

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY EMPLOYMENT SALARY PLAN	Policy 4.01.05
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This Policy establishes the employee salary plan for all College employees.

1. Salary Determination - Salaries for employees are determined by:
 - a. The establishment of a base salary;
 - b. Development of factors and their relevance to the base salary;
 - c. Application of a salary formula to the base salary; and
 - d. Adherence to state-mandated minimum salaries.

2. Base Salary - Base salaries are developed through the consideration of several factors including: equity with employees in similar positions, comparisons to salary ranges for other comparable community colleges and state guidelines.

3. Factors - The factors used to develop the salary formula are:
 - a. Experience - Past work experience will be accepted if it is relevant to the position. Determination for acceptance of past experience will rest with the College and will be decided by the Director of Human Resources and the appropriate supervising Vice President/Dean/Director. The College will accept up to ten (10) years of relevant experience. Past experience weight is allowed at the rate of one (1) year for one (1) year of experience. Experience gained in part-time employment will be pro-rated. Relevant teaching and work experience is formulated at three percent (3%) per year.

 - b. Education – Weight will be given to formal academic experience or degrees beyond the high school level. Allowable education is defined and described below. The educational degree must be awarded from a fully accredited institution to be recognized by the salary plan. The degree or diploma must be in a field related to the position as determined by the appropriate Vice President/Dean. The salary plan does not reward for two (2) degrees at the same level, such as two (2) bachelor degrees.

Post Secondary Diploma	5 %
Associate Degree	10 %
Baccalaureate Degree	20 %
Masters Degree	30 %
Masters Degree Plus 18 Semester Hours ¹ or Educational Specialist	35 %
Doctorate ²	40 %

¹ Masters Plus 18 Semester Hours or Educational Specialist is eighteen (18) graduate semester hours in an additional teaching field or curriculum. It does not refer to an additional Masters degree. The applicability of this level is to be determined by the Vice President for Instructional and Services.

² Doctorate refers to the attainment of a degree normally considered the terminal degree in the field. Examples include: Doctor of Philosophy (Ph.D.); Doctor of Education (Ed.D.); Juris Doctor (J.D.) and Medical Doctor (M.D.)

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Education factors will not be "capped" at the level of the position; however, the salary plan only recognizes education relevant to the position as determined by the Executive Vice President.

- c. Situational Occurrences- When a particular skill is in such demand that the supply of personnel in this area makes it extremely difficult to obtain a qualified applicant, a situational occurrence factor may be applied to the salary formula as a set dollar amount. This amount is added to the total after the formula is computed. Situational occurrence adjustments must be approved by the President and used in rare instances only.
 - d. Professional Credentials - A professional license or certification will be recognized at five percent (5%) if it is required by the profession and is mandatory for the teaching position.
 - e. Supplements - In recognizing that additional duties, responsibilities, projects and/or assignments are sometimes necessary to the College's mission and operation, the President may add a salary supplement to an employee's salary. The supplement is not considered in calculating the base salary, but is a fixed rate and in addition to the total computed monthly salary. The supplement shall cease when the additional duties, responsibilities, projects and/or assignments are completed or reassigned.
4. Salary Adjustment in Recognition of Additional Education – the College is committed to quality education. The College encourages its employees to gain additional education whether for job advancement or personal enrichment.
- a. Provided that prior written approval from the appropriate Vice President has been obtained, any current employee who pursues additional education as defined hereunder and is job related may be eligible for a salary adjustment upon completion of the degree or diploma. The appropriate Vice President shall review any request and determine whether or not a salary increase is: (1) financially feasible; (2) whether the advanced degree is relevant to the employee's duties; and (3) whether the advanced degree will assist the employee in the performance of his or her duties. The Vice President shall submit a recommendation to the President. All advanced degree salary increases are subject to the approval of the College President. Employees who acquire higher degrees or additional education as requested or required by the College with prior written approval are eligible for a five percent (5%) increase of their current salary or a ten percent (10%) increase of their base salary, whichever is greater.
 - b. Increases will be granted effective the first day of the month following the completion and award of the degree, provided the appropriate Vice President has approved and budgeted for the salary increase.

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- c. The degree must be obtained from a fully accredited college or university. Employees are responsible for submitting official transcripts/certificates/ diplomas for inclusion in their personnel file.
- d. Degrees obtained without prior written approval by the appropriate Vice President will not be considered for a salary adjustment.
- e. During times of financial exigency, or as otherwise directed by the North Carolina Community College System, the President may temporarily suspend this section. Suspension of this section will only affect those employees who have been approved for a salary adjustment under subsection (a) but have yet to finish their degree and earn their salary adjustment. During any suspension of this section, the administration may not grant any other contingent approvals as set forth in subsection (a). Once the suspension has ended, the College will not make any retroactive payments to employees who obtained their degree during the suspension; however, the employee shall receive prospective payments based at the new salary level.

Cross Reference: Combined with former Policy 4.18 – Salary Adjustment in Recognition of Additional Education, 4.01 – Staff Salary Plan, 4.19 – Faculty Salary Plan

Adopted: April 2013

Amended: October 2013
April 28, 2015
April 26, 2016