



## **PERSONNEL POLICIES — SECTION 300**

**NUMBER: 383**

**SUBJECT: SALARY AND WAGE ADMINISTRATION**

**LAST REVIEWED: 4/19/2023**

**EXECUTIVE STAFF APPROVAL: 5/1/2023**

**BOARD APPROVAL: 10/28/2011; 5/17/2023**

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### **384.1 – PURPOSE**

To provide guidelines for the Mountainland Technical College (MTECH) Salary & Wage Program for all positions within the College, excluding the College President.

### **384.2 – POLICY**

The MTECH employee compensation program works toward providing a competitive level of compensation and internal equity for all employees. The compensation program is implemented in compliance with all legal and regulatory objectives.

### **384.3 – PROCEDURE**

#### **3.1 Benchmarking**

The Human Resources (HR) Department will conduct salary and wage benchmarking with data from similar institutions at a minimum of every three years.

#### **3.2 Cost of Living Adjustments (COLA)**

Adjustments for possible cost of living increases will be reviewed annually. The determined rate change will be based upon funds provided by the legislature and upon the anticipated effect on the College budget.

#### **3.3 Grades and Ranges**

- 3.3.1 Each job at the College will be assigned a “grade” based upon the benchmarked information obtained from comparison of similar positions at similar organizations. Each grade will be assigned a salary or wage range. It is expected that new hires will generally start at the minimum of their salary or wage range, unless unique qualifications or market conditions necessitate the individual start at a

higher rate. Initial placement above the minimum within the first quartile requires approval from the Sr. Director of Human Resources. Initial placement above that level requires the additional approval of the Vice President (VP) of Administration or in their absence, the College President. Initial placement beyond the mid-point is strongly discouraged.

- 3.3.2 Ranges will be reviewed annually and adjusted as needed in response to the college budget and the current job market. Progression through an employee's pay range will be based upon the college budget, benchmarking analysis by the HR department and VP of Administration, and employee performance. Employees who receive an overall "needs improvement" rating will not be eligible for any additional salary or wage increase other than the cost of living adjustments, for the year following the poor performance review.

### **3.4 Red Circle Rate**

Red Circle Rate refers to the rate of pay for an employee whose pay falls above the maximum salary or wage for their grade. Such employees will be placed on a wage freeze and will only be eligible for annual cost of living adjustments. Any exceptions require the written consent of the College President or two Vice Presidents and must be submitted to the Senior Director of HR. This written approval will be kept in the employee file for reference. If the Red Circle employee's pay rate falls back within the assigned pay range, the wage freeze will be lifted.

### **3.5 Supervisor Recommendation**

Where available budget permits, it is the intent to recognize those individuals whose performance has been truly exceptional during the past year. In such instances Supervisors will be asked to provide a recommendation regarding those from their department they think most worthy of this designation.

### **3.6 Extra Service Agreements**

For questions regarding Extra Service Agreements please see [Policy 300.376](#).