



SALARY AND WAGE ADMINISTRATION POLICY

PERSONNEL | 300.383

Last Evaluation

03/13/2026

Executive Staff Approval

07/20/2026

Board Approval

08/19/2026

1. Policy Purpose

The purpose of this policy is to establish the framework for the administration of salary and wages at Mountainland Technical College (MTECH). The College is committed to maintaining a compensation program that promotes internal equity, market competitiveness, and compliance with applicable laws and regulations.

2. Definitions

Benchmarking - The process of comparing institutional compensation data with similar positions at comparable organizations to determine market competitiveness.

Salary Grade - A classification level assigned to a position based on job responsibilities, required qualifications, and market comparison.

Salary Range - The minimum, midpoint, and maximum compensation levels established for a salary grade.

3. Policy

- 3.1. The Mountainland Technical College compensation program is designed to attract, retain, and reward qualified employees while maintaining fiscal responsibility and equity across the institution.

- 3.2. Compensation decisions will consider:
- Internal equity among positions;
 - Market competitiveness with comparable institutions;
 - Employee qualifications and experience;
 - Institutional budget and legislative funding; and
 - Employee performance.
- 3.3. The Human Resources Department is responsible for administering the compensation program, including salary benchmarking, job classification, and the maintenance of salary ranges.
- 3.4. All compensation practices will comply with applicable federal and state wage and nondiscrimination laws including the Equal Pay Act of 1963 and the Fair Labor Standards Act.
- 3.5. Operational processes for compensation administration are outlined in the Salary and Wage Administration Procedure.
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4. Evaluation History

Last Evaluation	Executive Staff Approval	Board Approval
		10/28/2011
4/19/2023	5/1/2023	5/17/2023
03/13/2026	07/20/2026	08/19/2026