

**POLICY
BOARD OF TRUSTEES
MAYLAND COMMUNITY COLLEGE**

Title: SALARY PLAN

Type: PERSONNEL

POLICY NO: 4.012

Policy Adopted: September 3, 1987

EFFECTIVE DATE: 11-18-13

**AMENDED DATES: 8-8-89; 6-20-90; 8-8-94; 10-10-94;
9-9-96; 11-11-97; 8-10-98; 10-19-98; 9-13-99; 5-22-01; 6-18-01;
3-18-02; 11-10-03; 1-8-07; 11-18-13**

Charles Ronald Kates
Chairman

AUTHORITY: 1C SBCCC 400.94

All full-time employees at Mayland Community College are covered by the Full-time Employee's Salary Plan, and are hired to fill a position in one of seven categories as stated herein.

1. Position Categories

Areas of responsibility are grouped into seven general categories which will be consistent with external agency reporting. These categories are: Executive/Managerial/Administrative; Instructional; Professional (Non-Teaching); Technical/Paraprofessional; Service/Maintenance; Skilled Crafts; and Clerical.

Within each category and for more specific purposes such as salary determination, employment status, and general reference, Mayland Community College employees are classified by job assignment, labor market factors, educational attainment and experience level. Each category and classification is discussed separately. Positions shall be classified as exempt or non-exempt in accordance with the provisions of the Fair Labor Standards Act, as amended from time to time.

A. Executive/Managerial/Administrative

Employees who are responsible for the overall executive and/or administrative direction of the institution as a whole or a major component of the institution. Included in this category is the chief executive officer (President). Other employees in this category normally report directly to the chief executive officer and might have functional titles such as senior administrator, dean, vice president, executive vice president, or other titles. However, all persons who report to the President may not be in this category.

Administrators are employees whose major responsibility is managerial and whose major activities impact instructional or one or more non-instructional programs. These employees normally report to a senior administrator. Some other descriptive titles might include director, assistant/associate dean, associate vice president, or other titles.

Assignments in this category require performance of work directly related to management policies or general business operations of the institution, department or subdivision, etc. Assignments in this category require the employee to exercise

TITLE: SALARY PLAN

TYPE: PERSONNEL

discretion and independent judgment and direct the work of others. These are exempt positions.

B. Instructional

Included in this area are curriculum faculty and extension faculty. Employees in this area have the primary responsibilities of involving, guiding/directing the learning experiences of pupils in an instructional environment. These are exempt positions.

C. Professional (Non-Teaching)

Employees who are assigned to manage institutional non-teaching functions. Employees in this category would normally report to an administrator of an instructional or non-instructional program. Assignments may include supervision of others. Educational Support Staff are assigned to this category. Some functional titles might include coordinator, computer system analyst, technical librarian, etc. These are exempt positions.

D. Technical/Paraprofessional

Employees whose assignments require specialized knowledge or skills which may be acquired through experience or minimum academic work. These employees normally report to an administrative or professional level person. Support Staff are assigned to this level. Some functional titles might include administrative assistant, library assistant, accounting technician, admissions assistant, computer operations assistant, etc. These are non-exempt positions.

E. Service/Maintenance

Employees whose assignments require limited degrees of previously acquired skills and knowledge, and in which employees perform duties which result in or contribute to the comfort, convenience and hygiene of personnel and the student body, or which contribute to the upkeep and care of the buildings, facilities, grounds of institutional property. Some functional areas are cafeteria worker, truck driver, gardener, construction laborer, security personnel, maintenance worker, etc. These are non-exempt positions.

F. Skilled Crafts

All persons whose assignments typically require manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes such people as mechanic, repairer, electrician, skilled maintenance, machinist, carpenter, printer, etc. These are non-exempt positions.

G. Clerical

Employees whose assignments are typically associated with duties which are clerical/secretarial in nature. Clerk/secretary and administrative secretary are included in this category. Also included are personnel who are responsible for internal and external

TITLE: SALARY PLAN

TYPE: PERSONNEL

communications, recording and retrieval of information (not to include computer operator/programmer) and other office work, such as bookkeeper, typist, data entry operator, bookstore clerk, library clerk (not recognized as a librarian), secretaries, etc. These are non-exempt positions.

2. Salary Determination

Salaries are determined as part of a formal position development procedure for full-time employees according to the Salary Plan. Based on this procedure, salary determinations will be made by the President. This schedule shall be adjusted annually based on legislatively mandated increases, and every five years based on a labor market study/analysis of other community college member institutions or as needed for a position to be competitive.

Each position shall be assigned a salary grade by the Board of Trustees, based upon recommendations by the President. The Director of Personnel Services, position supervisor, and divisional Vice President will make a salary grade recommendation to the President. The salary grade shall be recorded as part of the employee's job description. In some instances, appropriate work experience may be equated to the educational qualifications of a position at the rate of five (5) years of work experience for one (1) year of formal academic preparation. Salary grades may be adjusted based upon change in duties.

Employment of persons having qualifications less than those specified in the job description will require written justification at the time of employment which may include a timeline for the employee to meet those qualifications.

Employees may be eligible to receive additional compensation in the form of stipends for performance of certain specific assignments. The stipend will remain as long as the employee is performing the additional duties.

The College will not unlawfully discriminate against any individual in its determination of salary, initial placement, retention, promotion, or transfer.

3. Increases in Compensation

Increases in compensation will be implemented on an annual basis or when an employee is promoted, in accordance with State Board regulations and/or state law, and other community college guidelines, and to the extent practicable, will coincide with the College's fiscal year (July 1 through June 30). Legislative increases in compensation will be granted in accordance with any requirements set forth in the applicable enabling legislation. Increases in compensation for employees paid from non-state funds will be dependent upon directives from the applicable funding source. It shall be the intent of the College, however, that legislatively mandated increases shall be applied fairly to both state and non-state source employees.

- A. Automatic Increase: If an increase is required by law to be provided, it will be implemented by the President of the College in accordance with any legislative or State Board directives. Except as otherwise required by law, no adjustment to an employee's compensation will be automatic. The timing of legislative appropriations may delay determination of the amount of funds available for salary purposes. When funds become available for legislatively mandated

TITLE: SALARY PLAN

TYPE: PERSONNEL

increases in compensation, the Board of Trustees may exercise any option it may select in order to provide salary adjustments for College personnel within the provisions of the enabling legislation. Options may include, but shall not be limited to, lump sum payments; a percentage increase pro-rated and spread over the remainder of employee pay periods during the remainder of the fiscal year; or amendments to the approved salary schedules.

- B. Promotions: The College supports the promotion of its employees from within whenever possible. In the event an employee is promoted, the responsible vice president and the President of the College shall follow procedures for determining and establishing the employee's initial compensation amount for the new position.
- C. Transfers: An employee transfer, granted by the President, must be to a position of like or similar job responsibilities, and the employee must meet the minimum qualifications of the position. There shall be no increase in compensation, as a transfer is considered a lateral position move.
- D. Completion of Additional Degrees Subsequent to Employment: Employees who complete additional degrees while employed by the College may be moved up to appropriate salary grades if the additional credentials are required for the current position held by employee or provides added benefit to the College. Official transcripts must be submitted to the Personnel Services office. Each employee preparing to seek advanced degrees must complete the appropriate paperwork for approval prior to beginning course work to verify appropriateness of requested degree to College purposes.

4. Decreases in Compensation

It is the policy of Mayland Community College that reductions in compensation shall not be used to discipline or otherwise punish employees who remain in the same position. However, in the event an employee is demoted (whether for disciplinary reasons or otherwise), his or her compensation shall be adjusted to reflect any change in position level resulting from the demotion. Employees who accept a conversion from full-time to part-time status are subject to a decrease in compensation that does not correspond directly to the number of hours by which their workweek is reduced. Likewise, part-time employees who go to full-time status may experience a reduction in their hourly rate of compensation.

5. Job Descriptions

Each position shall have a job description, approved by the President, which details the duties and responsibilities of the position. Job descriptions shall include, at a minimum, essential elements of information pertaining to each job, including minimum qualifications, exempt/non-exempt status, job duties, salary grade, and other information descriptive of the functions of the position.

6. Performance Based Compensation

A performance management plan for each full-time employee shall be on file in the office of the Director of Personnel Services. The President is authorized to award additional salary compensation based on results from performance evaluations, provided that the plan has been reviewed in accordance with the Performance Management Policy.

TITLE: SALARY PLAN

TYPE: PERSONNEL

7. Additional Compensation for Limited Availability/Highly Specialized Positions

In order to attract and retain employees in certain limited availability or otherwise highly specialized positions, or when a particular skill is in such demand that the supply of personnel in this area makes it extremely difficult to obtain such a person, additional compensation may be required. This amount is added to the total after the salary is computed according to the salary plan. The Director of Personnel Services and the divisional vice president will determine the amount of additional compensation and make recommendations to the President. Where such an occurrence is granted, documentation shall be prepared by the President and maintained on a permanent basis in the employee's personnel file.