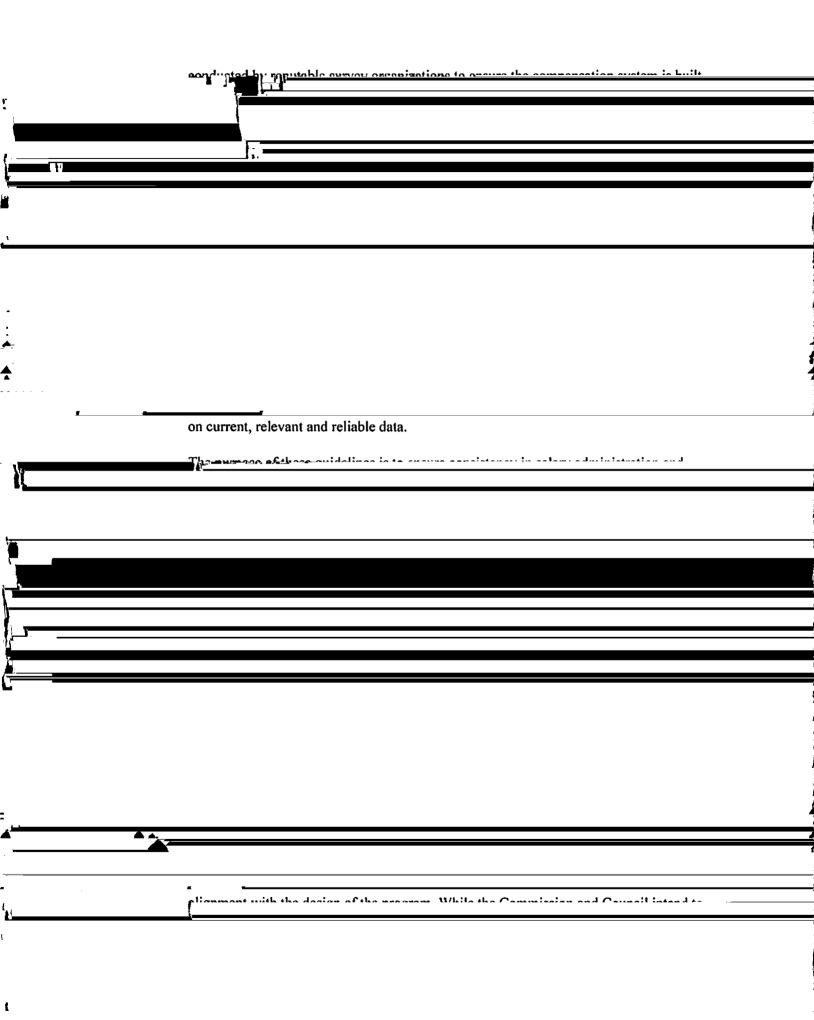
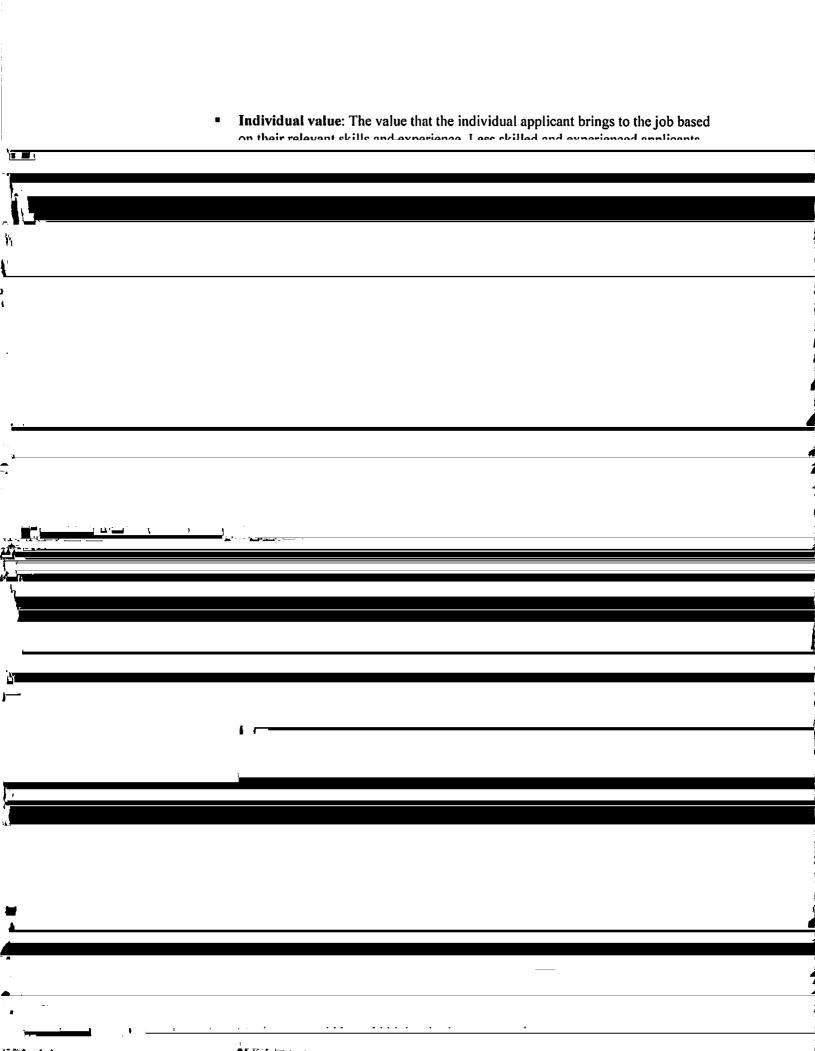
EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE REGULATION NO. AR-5.21

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	implementation of	implementation of consistent and	implementation of consistent and appropriate pra	implementation of consistent and appropriate practices that are in	implementation of consistent and appropriate practices that are instrumental to I	implementation of consistent and appropriate practices that are instrumental to Eastern's ability	implementation of consistent and appropriate practices that are instrumental to Eastern's ability to attract,



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



rejected, as well a 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
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require a Letter of Justification. Best practices indicate that the departmental head and/or

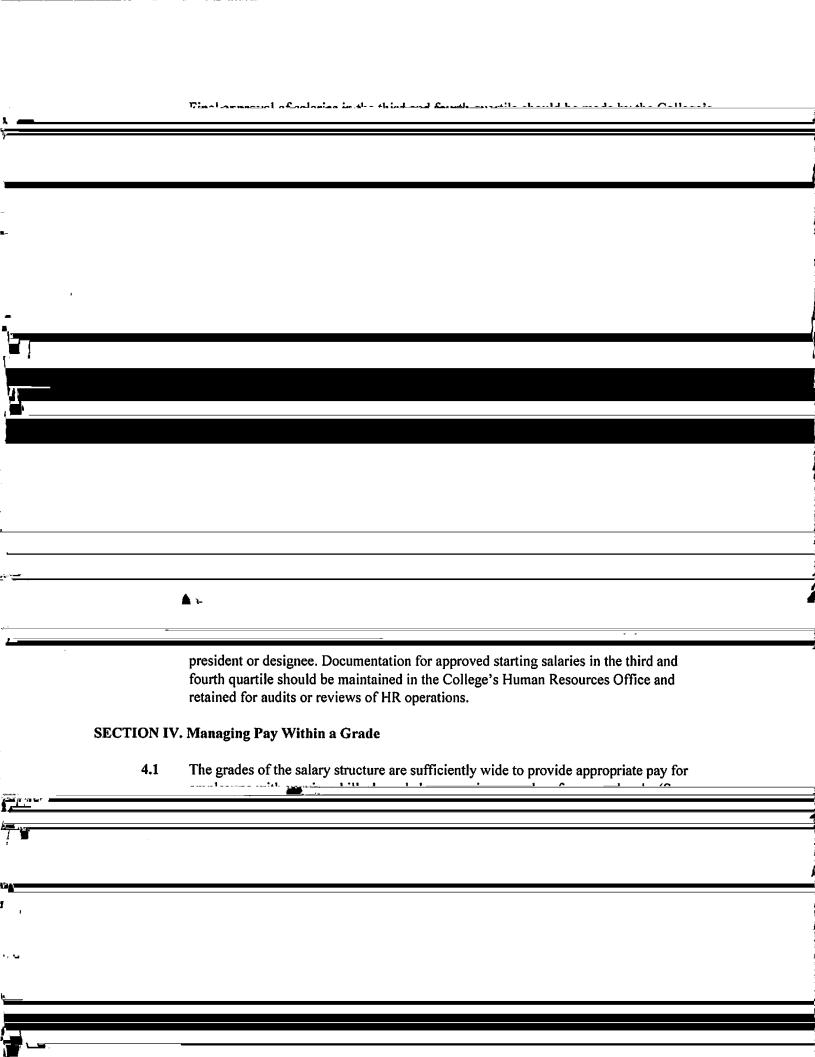
Identify the vacant position, the finalist for the position and the requested starting

How the finalist has been determined to most advanced laws at lave Labille and

the College's Human Resources Office should compose a letter of justification

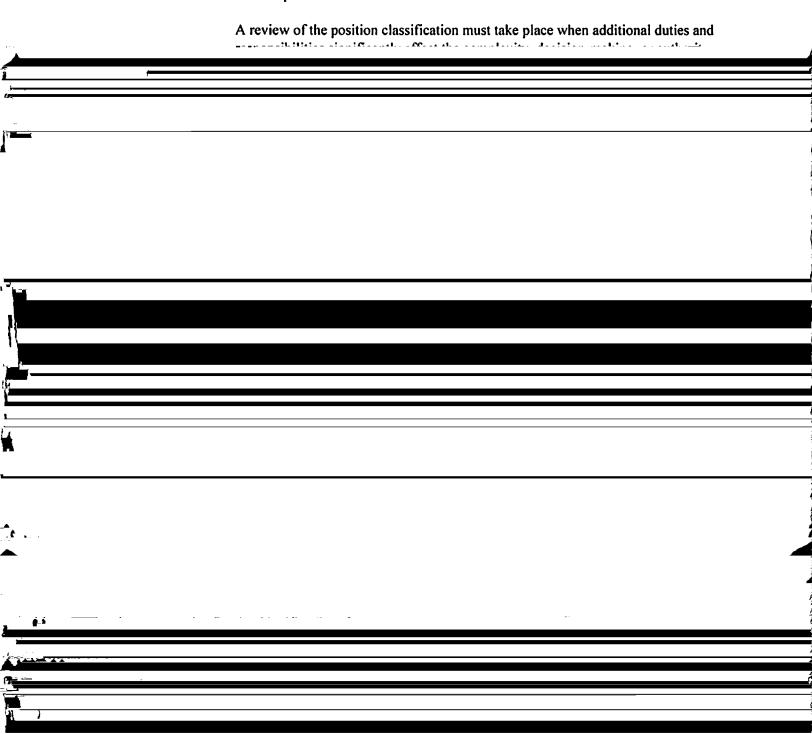
addressing the following:

salary



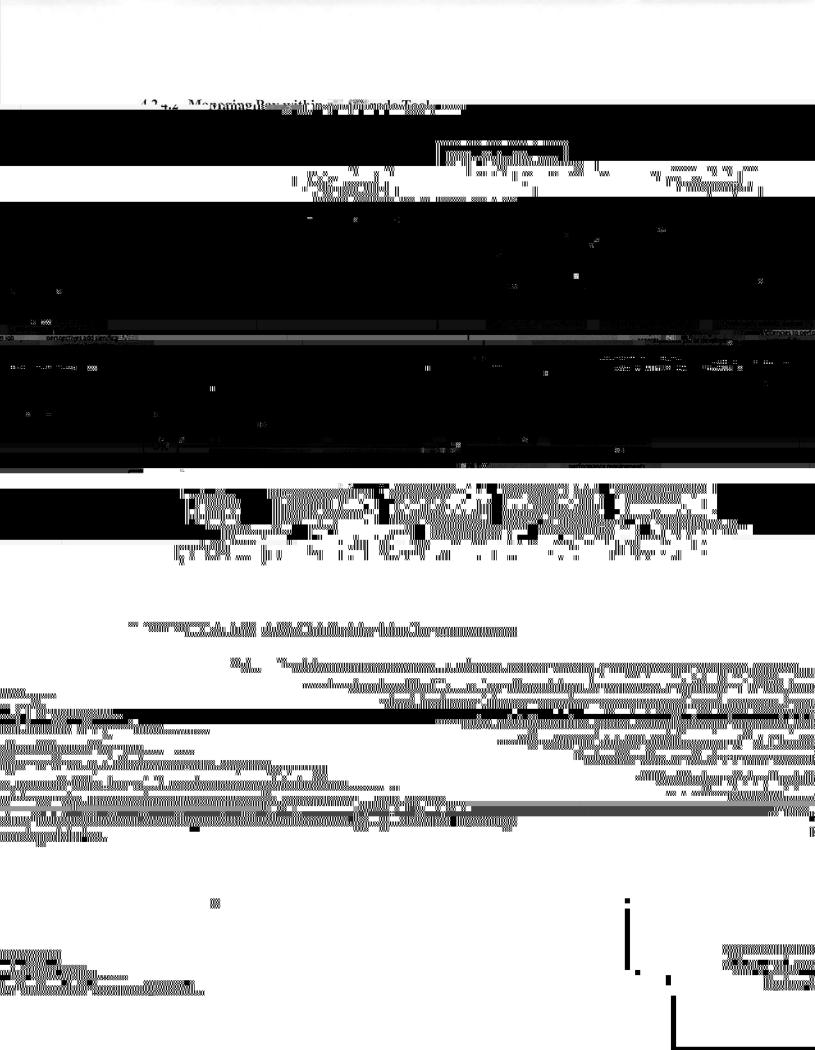
do not typically result in a position reclassification. However, the College has the option to compensate employees for taking on and successfully performing additional duties. To warrant a salary increase for additional duties that do not modify the classification of a position, the additional duties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



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
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-	gancidered an a case by case basis langth of time in a temporary
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	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



•	Does not result in a vacancy and the body of work of the current position will not
	be backfilled; and
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•	The department reporting structure remains substantially the same
Position	on reclassification determinations are reviewed and approved on a case by case
Li	
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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
- Pari of ather similarly situated and areas

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
- Lay powered a wantownes writing af Outstanding on Vame Good

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		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.
		(c o _ / emprey cost
		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
l-		applial increases process. Off and proplems increases are discustioners increases that nor
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	to facilitate equitable pay among similarly situated employees. Internal equity
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	Internal equity adjustments are not intended to ensure employees in the same job
	plansification massive executive the same salam. Dates of same salam differ
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