannot easily be recruited for the position at the beginning rate;
- The qualifications of the applicant exceed the minimum requirements of the position and the individual is expected to perform at a level equal to that of other individuals currently being paid at the same rate;
- Or when the President, based on recommendations from the Interview Committee, determines that the College's best interests would be served by granting salary credit for additional skills and/or experience.

2.1.3.3. Initial placement above the first quartile of the pay range requires prior approval of the Vice President of Finance. Initial placement above the mid-point of the pay range requires the approval of the President. All required approvals must be obtained in writing prior to notifying the prospective employee.

2.1.3.4. Allowance for One-Time Compensation. The President may award employee compensation, in addition to annual salary or hourly wages, in the form of a bonus or a stipend for additional responsibilities, exemplary service, or for achieving special milestones individually or as a college. Examples of one-time awards include, but are not limited to, being a lead instructor, advising a student leadership organization, or a holiday bonus. Any one-time award of any amount shall not establish any right or expectation for any continuing bonus award and will be made in harmony with budget constraints. One-time awards for being a lead instructor or advisor will be approved on an annual basis.

2.1.4. Provisions Governing Movement up the Range

2.1.4.1. Faculty. Faculty may move up one range upon completion of an academic credential directly related to their area of responsibility or for being promoted into a higher rated program.

2.1.4.1.1. **Application.** All completed pay grade change requests (including official transcript of credits and credentials) must be submitted to the Human Resource Office.

2.1.4.1.2. **College Degrees.** College degrees used for pay grade changes must be granted from accredited institutions of higher education as recognized by the U.S. Department of Education and relate directly to the instructor's job assignment.

2.1.4.1.3. **Approval.** All requests shall be approved by the Vice President of Instruction as to the degree's relation to the instructor's job assignment and forwarded to the Vice President of Finance for review and implementation. Applications (including official transcript of credits) that are approved will be maintained in the employee's personnel file.

2.1.4.1.4. **Salary Adjustments.** Salary adjustments given as a result of the pay grade change shall be three percent (3%) increase on the salary range. The amount of the pay increase may exceed the 3% ceiling if adjusting to the minimum for the new pay range exceeds the 3% limit. Salary adjustments shall become effective on the first of the month following the month of the final approval.

2.1.4.1.5. **Doctorate Degrees.** Employees earning a doctorate degree from an accredited university in a subject related to their position shall receive a three (3%) salary adjustment.

2.1.4.2. Classified and Professional/Administrative Employees

2.1.4.2.1. **Promotions.** Upon being promoted to a position in a higher salary range, the employee will be eligible for a three percent (3%) increase. The amount of the increase may exceed the 3% ceiling if the adjusting to the minimum for the new pay range exceeds the 3% limit.

2.1.4.2.2. **Job Re-Rating.** Re-rating of the employee's existing job shall not be considered a promotion. In the case of a job re-rating, the employee may receive a salary adjustment, as necessary, to bring the employee up to the minimum for the new pay range.

2.1.4.2.3. **Transfers.** When employees transfer to a lateral position on the salary schedule, they will be placed on the appropriate salary range for the new position such that they maintain their existing salary. When employees voluntarily request and are approved for a transfer to a position with a lower range, they will be placed on the appropriate range for the new position with a salary which is not greater than 95% of the midpoint of the new range.

2.1.5. Pay Progression Matrix. The Pay Progression Matrix determines the employee's movement up their pay range. The matrix uses a formula which compares the total funds available for raises with each employee's salary as a percentage of a total salaries which is factors by their share of pay progression points in relation to the total available points.

2.1.5.1. Pay Progression Points. Points are awarded based on a combination of several factors. These factors may include where an employee is listed on their respective range (compa-ratio), the completion of professional development, the completion of annual goals, merit performance and other factors as approved by the President near the beginning of the fiscal year. These pay progression points are used in determining how much an employee will progress up their range each year based on numerous considerations, including the total points awarded, the salary of the employee as compared to total salaries and the total funds available for the pay progression matrix.

2.1.5.2. Compa-ratio. The Compa-ratio is where an employee is on their respective range, relative to the midpoint of the range. It is determined by dividing the actual salary by the midpoint of the assigned salary range. In order to accelerate an employee to the midpoint and then slowly move the employee to the top of the range over their career more pay progression points are awarded to an employee who is near the beginning of their range than is award above the midpoint.

2.1.5.3. Employee Performance Evaluation. A "not acceptable" rating on any factor removes the employee from participation in the compa-ratio points used in the Pay Progression Matrix. Any employee who has not had sufficient time to correct deficiencies shall still be eligible compa-ratio points.

2.1.5.4. Other Pay Progression Points. Other pay progression points may include, but is not limited to, the completion of professional development, the completion of annual goals, merit performance and other factors as approved by the President near the beginning of the fiscal year.

2.1.5.5. Pay Progression Philosophy. It is the intent of the College for employees to acquire the job skills to fully perform their job classification by the time they arrive at midpoint of the pay range for which they were hired to perform. As such, it is the philosophy of the College to accelerate an employee's progress to the midpoint. It is the responsibility of the supervisor

and the employee to identify the essential skills, competencies, and quality of work which will satisfy the full performance requirement.

2.1.5.6. Midpoint to Maximum Progression. Compensation at the midpoint is considered market competitive. Increases may be received up to the maximum of the pay range over a full career, but it is not guaranteed. Upon achieving the maximum grade, the employee shall still be eligible for any COLA when the ranges are adjusted upwards as determined by the Board.

2.1.5.7. Red Circle Rate. Red Circle Rate refers to the rate of pay for an employee whose pay falls above the current maximum salary for the assigned range. Such employee(s) shall be placed on a salary freeze and shall only be eligible for COLA as a one-time payment, until the employee is back within their range. A red circled employee will receive no additional base salary adjustment until they are back within their range. The red circled employee may, however, still participate in the Pay Progression Matrix by earning points and receiving such payments as a one-time bonus not attached to the employee's base pay.

2.1.6. Rate of Pay

2.1.6.1. Full-Time Salaried Employees. The hourly rate of pay for full-time salaried employees shall be determined by dividing the employee's base salary by 2080.

2.1.6.2. Full-Time, Salaried Employees who Work Less than Year-Round. The hourly rate of pay which employees who are tied to a calendar which is less than year-round, will be determined by a pro-rated basis by comparing the days they are scheduled in a calendar year with that of an employee who works a normal year-round college calendar.

2.1.6.3. Part-Time Employees. The hourly rate of pay for part-time employees is determined at the time of hire by dividing the minimum salary range by the 2080. No paid leave, paid holidays, or insurance benefits are available to hourly employees. Care should be taken to ensure that similar positions within a department are hired at similar starting hourly wages. Part-time employees are not part of the pay progression matrix. Part-time employees with acceptable performance evaluations will receive a raise as determined by the President, normally equal to the average salary increase received by the salaried employees.

2.1.6.4. Adjuncts

- Adjuncts who are Full-time Salaried Employees who teach approved classes which are outside of their normal full-time schedule will be compensated at a rate which equals 1.5 times the mid-point of their range.
- Adjuncts who are employed from outside of the college will be paid a rate of pay less than the hourly rate of the midpoint of the associated range as determined by the Vice President of Instruction in consultation with the Vice President of Finance.
- Adjuncts who teach in subjects which are external to approved ranges, will be paid commensurate to their subject matter expertise as approved by the President.

2.1.6.5. Substitutes. Substitute rates will be determined by the Vice Presidents of Instruction and Finance and updated as they feel is appropriate. A differentiated rate will be recognized which distinguishes the difference between fully qualified substitutes, and substitutes who can maintain order and safety in the program, but who are not able to substantially teach the subject matter of the program.

2.1.7. Salary Adjustments. Salary adjustments given to employees, who are not being promoted to a new

range, may be given with the approval of the President in situations where he or she has determined that gross inequities exist.