

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION NO. AR-5.21

TITLE: COMPENSATION STANDARDS AND PRACTICES

~~General Statement of Administration Department Title Date~~

implementation of consistent and appropriate practices that are instrumental to Eastern's ability to attract, recruit and retain qualified employees and to ensure compliance with appropriate rules, regulations

conducted by reputable survey organizations to ensure the compensation system is built

on current, relevant and reliable data.

The purpose of these guidelines is to ensure consistency in salary administration and

alignment with the desires of the program. While the Commission and Council intend to

duties, level of responsibility and minimum qualifications of the position will become the official title of the job.

If an appropriate master classification specification is not found in the system, the Human Resources Office should request assistance from the Commission and

master classification specification or make a recommendation to create a new
master classification specification and assignment to an appropriate new grade.

- **Individual value:** The value that the individual applicant brings to the job based on their relevant skills and experience. Less skilled and experienced applicants

rejected, as well as specific needs for the position including but not limited to technical expertise.

- ***Starting Salaries in the Third Quartile of a Salary Range:*** Unless the College's overall average compensation position relative to the salary structure is well above the 25th percentile, starting salary offers for new employees within the third quartile should be a rare occurrence. However, the College has the discretion to hire new professional employees through the third quartile of a salary range.
- ***Starting Salaries in the Fourth Quartile of the Salary Range:*** Compensation offers in the fourth quartile of the salary range for new employees should be a very rare occurrence. The fourth quartile of the salary range represents compensation rates for new hires or existing employees with expert levels of knowledge, skill and performance.

3.3 Required Documentation for Starting Salaries in the Third and Fourth Quartile of

Salary Range: Starting salaries in the third and fourth quartiles of compensation

require a Letter of Justification. Best practices indicate that the departmental head and/or the College's Human Resources Office should compose a letter of justification addressing the following:

- Identify the vacant position, the finalist for the position and the requested starting salary
- How the finalist has been determined to meet advanced/expert level skills and

Final approval of salaries in the third and fourth quartile should be made by the College's

president or designee. Documentation for approved starting salaries in the third and fourth quartile should be maintained in the College's Human Resources Office and retained for audits or reviews of HR operations.

SECTION IV. Managing Pay Within a Grade

4.1 The grades of the salary structure are sufficiently wide to provide appropriate pay for

do not typically result in a position reclassification. However, the College has the option to compensate employees for taking on and successfully performing additional duties. To warrant a salary increase for additional duties that do not modify the classification of a position, the additional duties must:

- Be a permanent addition to the position
- Be similar in complexity and nature of work
- Be a formal specific, substantially noticeable addition to current work performed.

A review of the position classification must take place when additional duties and

4.1.3.2 Temporary Assignments - When an employee is assigned additional or different responsibilities on a temporary basis, temporary compensation may be warranted and provided. The temporary assignment must be a significant, clearly defined addition of responsibilities to the normal

considered on a case-by-case basis, length of time in a temporary

assignment should be at least 30 days and typically should not last more than 6 months.

The department head will submit the following information to the College's Human Resources Office for justification:

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- Does not result in a vacancy and the body of work of the current position will not be backfilled; and

- The department reporting structure remains substantially the same

Position reclassification determinations are reviewed and approved on a case by case

basis by the College's Human Resources Office with final approval from the President or

warrants a pay increase; the amount of the increase should be determined by reviewing a number of important factors such as:

- The pay range associated with the new position
- The employee's current pay in relation to the new pay range
- The employee's qualifications for the new position
- Pay of other similarly situated employees

To be eligible for a promotion, an employee must:

- Be a regular full-time employee
- In current position for at least 12 (twelve) consecutive months
- ~~Have received a performance rating of Outstanding or Very Good~~

West Virginia may allocate percentage-based raises to state agencies. The State Budget Office calculates the allocation based on Eastern's Full Time Equivalent (FTE) employees.

College guidelines should be communicated appropriately to administrators, supervisors and managers, and affected employees.

6.2 Other Salary Increases - At times, it may be necessary to adjust pay outside of the annual increase process. ~~Off cycle salary increases are discretionary increases that are~~

to facilitate equitable pay among similarly situated employees. Internal equity

Internal equity adjustments are not intended to ensure employees in the same job classification receive exactly the same salary. Rates of compensation may differ

aligns with the organization or department's goals and objectives. Departmental

ments. These requirements are:

A culture that supports pay for performance.

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