



## ADMINISTRATIVE POLICY SALARY STRUCTURES AND COMPENSATION

*This policy pertains to employees.*

### **Salary Structures**

The Fox Valley Technical College District Board approves salary structures for all employee categories.

To remain competitive, Human Resources will regularly review salary schedules, and any recommended adjustments will be presented to the Board of Trustees for approval. Approved adjustments will be effective at the start of the fiscal year.

Adjustment of the pay structure does not lead to adjustments of individual employee pay. This process is to simply keep pace with the external target market.

### **Annual Base Pay Increase**

Each year, Human Resources, in collaboration with the President, will recommend an across-the-board percentage increase in employees' base compensation to the Board. This recommendation will be based on a review of pay increases granted by comparable institutions and competitive employers and will include any negotiated increases.

HR and the President may also recommend an additional increase for employees below the control point of their pay range to ensure they progress through the range within a reasonable time frame.

Employees are not to receive annual pay increases to their base salary that would result in base pay above their pay range maximum. An employee at or above the maximum may receive the annual increase as a one-time lump sum payment.

Pay below the minimum may be justified where the present position holder, a newly hired employee, or a person just promoted into a position, for whatever reason, does not meet the minimum requirements of the position at the time of promotion/date of hire. In such a case, a plan must be prepared by the hiring manager outlining how the employees' skills will be developed to an acceptable level to permit their pay to be brought to the minimum of the range.

### **Compensation Guidelines for New Hires and Individual Employee Adjustments**

Human Resources maintains and uses established compensation guidelines to determine starting pay for new hires. These guidelines consider key factors such as an individual's qualifications—education, experience, certifications—and internal equity within the organization.

The College also applies these guidelines when making individual employee adjustments, which may occur in cases of:

- Promotion
- Lateral Transfer
- Demotion
- Market Adjustments
- Equity Adjustments

*Adopted: 08/17/76*

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