

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.5.5

Title: Classification & Compensation Program for Non-Bargaining Personnel	
Originated by: President/CEO	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on: August 2011

Policy Statement: This policy institutes a program to evaluate and classify new positions, reclassifies existing positions as needed, establishes a standard pay grade scale and provides for permanent increase to base pay in recognition of degree completion or professional credential attainment by full-time, non-bargaining personnel.

Rationale: A classification and compensation program for non-bargaining personnel is critical to attract and retain qualified individuals. The goal is to provide salaries on the basis of internal equity, external competitiveness, and meritorious performance. In addition, employees should be rewarded for educational advancement within their field of specialization or for attaining skills applicable to their position.

Procedure:

Establishing New Positions

1. Each new position requires a comprehensive position description in accordance with Policy 7.3.1.
2. Positions shall be evaluated by the supervisor for compensable factors. Compensable factors are defined as experience, education, managerial responsibility, interpersonal skills, independent judgment, mental process, organizational impact and organizational restraint.
3. Based on the numeric score calculated utilizing the compensable factors a salary grade will be assigned to the position.
4. Each salary grade has a range with an established low, mid and high point.

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.5.5

Entry Salary or Wage Determination

1. The Director of Human Resources will make a recommendation for the starting salary or wage for new hires with the consultation of the Supervisor and the Vice President of Business Services.
2. The President must approve the recommendation and will make a final determination all new hires starting wage or salary prior to an offer being extended by Human Resources.
3. New hires with little or no experience in the position will generally be started at 85% of the mid-point of the salary range for the appropriate grade.
4. New hires with 5 to 7 years' experience will typically be started at the salary mid-point for the appropriate grade.
5. New hires with 8 or more years of experience may be started above the salary mid-point for the appropriate grade.

Annual Salary Schedule Review

1. Each year the Vice President of Business Services will recommend to the Executive Cabinet whether or not to review the salary grade scale. Factors influencing revisions include, but are not limited to, recruitment and retention, market conditions, and the College's financial resources.
2. As part of the development of the pay scale, data on market practice will be provide to the Executive Cabinet. Range adjustments are normally effective on July 1, to coincide with the beginning of the College's fiscal year.

Market Exceptions

When unusual market conditions exist, the pay range of a position may be moved temporarily upward. The situation must be justified by business necessity and documented. Documentation shall include evidence that the College is failing to recruit or retain employees in the particular position and a survey of market conditions. The temporary exception is for a specific job title, not for all jobs in the pay grade. Such exceptions must be approved by the President.

Changes in Existing Positions

When position responsibilities change significantly, a position review should be conducted. Refer to Policy 7.3.2 for detailed information.

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.5.5

Educational Advancement

A full-time employee will receive a salary increase, pending budget availability and subject to final approval by the President, upon completion of an approved, job-related program of study, culminating in the attainment of a certificate or advanced degree from an accredited institution. An official copy of the transcript documenting the award must be filed with the Human Resources office.

1. Adjustments to base salary can only be awarded to employees whose prior annual performance appraisal (based on the College's fiscal year) was satisfactory on all levels. Employees who have noted deficiencies on their appraisal are ineligible until the next annual appraisal cycle, at which point the same rule shall continue to apply. Receipt of an adjustment based on degree recognition does not imply a guarantee of continued employment.
2. Certifications, degrees, and approved professional credentials earned prior to July 1, 2011 are not eligible for an adjustment. The actual pay adjustments for certifications, degrees, and approved professional credentials earned from July 1, 2011 forward will *not* be made retroactively.
3. Adjustments to base salary shall commence at the onset of the fiscal year following Human Resource's receipt of official transcripts verifying degree completion or credibility of the certification/ credential (original documents are required). Employees who fail to provide the necessary documentation are ineligible for the pay increase until official documentation is received and verified. Non-faculty employees who earn degrees while they are part-time but who later become full-time employees are not retroactively eligible for these awards once they become full-time. Instead, their new full-time salary shall be established with their degree attainment in mind.
4. Employees may receive one of each of the awards during their entire career at the College. For example, if an employee earns two Bachelor's degrees while this program is in effect, s/he may only receive an adjustment for one of those Bachelor's degrees. However, s/he will be eligible for one adjustment upon completion of the next highest degree (Master's), and so forth. The degree award must be for attainment of a level higher than their present highest educational degree attained. For example, an individual, who holds an MBA cannot acquire an AAS degree or a certificate and receive an award.
5. Non-bargaining personnel meeting all of the aforementioned requirements will be awarded a salary increase based on the follow increments.

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.5.5

Educational Award Received	Hourly (Classified) Employee Increase	Exempt (Salaried) Employee Increase	Annual Work Hours Based on Increase
Certificate/Credential	\$0.24	\$500.00	2080
Associate	\$0.24	\$500.00	2080
Bachelor	\$0.36	\$750.00	2080
Master	\$0.48	\$1,000.00	2080
Doctorate	\$0.60	\$1,250.00	2080