
SECTION: Human Resources

POLICY TOPIC: Salary, Benefits, and Advancement

I. Salary and Wage Schedules

The Board shall adopt annually the entry-level salary and wage schedules and other direct compensation for College employees. The Board shall also adopt guidelines for placement on the compensation schedules. No employee of the College shall be compensated at a rate other than prescribed in such schedules, unless pursuant to contract or appointment expressly recommended by and approved by the President.

- A. Exempt Personnel: The President is authorized to negotiate salaries with exempt employees.
- B. Full-Time Instructors: Faculty members shall be placed on a salary schedule at the time of employment that is based on work experience, education, critical occupation, and other credentials.
- C. Non-Exempt Personnel: Initial placement of non-exempt personnel on a salary schedule shall be made according to a classification based on job responsibility and qualifications.
- D. Adjunct, Conditional, and Temporary Personnel: Adjunct instructors shall be compensated at a per-credit hour or contact hour rate as annually determined by the Board. Other adjunct, conditional, and temporary personnel shall be compensated at the rate assigned to the job classification for which they will be working.

II. Salary Increases

The Board believes that salary advancement is one method of rewarding effective performance. Recognizing this, the Board shall give priority to considering employee salary schedules as a part of budget development each year to the extent that monies are reasonably available.

Consideration will be given to employees exhibiting effective performance in the form of merit increases and advancement on appropriate salary schedules.

III. Benefits Program

The President, or designee, shall develop a benefits plan for all College employees. The Board shall consider a benefits package annually as part of the budgetary process. Details of benefits approved for the employees of San Juan College shall be included in the employee handbooks.

IV. Advancement

- A. Exempt Staff: Exempt personnel are expected to make continuous advancement while on the College staff and to participate in staff development activities. It is the policy of the College to generally provide advancement opportunities to staff and also to promote from within, subject to qualified personnel being available. A system of rank and promotion, as described in the *Faculty Handbook*, is in place as an advancement opportunity for full-time faculty members.

- B. Non-Exempt Personnel: Advancement of non-exempt employees shall be governed by procedures and guidelines as expressed in the *Professional and Staff Employee Handbook*.