



**Cochise College
District Board Policy**

**Category: All Employee Groups
Policy Number: 620
Title: Salary Adjustments**

Cochise College is committed to attracting and retaining fully qualified staff by providing a competitive and fair compensation program that maintains internal equity among jobs within the College and external competitiveness with other employers in its recruiting area.

**Procedure 620.1
Adjustments**

This procedure applies to regular full-time and regular part-time employees only.

Salary/Wage Structure Adjustments

To keep pace with the job market, Human Resources will conduct annual salary analysis of benchmark positions. The analysis will be conducted to correspond with budget timelines, allowing any adjustments to the salary/wage structures to be implemented during the next fiscal year.

Related higher education salary survey data will be used and may include the following:

- ❑ Local Government Salary Survey
- ❑ College University Professional Association for Human Resources Administrative and Professional Salary Surveys
- ❑ Mountain States Association of Community Colleges Salary Survey
- ❑ Arizona Chief Business Officer Salary Survey

Non-current survey data will be aged in accordance with compensation standards.

If the market survey results demonstrate a need to make structure adjustments and the adjustments are approved by the Governing Board, employees will receive an equivalent base increase. For example, if the structure warrants a two percent adjustment, then eligible employees would receive a two percent adjustment as well.

Adjustments to Individual Salaries/Wages

Adjustments to individual salaries/wages may occur as a result of adjustments to the salary/wage structure, annual increases approved by the Governing Board, position review, promotion, or demotion. These adjustments will be made as follows:

1. Movement Through the Structure

- a. During the budget process each year, the administration shall determine an annual salary/wage increase amount to be provided to eligible employees within the available resources.

- b. To be eligible for the annual salary/wage increase, an employee must have been employed before February 1 preceding the new fiscal year and have demonstrated satisfactory performance for the evaluation period preceding the increase.

2. Promotion

When an employee is promoted to a new position with higher grade, the employee will be placed as if being hired as a new employee or as negotiated with Vice President over the area with consideration of experience, education, and other considerations and approval by the President.

3. Position Reclassification

When a position reclassification results in a higher pay grade, the employee will be placed as if being hired as a new employee or as if being hired as a new employee or as negotiated with Vice President over the area with consideration of experience, education, and other considerations and approval by the President.

If a position reclassification results in a lower pay grade, the employee shall retain their base pay.

4. Demotion

When an employee is demoted to a lower grade position or applies for a position that has a lower grade, the employee shall be placed as if being hired as a new employee or as if being hired as a new employee or as negotiated with Vice President over the area with consideration of experience, education, and other considerations and approval by the President.

Procedure 620.2 Temporary Appointments

1. Acting Pay

If a position is going to be vacant due to a planned event such as a sabbatical, medical leave or extended vacation of more than 30 days, the employee, supervisor or human resources may initiate a request to award acting pay to an employee who is assuming the majority of the essential functions of a higher level position. Acting pay will be paid as a stipend in an amount as negotiated with Vice President over the area with consideration of experience, education, and other considerations and approval by the President.

Acting pay is effective retroactive to the first day of the acting assignment once the 30 day waiting period has been met and the acting pay has been approved by the Supervisor, the appropriate Vice President and Human Resources.

The maximum time an employee may receive acting pay is 18 months. The supervisor works with Human Resources to outline expectations of the temporary assignment and to complete appropriate personnel action forms indicating dates of the acting pay appointment.

2. Interim Pay

If a position is going to be vacant due to a planned or unplanned event an employee may be appointed to the position on an interim basis by the appropriate Vice President with approval by the College President. An interim appointment means the employee is assuming all essential functions of the position and has the full responsibility and authority associated with the position.

Compensation for an interim assignment will be negotiated between the appropriate Vice President and the appointee and approved by the President. Interim pay is effective the first day of the interim appointment.

An employee may be assigned to a position on an interim basis for a maximum duration of 18 months. The College President may approve an interim assignment of longer than 18 months.

Procedure 620.3 Exceptions and Approvals

1. Exceptions

Exceptions to this procedure that result in pay adjustments other than those specified above require the advance approval of the College President.

2. Approvals

All pay adjustments under this policy and procedure are subject to approval by the Governing Board with the exception of Interim or Acting appointments.