

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 401.2

Title Administrative Personnel

Salary Policies

Salary guidelines shall be established for the various administrative positions so as to compensate employees for their service to the College in a fair, equitable, and non-discriminatory manner.

When establishing compensation policies and levels, the following general factors shall be considered, among others:

1. Education, experience, and skills required;
2. Availability of funds;
3. The prevailing labor market and economic conditions.

Salary guidelines shall be subject to periodic review and modification at the discretion of the Board, usually once each fiscal year. Such consideration may involve administrative staff employees through a "meet and confer" process.

When pay adjustments are authorized by the Board, such adjustments shall be effective at the beginning of the fiscal year (July 1) unless specifically stated otherwise and shall apply to full-time and part-time employees who were hired or appointed to their positions prior to the preceding July 1. Exceptions for persons with later hire/appointment dates may be made under the following circumstances:

1. When there is a change to a base amount on a salary schedule, such employees shall receive the amount of the base change;
2. When there is a change to a minimum amount of a salary range, persons whose salary is controlled by the range shall, if necessary, receive an adjustment to the new minimum;
3. When there is an exception approved at the time of the hire/appointment;
4. At the discretion of the Board for unusual circumstances.

For all full-time and part-time employees hired after July 1, the first pay adjustment occurs one year after hire and is based on the previous July 1 pay adjustment.

Salary guidelines may provide for salary changes other than at the beginning of a new fiscal year, such as:

1. Upon satisfactory completion of a defined probationary period;
2. When there is an appointment to a new position;
3. Other situations at the Board's direction, such as for increased duties or responsibilities.

Salary guidelines approved by the Board for current use shall be maintained by the Chief Human Resources Officer and shall be made available to any interested party. Such information shall be reviewed with newly hired/appointed employees, and changes shall be communicated to all affected employees as necessary.

Date of adoption 11/17/86

Legal Reference: (Code of Iowa)

Date of last revision 7/1/98

260C.23

Date of current revision 10/11/04

Related Administrative Procedures and Cross References _____

B O A R D P O L I C Y

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