

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2825**

SUBJECT: Salary Administration

REFERENCE: West Virginia Code §18B-7, §18B-8, §18B-9A, §18B-9B; Title 135, Legislative Rule, West Virginia Council for Community and Technical College Education, Series 55, Human Resources Administration; Title 135, Procedural Rule, West Virginia Community and Technical College Education, Series 9, Academic Freedom, Professional Responsibility, Promotion, and Tenure; and Employee Classification and Compensation Program, September 1, 2017, West Virginia Higher Education Policy Commission and West Virginia Council for Community and Technical College Education

ORIGINATION: December 2004

EFFECTIVE: May 19, 2016

REVIEWED: February 2, 2021

SECTION 1. PURPOSE

1.1 The purpose of this policy is to establish guidelines for salary administration which enables the College to maintain a fair and equitable compensation program and to attract, retain, and reward highly qualified employees.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This issuance applies to non-classified employees, (with the exception of the President), full-time faculty, and classified staff.

SECTION 3. DEFINITIONS

3.1 Non-classified Employee – An employee so designated to serve at the will and pleasure of the President and must meet one or more of the following criteria:

3.1.1 Employee holds a direct policy-making position at the department or organization level;

3.1.2 Employee reports directly to the President of the organization;

3.1.3 Employee is in a position considered by the President or designee to be critical to the organization pursuant to policies or decisions adopted by the governing board;

3.1.4 Employee is in an information technology-related position which may be defined by policies or decisions adopted by the governing board;

3.1.5 Employees hired after July 1, 2017 in a position that meets the duties test for exempt status under the provisions of the Fair Labor Standards Act when hired or anytime thereafter; or

- 3.1.6 An employee in a nonclassified position as of January 1, 2017 who may not meet the criteria listed in subsections 3.1.1 through 3.1.6 of this policy.
- 3.2 Full-time Faculty – An individual employed on a full-time year to year basis designated as faculty who holds rank and is assigned a full-time workload per institutional guidelines.
- 3.3 Classified Employee – Any regular full-time or regular part-time employee who does not meet the duties test for exempt status under the provisions of the Fair Labor Standards Act; and is not otherwise a nonclassified employee; provided that, any employee who was a classified employee as of January 1, 2017 retains that status unless otherwise deemed a nonclassified employee pursuant to Section 3.1 of this policy.
- 3.4 Critical to the Institution – Critical positions that are essential for the College, department, division, or work unit to achieve the necessary work results and vital to fulfilling the mission of the College. Key position characteristics may require specialized knowledge and skills, leadership competencies, deep historical perspective of the College, and broad decision making authority, which could have significant impact on the College.

SECTION 4. POLICY

- 4.1 The President shall prepare an annual budget presentation for approval by the Board of Governors. As part of this presentation, the President shall include any plans for awarding of salary increases for all employees other than the President. The President's recommendation for salary increases to the Board of Governors will incorporate compensation methods deemed appropriate to accomplish the salary goals of the College and may address issues such as market/peer competitiveness, performance, and equity adjustments, or other common compensation practices necessary to maintain a fair and equitable compensation program.
- 4.2 The salary and other compensation for the President shall be developed and approved by the Board of Governors in compliance with guidelines of the West Virginia Community and Technical College Council.
- 4.3 Plans for salary increases for all employees of the College effective on or after the date of the adoption of this policy shall contain a merit factor. All salary increases shall be contingent upon the availability of funding and are not considered to be automatic based upon any salary schedule adopted or in effect.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 In so much as they shall apply, entry level salaries and any salary increases awarded shall be in compliance with West Virginia Code and supportive of the goals and objectives of the current institutional Strategic Plan.

SECTION 6. GENERAL PROVISIONS

- 6.1 As funding is provided for salary adjustments, those funds will be allocated equitably consistent with the purpose for which the funds are being provided. Salary increases may be provided only when funding is available. Salary increases shall be provided using one or more of the following criteria. The criteria are not to be considered as sequential and may be applied concurrently for any employee category.
- 6.2 Non-Classified Employee
- 6.2.1 Salary increases may be provided as proposed by the President and determined by the Board of Governors.

6.2.2 Merit-based salary increases may be provided based on results derived from the approved performance appraisal system and any other means approved by the Board of Governors which provides a fair and equitable basis for measuring performance levels based upon reasonable performance standards. Any performance appraisal system adopted shall be developed in collaboration with nonclassified staff and approved by the President.

6.3 Full-time Faculty

6.3.1 Promotion-in-Rank – a 10% salary increase on the existing base salary, not to include any stipend or supplemental contract pay, shall be awarded to a faculty member who is promoted-in-rank based upon meeting the criteria for such promotion as outlined in SCP-2686, *Promotion-in-Rank and Tenure Policy*.

6.3.2 Salaries are largely governed by a Faculty Compensation Program and a salary schedule approved by the Board of Governors. The first priority for funding salaries for faculty employees shall be to ensure salary levels are at the entry level step in rank on the salary schedule. Salary monies will be applied to funding the salary schedule proportionately for all faculty employees based upon the individual employee's step placement and rank.

6.3.3 Other salary increases may be provided as proposed by the President and determined by the Board of Governors.

6.3.4 Merit-based salary increases may be provided based on results derived from the approved faculty evaluation process and any other means approved by the Board of Governors which provides a fair and equitable basis for measuring performance levels based upon reasonable performance standards. Any faculty evaluation process adopted shall be developed in collaboration with the faculty and approved by the President.

6.4 Classified Employee

6.4.1 Salaries are largely governed by the 2017 salary schedule which is sufficient to provide appropriate pay for employees with varying skills, knowledge, experience, and performance levels. The first priority for funding salaries for classified employees shall be to ensure salary levels are at minimum level on the salary schedule. Salary monies will be applied to funding the salary schedule appropriately for all classified employees based performance, equity and impact to the College. Factors for progression in the salary range may include external market, institutional compensation goals, assignment of additional duties, recognition for meeting certain goals, and individual skill and/or performance ratings. Employees progress through a pay range by learning their job, increasing their skill, accepting additional responsibility and performing very well.

6.4.2 Other salary increases may be provided as proposed by the President and determined by the Board of Governors.

6.4.3 Merit-based salary increases may be provided based on results derived from the approved performance appraisal system and any other means approved by the Board of Governors which provides a fair and equitable basis for measuring performance levels based upon reasonable performance standards. Any performance appraisal system adopted shall be developed in collaboration with the classified staff and approved by the President.

SECTION 7. RESPONSIBILITIES

7.1 The authority for developing a performance appraisal system to be applied in awarding merit-based salary increases is delegated to the President by the Board of Governors.

SECTION 8. CANCELLATION

8.1 This policy supersedes any prior policy or reference to salary issues of Southern West Virginia Community and Technical College.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair Date

President Date

Attachments: None

Distribution: Board of Governors (12 members)
 www.southernwv.edu

Revision Notes: October 2007 – Revisions incorporate the Board of Governors approved Faculty Compensation Program and Salary Schedule as a means to provide salary increases for the faculty.

 March 2015 – Policy was reformatted into the new policy format. Revisions are technical in nature.

 January 2016 – Policy revised to include definition of positions that are critical to the institution pursuant to WV Code 18B-9A-2©.

 February 2021 – Revisions reflect updated sections of WV Code, Legislative Series, references to institutional compact to Strategic Plan, and process for classified employee salary increases pursuant to salary structure changes in 2017.