



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DE-1 Compensation Program

APPROVED: December 14, 1984 **REVISED:** September 19, 2003
Year of last review: 2021

AUTHORIZING BOARD POLICY: DE

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To delineate the guidelines for administering the compensation program.

PROCEDURE:

I. Initial Employment

A. Salary Placement

1. An individual meeting the minimum education and experience requirements as stated in the job description is hired at minimum entry of the assigned grade.
2. For full-time regular employment, additional education and/or experience beyond the minimum requirements may be utilized for advanced placement beyond the minimum. Specific equivalencies are identified in the Initial Salary Placement Guidelines attached to each salary schedule. All required College course work and/or degrees must be from an accredited college or university. For part-time employees, placement is at minimum entry of the appropriate salary grade for the job they perform unless recommended by their area Vice President and approved by the Executive Director of Human Resources, the Vice President of Financial and Administrative Operations and the President.

B. Special Placement

When labor market conditions are such that the recommended candidate is unwilling to accept a salary placement which is established according to the standard placement guidelines and/or the normal supply of qualified applicants is so limited that applicants willing to accept a salary at or near the minimum cannot be found, the hiring rate may be anywhere within the salary range appropriate to competitive conditions, as supported by survey data, requested by the Executive Director of Human Resources and approved by the Vice President of Financial and Administrative Operations and the President.

II. General Promotions

- A. For compensation purposes, a promotion occurs when an employee is selected to fill an administrative, professional support, or classified staff position in a different grade, on the same or a different salary schedule, with a midpoint that is higher than the midpoint of the employee's present grade.
- B. An employee who is promoted to a position not as a result of the position's reclassification will receive a promotion increase which results in a salary placement which is the higher of the two (2) alternatives:
 1. The evaluation of the promoted employee utilizing the normal initial placement guidelines as described herein or
 2. The employee is placed in the new grade which provides the employee with a minimum 6% increase above the employee's current salary.
- C. If the promotion is effective at the beginning of the fiscal year, the employee should first be placed in the new grade before considering an appropriate step increase at the beginning of the fiscal year.

*** Note:** The word "faculty" denotes instructors, counselors and librarians.

- D. In no event will an increase be given that would cause the salary to exceed the grade maximum. If the recommended increase percentage is not sufficient to increase the employee's salary to the minimum of the grade, the salary will be increased to the grade minimum.
- E. If administrative, professional support, or classified staff member is appointed to a faculty* position, the employee will be placed on the schedule in accordance with the initial placement guidelines for the faculty schedule. Likewise, should a faculty member compete for or be appointed to a full-time position in another category, the faculty member will be placed on the appropriate salary schedule in accordance with the initial placement guidelines. Upon acceptance of the position, the faculty member would lose faculty status. Those faculty members who have been granted tenure will continue to retain their status with the District. Tenured faculty members who have accepted a position in other employee categories and return to faculty status will be returned to the faculty pay status without loss of years of service had they remained as faculty members.

III. Position Reclassification

- A. When a position is reclassified to a higher grade (higher salary midpoint) because a reevaluation indicates the responsibilities of the position have increased, the incumbent employee may be recommended for non-competitive promotion to a higher grade. In this case, the employee is placed in the new grade which provides the employee with the higher of the following two (2) alternatives:
 - 1. The evaluation of the promoted employee utilizing the normal initial placement guidelines as described herein; or
 - 2. The employee is placed in the new grade at a salary that provides a minimum 6% increase above the employee's current salary.
- B. If the reclassification of the position and the non-competitive promotion are effective at the beginning of the fiscal year, the employee should first be placed in the new grade before considering an appropriate increase at the beginning of the fiscal year. An employee will not be paid less than the grade minimum, nor more than the grade maximum when a reevaluation increases a position's grade.
- C. If the incumbent employee is not qualified for the higher appointment, the position may be filled in accordance with the District's normal hiring practices. However, if the incumbent employee does not meet minimum requirements for the higher position but his/her performance merits non-competitive promotion to the higher grade, a developmental program may be established. The Executive Director of Human Resources, in coordination with the appropriate supervisor, will establish a developmental program. As a general rule, the developmental program should be completed within two years. If the developmental program is not completed satisfactorily, the salary increments or salary structure increases may be withheld until the employee satisfactorily completes the developmental program.
- D. When a position is reclassified to a grade with a salary mid-point that is lower than the mid-point of the employee's present grade, the employee's salary remains the same; however, the grade will be changed to the new grade designation of the reclassification.
 - 1. If the reclassification takes effect at the beginning of the employee's next contract term or at the beginning of the new fiscal year for non-contracted (temporary) employees, the employee's grade is immediately adjusted.
 - 2. If the reclassification takes effect during the term of the employee's employment contract, the placement is administratively reassigned to the new grade; however, the employee's grade remains frozen for the remainder of the employee's contract term and the new salary grade will become effective at the beginning of the employee's next contract term.
- E. When a position is reclassified from non-exempt to exempt status, an incumbent employee will receive a minimum of 6% increase in salary, in accordance with the promotion guidelines (reference Section II) regardless of salary grade assignment.
- F. Individuals who occupy positions that are downgraded as a result of the position evaluation process and are subsequently re-graded back to the original level within one year (when no pay has been lost) will not be awarded increases in salary as a result of the reclassification upward. If the position is re-graded to a higher level than before the original reclassification, then the incumbent(s) will be awarded salary increases according to III A above.

IV. Reemployment

- A. A former full-time regular employee of the District rehired within one year into a position with the same grade as the one previously held will be placed at their old salary. In no case will the new salary exceed the maximum for the grade.
- B. A former full-time regular employee rehired after one year's absence or rehired for a position in a different salary grade regardless of the length of absence will be treated as a new employee.

V. Voluntary Reassignment to a Lower Salary Grade

When an employee voluntarily transfers either competitively or non-competitively to another position with a salary mid-point that is lower than the midpoint of the employee's present grade, the employee's salary placement is determined as follows: If the employee's current salary is below the mid-point of the new salary grade, the employee will retain their current salary. If the salary is above the midpoint of the new grade, the employee's salary will be reduced to the midpoint salary of new grade.

VI. Involuntary Reassignment to a Lower Salary Grade

When an employee is involuntarily reassigned to a position with a salary mid-point lower than the mid-point of the employee's current grade, a salary placement will be made by the Executive Director of Human Resources and forwarded through the Vice President of Financial and Administrative Operations to the President. The President will make the final decision regarding salary placement. As each case will have its own unique circumstances, determinations will be made on a case-by-case basis for final salary placement.

VII. Temporary Increases in Responsibility or "Interim" Position Replacements

- A. As a general rule, employees who are temporarily filling a position vacancy with an increase in responsibilities will not be granted a salary increase, unless the duration of the increased responsibilities is four (4) months or more.
- B. In accordance with the above guidelines, employees so designated may be recommended by the supervisor(s) for an adjustment in salary in accordance with normal placement guidelines (e.g., interim dean) or by granting an increase from 1% to 6% to their current base salary. Such recommendation as the amount of the salary increase must take into consideration the duration, scope, and overall increase in responsibility.

VIII. Positions Abolished

If a position has been deleted from the position inventory, the incumbent may be transferred to, or be eligible to compete for, another vacant position in the District at the same, higher, or lower grade. If transferred to a lower grade, involuntary transfer placement procedures apply.

IX. Salary Increase Eligibility/Initial Placement Guidelines

- A. New employees who are hired on a full-time basis effective March 1 or later of the fiscal year are not eligible for salary increase consideration for the following fiscal year; however, if there is a change in the salary structure for the new fiscal year, that change will apply to the employee.
- B. Current employees who are in an unpaid status for more than one half of the work year will receive the same salary increase consideration as in paragraph IX, A., above, except for those conditions as provided for in TASB Policy DEC (Local), *Compensation and Benefits – Leaves and Absences*.

Progression through the salary schedule will be based on the adopted annual salary improvement program. Individuals who at the maximum amount permitted by the salary schedule will receive the appropriate increase paid in equal installments as a supplemental amount and will not be advanced in base salary beyond the maximum for grade.