

## Policy 5.36

### Salaries Policy

#### A. New Hires

The Human Resources Office or the appropriate Vice President will make initial salary recommendations for their personnel. The initial salary recommendation will be calculated using a salary calculation form that is available from the human resources office. Pay rates for full-time employees will be approved by the President. Pay rates for part-time employees will be approved by the appropriate Vice President.

#### Elements of the Plan:

The following are the major factors which will serve as the basis for calculating salaries for full-time faculty and staff and some part-time staff positions:

- Credit for relevant work experience, both community college experience and non-college experience.
- Responsibilities assigned to the employee's position.
- Credit for education beyond high school, distinguishing between several levels of educational attainment. Credit for education is built into the faculty pay base.
- Other factors that warrant additional increases for some positions.

#### Salary Formula:

The formula below is used to calculate the estimated salary for each new full-time employee. The calculation method for part-time employees varies based on the position type for which they are being hired,

$$ES = B \times (1 + X + R + E + O)$$

B – Salary Base. This figure represents the base per classification of position for staff positions. This figure represents the base per educational attainment level for faculty positions.

ES – Estimated Salary. This figure will be used to determine the actual salary for an individual. The estimated salary will be converted to the nearest salary figure that is divisible by 12.

X – Relevant Work Experience. Relevant work experience is calculated on the basis of all full-time work experience. Experience for new staff employees is calculated at a rate of 2% per year with a maximum of 15 years credit being allowed. Experience for new faculty employees is calculated at a rate of 0.5% per year with a maximum of 15 years credit being allowed.

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R – Responsibility. This figure provides additional compensation for positions of a specialized nature which have additional responsibilities.

E – Education Credit. Credit will be awarded as follows for staff positions (Credit for education is built into the faculty salary base):

Vocational Diploma, Certificate or Less	5%
Associates Degree or Equivalent	10%
Bachelors Degree	20%
Master's Degree or Education Specialist	30%
Doctoral Degree	40%

O – Other Factors.

### **Part-time Curriculum Instruction (Adjunct) Pay Rates**

All new curriculum part-time instructors beginning employment after July 1, 2013 will be paid at the state minimum for their educational level plus 20% for prep time. This also applies for part-time instructors who have taught for the College previously, but last taught prior to July 1, 2012. For certain, hard to fill, positions, a percentage for market demand may be included as well. There are also exceptions made for part-time clinical nursing instructors, as additional hours are built into their contracts for prep time and for part-time BLET instructors since they only teach a portion of a course and minimal prep is required. Part-time nursing and BLET instructors will be paid at the state minimum with the 15% prep required by NCCCS. These minimums are subject to change by directive from the NCCCS. All part-time curriculum pay rates will be approved by the Vice President of Academics.

### **Temporary Part-time Continuing Education Pay Rates**

Temporary part-time Continuing Education pay rates are assigned based on the Continuing Education Rate Chart. This chart was derived from the salary calculation formula above. These pay rates are approved by the Vice President of Continuing Education. There are certain situations that warrant a pay rate above those on the chart. In these instances, the rate requires approval by the President.

### **B. Current Employees**

Salary increases shall not be granted except on July 1 or upon promotion to a higher position. Part-time continuing education instructors' increases will be effective on January 1.

### **Approval Process:**

Each year, by June 30<sup>th</sup>, senior administrators of the College will submit a memo to the President of the College listing the employees they request to be awarded a salary increase based on the criteria listed below. The President of the College has final approval of any and all salary increases and all increases are subject to budget constraints.

**Additional Degrees:**

Increases will be based on the prior year salary and will be added before applying any increases mandated by the general assembly. Only degrees from regionally accredited institutions will be accepted and the degree must be pre-approved by the College President. An employee must be able to show how the additional degree will benefit the College in the employee's current position. The minimum percentage increases will be as follows:

Vocational Diploma, Certificate or Less	3%
Associates Degree or Equivalent	4%
Bachelors Degree	5%
Masters Degree or Education Specialist	6%
Doctoral Degree	7%

**Additional Responsibilities:**

Increases from 0% to 10% can be requested for employees that take on additional job duties and responsibilities. These increases are only for job duties that change the scope of the employee's former job.

**Merit:**

Increases from 0% to 5% can be requested for employees that are performing their job above and beyond expectations.

**Continuity Adjustments:**

Increases can be requested for faculty or staff of 0% to 10% to provide continuity in the various divisions of the College based on responsibility of the employees and the degrees they hold.

**Increases above those mandated by the General Assembly:**

Increases above those mandated by the General Assembly can be given to any group of employees at the College (professional staff, faculty, support staff, etc.). These will be based on budget availability.

**Faculty Minimum Adjustments:**

Increases must be given to ensure all faculty are above the minimum salaries mandated by the general assembly for the degrees that the faculty members hold.

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**Part-time Employees (Non-regular, less than 20 hours per week):**

Increases can be requested for this group of employees up to the percentage mandated by the general assembly for full-time professional staff and faculty at the College.

**References**

**Legal References:** *1C SBCCC 200.94*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

**History**

**Senior Staff Review/Approval Dates:** *11/6/13*

**Board of Trustees Review/Approval Dates:** *11/6/13*

**Implementation Dates:** *Enter date(s) here*