



**Cochise College  
District Board Policy**

**Category: All Employee Groups**

**Policy Number: 619**

**Title: Compensation – Salary/Wage Placement**

Cochise College strives to attract and retain a well-qualified, diverse faculty and staff in order to achieve our mission, vision, and goals. Compensation structures are reviewed annually based on market indicators and comparative salary/wage studies relevant to specific groups of positions.

The faculty salary model is an education broadband, range structure with grades of associate, bachelor, master, master + 30 graduate credits, master + 60 graduate credits, and doctorate. Professional certifications and other vocational certificates are recognized as associate or bachelor equivalent depending on the discipline.

The coaches' salary model is an education broadband, range structure with levels for head coaches holding Associate, Bachelor, Master, or Doctoral degrees and for assistant coaches holding Associate, Bachelor, or Master degrees. Professional certifications and other vocational certificates may be recognized as Associate equivalent for placement purposes.

The administrative support and administrative staff salary models are broadband, range structures with grades assigned to positions based on leadership exercised, education and experience requirements, financial responsibility, decision making authority, complexity, relationships, and working conditions.

The professional staff and classified staff wage models are broadband, range structures with grades assigned to positions based on leadership exercised, education and experience requirements, financial responsibility, decision making authority, complexity, relationships, and working conditions.

Upon approval of a recommendation to hire, the Vice President for Human Resources determines appropriate initial salary/wage placement for a new employee based on college policy. Requests for exceptions to college policy for salary/wage placement are reviewed for approval by the President. New employees are informed of his or her salary/wage upon official offer of the position. All offers of initial employment are contingent upon Governing Board approval.

**Procedure 619.1  
Non-faculty Appointments**

Each position is reviewed for placement in the appropriate grade on the salary or wage schedule based on the job classification. Individual salary or wage placement of a new non-faculty hire is based on prior experience and education above the minimum requirements of the position as specified in the job description.

The Vice President for Human Resources shall evaluate experience of all new hires based on documentation submitted in the application process for appropriate placement in the salary/wage range. New employees shall be placed at the minimum salary/wage for the grade of the position except as adjusted for education and experience beyond the minimum requirements for the position as specified in the job description. The appropriate Vice President and the Vice President for Human Resources shall review the placement in comparison of current employees in similar positions for internal equity.

### **Work Experience**

Work experience shall be calculated as follows:

1. One-for-one year credit for full-time directly related work experience.
2. One-for-two year credit for part-time directly related work experience.
3. The college shall grant a one-for-two year credit for indirectly related full-time professional work experience.

### **Work Experience beyond Minimum**

New hires shall receive an additional two percent (2%) adjustment above the minimum for each equivalent full-time year of experience beyond the minimum number of years' experience required for the position up to a maximum of ten percent (10%). Years of experience shall be truncated to the whole number of years' experience, i.e. a new hire with 2.75 years' experience beyond the minimum required shall qualify for a four percent (4%) adjustment beyond the minimum for the position.

### **Education beyond Minimum**

New hires with a conferred degree above the minimum beyond that required for the position shall receive an adjustment of four percent (4%), i.e. a new hire with a master's degree being hired into a position that requires a bachelor's degree shall qualify for an additional four percent (4%) adjustment.

### **Faculty Appointments**

Cochise College shall give credit for prior work experience and education to new faculty appointments. When new faculty members are hired, they shall be placed on the salary schedule commensurate with their educational attainment.

Credit shall be given for prior teaching and/or directly related professional or occupational work experience as defined in this procedure.

The Vice President for Human Resources, or designee, shall evaluate credentials and experience of all new hires for appropriate placement on the salary schedule.

**Education (Salary Schedule Placement)**

1. Education levels on the faculty salary schedule are associate, bachelor, master, master plus 30 graduate credits, master plus 60 credits, and doctorate.
2. New faculty shall receive credit for the highest earned degree.

**Work Experience – Instructional Faculty**

1. The college shall grant a one-for-one year credit for full-time teaching and/or professional work experience directly related to the area to be taught.
2. The college shall grant a one-for-two year credit for part-time teaching and/or professional work experience directly related to the area to be taught.

New faculty shall receive an additional two percent (2%) adjustment for each equivalent full-time year of experience beyond the minimum number of years' experience required for the position up to a maximum of ten percent (10%). Years of experience shall be truncated to the whole number of years' experience, i.e. a new hire with 2.75 years' experience beyond the minimum required shall qualify for a four percent (4%) adjustment beyond the minimum for the position.