

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

SUBJECT: Salary Administration

REFERENCE: West Virginia Code §§18B-7-1, et seq., 18B-8-1, et seq., 18B-9A-1, et seq.; 135 CSR 55, Human Resources Administration; 135 C.S.R. 9, Academic Freedom, Professional Responsibility, Promotion, and Tenure; the West Virginia Higher Education Salary Schedule.

ORIGINATION: December 2004

EFFECTIVE: May 19, 2016

REVIEWED: June 21, 2023

SECTION 1. PURPOSE

1.1 The purpose of this policy is to establish guidelines for salary administration that enable 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 policy applies to all employees of the College, including full-time faculty and classified and non-classified staff. This policy does not apply to the President.

SECTION 3. DEFINITIONS

3.1 Non-classified Employee – An employee who serves at the will and pleasure of the President and meets 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;

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;

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 non-classified position as of January 1, 2017.

3.2 Full-time Faculty – An individual employed on a full-time year-to-year basis designated by the President or the President's designee as faculty who holds rank and is assigned a full-time workload per institutional guidelines and those individuals with faculty rank who have research or administrative responsibilities.

- 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 non-classified employee as defined in W. Va. Code §18B-9A-2 and Section 3.1 above; *Provided*, that any employee who was a classified employee as of January 1, 2017, retains that status unless otherwise deemed a non-classified employee pursuant to W. Va. Code §18B-9A-2 and Section 3.1 of this policy.
- 3.4 Critical to the Institution – Positions that are essential for the College, department, division, or work unit to achieve the necessary work results and that are vital to fulfilling the mission of the College. Key position characteristics may require specialized knowledge and skills, leadership competencies, a deep historical perspective of the College, and broad decision-making authority, which could have a significant impact on the College.

SECTION 4. POLICY

- 4.1 The President shall prepare an annual budget request for approval by the Board of Governors. As part of the presentation of the budget request, the President shall include any plans to award salary increases for any employee other than the President. The President’s recommendation for salary increases to the Board of Governors shall incorporate compensation methods deemed appropriate to accomplish the salary goals of the College and may address issues such as market/peer competitiveness, performance, merit, and equity adjustments, or other common compensation practices necessary to maintain a fair and equitable compensation program.
- 4.2 The Board of Governors shall determine and approve the President’s salary and other compensation in accordance with the guidelines of the West Virginia Council for Community and Technical College Education.
- 4.3 The Board of Governors may delegate authority to the President to approve pay increases as deemed appropriate for employees for any reason. Any such delegation shall be in accordance with the provision of W. Va. Code §18B-2A-4(t). All salary increases are contingent upon the availability of funding and are not considered automatic based upon any salary schedule adopted or in effect.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 As funding is provided for salary adjustments, the College shall allocate those funds equitably consistent with the purpose for which the funds are provided. The College may provide salary increases only when funding is available and shall provide them in accordance with one or more of the following criteria. These criteria are not sequential and may be applied concurrently for any employee category.
- 6.2 Non-Classified Employee
 - 6.2.1 The President, in consultation with the appropriate administrator(s) and supervisory personnel, shall determine proposed salary increases in accordance with any authority delegated by the Board of Governors.
 - 6.2.2 The College may provide other salary increases as approved by the President with authority delegated by the Board of Governors.

6.2.3 The President may determine merit-based salary increases in consultation with the appropriate supervisory personnel and based on results derived from the College's approved performance appraisal system and any other means approved by the President which provides a fair and equitable basis for measuring performance levels based upon reasonable performance standards. The College shall develop the performance appraisal system in collaboration with non-classified staff.

6.3 Full-time Faculty

6.3.1 Promotion-in-Rank – The College shall award a 10% salary increase on the existing base salary, not to include any stipend or supplemental contract pay, 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 President. The goal for funding salaries for faculty employees is to ensure salary levels are at the entry-level in rank on the salary schedule. The College shall apply revenue so appropriated to funding the salary schedule proportionately for all faculty employees based on the individual employee's rank.

6.3.3 The College may provide other salary increases as approved by the President with authority delegated by the Board of Governors.

6.3.4 The President may determine merit-based salary increases in consultation with the appropriate division head or dean and based on results derived from the College's approved faculty evaluation process and any other means approved by the President which provides a fair and equitable basis for measuring performance levels based upon reasonable performance standards. The College shall develop the faculty evaluation process in collaboration with the faculty.

6.4 Classified Employee

6.4.1 Classified employees shall be paid in accordance with the West Virginia Higher Education Salary Schedule. The goal for funding salaries for classified employees is to apply available funds toward employee compensation to ensure employees are equitably paid with the compensation goal of having all employees within five percent below or above midpoint on the salary schedule. The College shall apply revenue so appropriated to funding the salary schedule appropriately for all classified employees based on performance, equity, and impact to the College. For a classified employee's progression in the salary range, the President, in consultation with the appropriate administrators and supervisory personnel, may consider factors including, but not limited to: external market, institutional compensation goals, assignment of additional duties, recognition for meeting certain goals, and individual skill and/or performance ratings. Employees may progress through a pay range by learning their job, increasing their skills, accepting additional responsibilities, and performing very well.

6.4.2 The College may provide other salary increases as approved by the President with authority delegated by the Board of Governors.

6.4.3 The President may determine merit-based salary increases in consultation with the appropriate supervisory personnel and based on results derived from the College's approved performance appraisal system and any other means approved by the President that provides a fair and equitable basis for measuring performance levels based upon reasonable performance standards. The College shall develop the performance appraisal system in collaboration with the classified staff.

SECTION 7. RESPONSIBILITIES

7.1 The President, the Chief Finance Officer, and the Chief Human Resources Officer, in consultation with the appropriate supervisory personnel, are responsible for implementing the provisions of this policy.

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 The appropriate administrators shall review this policy 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 – The policy was reformatted into the new policy format. Revisions are technical in nature.

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

 February 2021–Revisions reflect updated sections of the 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.

 June 2023 – Revisions reflect clarification in the role of authority of the President by the Board of Governors and those responsible for implementation of this policy. It also provides better understanding of processes for providing salary increases for each category of employees.