

## CCS Administrative Procedure

### 2.20.01 – A Professional/Exempt and Administrative Compensation Management

Implementing Board Policy [2.20.01](#)

Contact: Human Resources

#### **1.0 Exempt Compensation Management Procedure Objective (summary of Board of Trustees Policy 2.20.01)**

The Community Colleges of Spokane policies of personnel administration are based on broad principles covered under the Community College Act of 1967, as amended, and other applicable state law. A continuing effort is made to follow uniform application of these principles, including development and maintenance of compliant, externally competitive, and internally fair salary structures. It is the responsibility of the Board of Trustees to approve an administrative salary schedule developed and recommended by the Chancellor.

#### **2.0 Professional/Exempt and Administrative Compensation Principles**

The Community Colleges of Spokane (CCS) is committed to recruiting and retaining quality administrative and other non-faculty exempt staff. A compensation schedule for exempt and administrative staff shall be developed and maintained by the Chancellor or his/her designee and approved by the Board of Trustees per Policy [2.20.01](#).

- 2.1 The compensation schedule will be:
  - 2.1.1 externally competitive with institutions of similar demographics to CCS as established through periodic comparison to benchmark Washington state community colleges and other state system colleges,
  - 2.1.2 internally consistent as determined through a job evaluation plan that recognizes the compensable elements of work valued by CCS, and
  - 2.1.3 administrated fairly under this procedure.
- 2.2 There shall be an equitable internal relationship between position and salaries for exempt/administrative, faculty and classified positions.
- 2.3 The Board of Trustees shall approve adjustments to all administrative salary ranges for the next fiscal year no later than June of the preceding year, unless this timeline is specifically modified by the Board of Trustees.

#### **3.0 Compensation Schedule**

The exempt compensation schedule will consist of a four-step salary schedule for each assigned exempt range. The step structure will provide for normally recurring advancement in the interest of staff retention based upon achievement of defined standards.

- 3.1 Each step in a range will be approximately 4% greater than the preceding step. The third step in each range will be the "market" salary, or the compensation which reflects the external competitiveness pay line for that level, as determined through periodic comparison to benchmark colleges.
- 3.2 Implementation of general salary increases affecting the salary schedule will take effect on September 1<sup>st</sup> following Board of Trustees approval.

#### **4.0 Step Advancement**

- 4.1 Prior to July 1<sup>st</sup> exempt employees become eligible for step advancement if:
  - 4.1.1 they have served two (2) years in the current position at their current step; and
  - 4.1.2 until such time the employee has reached the top annual step available within the assigned range.
- 4.2 New employees are placed at the first step of the assigned pay range. The appointing authority, with the approval of the Chancellor, has the option to place a new employee at

the second step of the assigned range if recruitment/retention issues necessitate or warrant. No new employee may be initially placed above the second step of the range.

- 4.3 Criteria for Advancement: to be eligible for step advancement an employee must successfully accomplish the following elements of performance prior to July 1<sup>st</sup>:
- 4.3.1 Experience: minimum of two years of service in the current position at the current step.
  - 4.3.2 CCS Management Training: Certified as current in all CCS Management Training Program mandatory subjects. The six current subjects include Purchasing/Central Receiving, Facilities, Business Office/Payroll, Human Resources, Cybersecurity, and Title IX.
  - 4.3.3 Performance:
    - 4.3.3.1 As certified by the most recent formal performance evaluation with an overall rating of 3 or better. If the evaluation is not in place, the employee is not eligible.
      - 4.3.3.1.1 The above may be appealed to the employee's appointing authority, whose decision is final and binding.
    - 4.3.3.2 Successful achievement of assigned goals since the previous step advancement and/or placement, or supervisory certification that the goal(s) was not achieved for reasons beyond the employee's control.
- 4.4 An employee who transfers from another CCS employment category (i.e. faculty or classified service) into the exempt/administrative service shall be placed at the first step of the assigned range or at a step that ensures the employee does not experience a loss of compensation. It is not the intention that transfer should result in additional compensation beyond that necessary to place the employee on a step at the appropriate range within the salary structure.
- 4.5 An exempt/administrative employee who promotes to another position within the exempt/administrative category (i.e., from associate dean to dean) shall be placed in the new structure at the first step of the assigned grade or at a step which ensures the employee does not receive a pay decrease. If the promoted employee has earned credit toward step movement prior to promotion, higher step placement in the new position may be awarded with prior approval of the appointing authority.
- 4.6 An employee who is reallocated from one position within the exempt/administrative service to another position within the exempt/administrative service shall be placed in the new structure at the first step of the assigned range or the closest step to the employee's salary at time of reallocation. The employee will not lose earned credit toward step movement because of reallocation.

## 5.0 Funding of Incremental Movement

- 5.1 Incremental step movement shall be funded solely from the following sources:
- 5.1.1 General salary increase allocation received from the State Board of Community and Technical Colleges as adopted by the state legislature for that budget year.
  - 5.1.2 Exempt/administrator turnover dollars.
    - 5.1.2.1 If a position is eliminated for lack of funds or good faith reorganization, then turnover dollars will not accrue for purpose of increment funding beyond that current fiscal year.
    - 5.1.2.2 If a position is substantially reclassified during vacancy, then turnover dollars will be calculated on the reclassified position's salary range for that fiscal year.
    - 5.1.2.3 If during a vacancy, duties are reassigned to an acting/interim appointee, or are distributed as enhanced duty stipends per Administrative Procedure 2.10.04B, then turnover dollars will be reduced by that expenditure.
- 5.2 Other supplemental funding authorized by the Chancellor.

- 5.3 If the above funding is not sufficient in any one year to fund full increment movement, then no movement will be funded, and the funding will roll over to the next budget year for reapplication.

## 6.0 Stipends

- 6.1 Eligible stipend work is defined as any substantial but temporary assignment not otherwise covered by the employee's or other employees' current position description or among those position's reasonably expected professional responsibilities. Eligible stipend work must be approved in advance, unless otherwise noted, by the immediate supervisor, the institution/unit's Appointing Authority and the Chief Administration Officer.
- 6.1.1 "Temporary" means an assignment which has a definable start and finish or assignment to a revolving responsibility, such as committee chair, for a designated period of time.
- 6.1.2 "Substantial" means an assignment not reasonably covered by the duty statement "performs other duties as assigned" and is of considerable importance and/or value to the work unit.
- 6.2 Projects must be defined in writing, signed, and submitted to the Appointing Authority for signature. The written definition must include a description of the project, timeline for completion, recommended stipend amount, and other relevant information that describes the work assigned. Stipends are paid at the time of completion, following certification by the immediate supervisor and Appointing Authority. In no case may the stipend be paid outside of the employee's current employment contractual year.
- 6.3 Responsibilities warranting stipend consideration may include, but are not limited to:
- 6.3.1 Enhanced duty assignment as defined by Administrative Procedure [2.10.04-B](#)
- 6.3.2 Chairing a presidential or Chancellor assigned Ad Hoc Task Force.
- 6.3.3 Chairing a presidential sanctioned college committee.
- 6.3.4 Assigned responsibility from an immediate supervisor for a special project.
- 6.3.5 Duties accomplished in response to an unplanned extraordinary or emergency event.
- 6.3.5.1 This stipend can be approved post-event if conditions warrant.
- 6.3.6 Responsibility assigned outside employee's current area of assignment and/or outside the employee's current department.
- 6.4 The primary funding source for stipends associated with Administrative Procedure [2.10.04B](#) are savings accrued from the funded vacancy. The primary funding source for project stipends is from the college/unit budget.
- 6.5 The cumulative annual maximum stipend amount for any employee assigned a qualifying project or responsibility under this section, beyond those outlined in Administrative Procedure [2.10.04B](#), is \$10,000 per fiscal year. Exceptions to this annual maximum requires the prior approval of the Chancellor.
- 6.5.1 Exempt employees covered by State of Washington minimum wage and hour regulations, as a result of falling below the minimum annual salary threshold, are not eligible for stipends. These non-eligible employees are compensated for work exceeding 40-hours in a work week through regular overtime compensation provisions.
- 6.6 Appeal of stipend decisions can be made to the immediate supervisor's supervisor. That person's decision can be appealed to the Chief Administration Officer, whose decision is final and binding.