

# Rock Valley College

## Salary Program Procedure

### RVC Administrative Procedure (3:40.020)

The Human Resources Department is responsible for the administration of the College's Salary Program. The Salary Program is applicable to non-represented employees employed by the College other than the College President.

#### Objectives of the Salary Program

1. Attract, retain, and motivate competent employees.
2. Establish and maintain competitive salary ranges.
3. Comply with equal employment opportunity goals and objectives.

#### Salary Grade Classification Structure

The Human Resources Department shall classify each non-represented job position, other than the College President, to a salary grade based upon the position's job description and responsibilities and the general market rate for the position. The Human Resources Department shall assign each salary grade a salary range divided into three steps.

The salary range within each salary grade classification establishes the minimum dollar amount generally paid for minimum essential job skills, knowledge and experience required to perform the work required within the position job description, and the maximum dollar amount generally paid for maximum essential job skills, knowledge and experience relative to market value for the position job description, and other similarly classified job positions within the College. The Human Resources Department shall review salary grade classification ranges as needed to ensure the College's salary classification structure for job positions remain competitive within the labor market, and are generally internally and externally equitable. Appropriate changes to the College's salary grade classification structure shall be recommended to the College President for consideration and approval on an annual basis.

Upon hire, the Human Resources Department shall assign each new employee to a salary within the appropriate step of the salary grade classification structure, consistent with state and federal labor laws.

An employee's advancement within the salary grade shall be based upon an annual salary adjustment approved by the College's Board of Trustees.

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## Promotions

A promotion is the permanent reassignment of an internal College employee from a position classified in a lower salary grade to another position classified in a higher salary grade. A promotion may occur due to restructuring within a department or by the internal employee applying for a position and being selected through the College's recruitment process.

Any promoted employee shall be assigned to a salary and placed within the salary grade for the new position consistent with the College's salary grade classification structure. The salary adjustment for the newly-promoted employee is not restricted to a 10% cap on the employee's previous base salary, but shall be based on past job performance, comparable salaries for similar positions within the local labor market, and internal equity for similarly graded positions within the organization.

A promotional salary adjustment may be delayed up to 90 days to allow the employee to demonstrate successful performance in the position.

## Transfers

A transfer is the movement of an internal employee from one position to another position in the same salary grade classification. A transfer does not generally prompt a salary adjustment, but may be considered based upon the local labor market for similarly graded positions. The College shall review employees transferring to a new position after 90 days.

## Demotions

A demotion is the permanent reassignment from a position evaluated in a higher salary grade to another position evaluated in a lower salary grade. When an employee is reassigned to a position in a lower salary grade due to inadequate performance or misconduct, the employee's salary may be reduced to a salary within the new salary grade classification to be determined by the Human Resources Department.

When an employee is reassigned to a position in a lower salary grade for reasons other than inadequate performance or misconduct, such as elimination of his/her current position, reduction in salary is not required if the employee's salary is within the range of the lower salary grade classification for which the employee is reassigned.

In all instances of a demotion, the action and the necessary documentation to support the action must be reviewed and approved by the appropriate Leadership Team Member and the Executive Director of Human Resources.

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## Exceptions to the Salary Program

It is recognized that the Salary Program cannot cover all situations. Any proposed exception must be accompanied by a memo and submitted through the appropriate Leadership Team Member to the Executive Director of Human Resources for consideration. All exceptions will be considered on an individual basis and must be approved by the appropriate Leadership Team Member, Executive Director of Human Resources, VP/Chief Operating Officer, and the President. In no case will such an approval establish a precedent.

## Adding New Positions to the Salary Program

When the creation of a new position is proposed, the appropriate Leadership Team Member will submit a request via a white paper to the Executive Director of Human Resources. The proposal for the new position will be reviewed by the Job Classification Review Committee. The College's job evaluation process will be used to assign the position to the appropriate salary grade classification and range.

## Reclassification of Existing Positions

When the duties assigned to a job position significantly increase in complexity and/or experience and education requirements change for the position, it may be appropriate for the Human Resources Department to review the position's salary grade classification for possible reclassification through the College's job evaluation process. Similarly, when a department restructures and job duties realign, it may be appropriate for the Human Resources Department to review the position's salary grade classification. The request for reclassification of a position shall be initiated by the appropriate Leadership Team Member who will submit it to the Executive Director of Human Resources.

## Treatment of Compensation Information

Wage or salary information is to be handled in a sensitive manner at all times. Each supervisor is responsible for informing each employee within their area of responsibility of the employee's job title, salary, and salary range, as well as the employee's position within the salary range.

**Reference:** Board Report #6979

**Implemented:** March 12, 2013

**Updated:** October 2, 2019