

## **Compensation of Faculty and Staff**

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### **OPERATIONAL POLICY STATEMENT**

Compensation will be designed to support the mission of the college. Compensation at Yavapai College is based upon the philosophy stated in Operational Policy 2.17 which is intended to attract and retain quality faculty and staff employees with competitive compensation based on relevant labor markets.

The College will take into consideration the following when establishing hiring rates: the applicant's education, training and/or relevant work experience, any specialized/technical training and/or experience, internal equity, average of actual pay for same classification, recruiting challenges associated with filling specialized positions.

Yavapai College is committed to ensuring that its salary structures and pay ranges are up to date and shall conduct market surveys as part of a rotational cycle. There will be a planned approach to ensure that the classification of employees and allocation to grades are based on principles of current job evaluation methods. If special requests are made, additional salary surveys may also be conducted.

Positions are placed into pay grades by Human Resources based upon a job evaluation system to maintain fairness across similar positions within the district. Employee salaries must be within the designated salary range except in cases when a market adjustment is considered for the College to remain competitive in the recruitment and retention of specialized positions. Actual rates of pay and/or adjustments will not be above the maximum rate nor fall below the minimum rate of the specified pay range without prior written approval by the Chief Human Resources Officer.

The Human Resources Department is responsible for the development and consistent administration of the compensation program and its consistent application. All aspects of compensation (base salary, benefits, stipends, awards) will be considered as total compensation for Yavapai College employees. The College will make every effort to prevent the occurrence of salary inequities. Salary increases are paid from funds available to the College and are subject to limitations for any given fiscal year.

## **Staff Salaries**

### **Promotions/Interim Assignments**

Employees who are taking positions with a broader scope and level may receive an adjustment which would take into consideration current market data, budgets, and internal equity for positions in the same classification and departments. Interim assignments in a position with broader scope and level may include an interim salary adjustment, which will discontinue when the assignment ends.

Managers and supervisors will work with the Human Resources Department to determine any appropriate salary adjustment.

### **Lateral Transfer**

Employees taking a lateral transfer into positions with a similar scope, level and grade should maintain their current salary unless reviewed and approved through Human Resources.

### **Compensation Decreases**

Employees who voluntarily or involuntarily take a position at a lower grade level will be given an appropriate reduction in pay commensurate with the new level and grade of work being performed. Factors given consideration are market for the position, employee qualifications (training, skills and experience including length of service) as well as internal equity amongst like positions. Exceptions can only be made with approvals at the Vice President and the Chief Human Resource Officer levels.

### **Salary Upon Return to the College**

An employee who has separated and returns to a similar position at the college should receive a similar salary or wage to the salary of the current level of the position, based on prior experience with the College.

### **Ineligibility for Compensation Increases**

1. Employees on a performance improvement plan or who have an overall rating of “not meeting expectations” on their most recent performance appraisal will not be eligible for any pay increase until such time as the employee either meets or exceeds expectations.
2. Employees hired after March 31st are not eligible for increases effective on July 1. Offers for employment between March 31st and June 30th may take this into consideration when establishing a starting salary.
3. Staff employees who are at the maximum of their grade salary schedule will be ineligible for future increases unless the grade schedule changes.
4. Exceptions to #1, #2, and #3 above may include adjustments for increases to benefits costs which may be given to employees regardless of their salary status.
5. Retroactive pay adjustments will not be allowed without approval of the Human Resources Director.

### **Faculty Salaries**

Faculty members are paid a base salary, commensurate with a certain assigned step on the College's faculty salary schedule.

The salary schedule maintains an “incremental” or step axis and an “educational” or degree axis.

1. Faculty are generally placed on the incremental axis upon employment with the college. Placement can be anywhere within the first four steps of the incremental axis, dependent upon the employee's educational training and experience, as well as the budget assigned to and/or unique market conditions for the position. Movement into the next incremental step along this axis occurs only in those years in which the College funds a salary increase.
2. The "base" point on the educational axis is based upon the minimum qualifications identified in the job posting for the position. The incumbent is eligible for movement on the educational axis upon attainment of advanced credit coursework, beyond the Master's level, if preapproved by the Vice President of Academic Affairs and the Chief Human Resources Officer. This change would be effective on at the beginning of the next academic year.
3. Faculty at the maximum of the salary schedule on both the incremental and educational axes will be ineligible for future increases unless the schedule changes or they attain a change to their faculty educational status based upon preapproval which moves the person to the next level of the schedule. Exceptions may include adjustments for increases to benefits costs which may be given to employees regardless of their salary status.
4. Any exceptions to placement on the faculty salary schedule must be approved by the Vice President of Academic Affairs and the Chief Human Resources Officer.

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## **OPERATIONAL POLICY HISTORY**

Formerly Policy 2.8.1: Compensation of Administrative, Professional & Operating Staff, Adopted 1/25/2000  
Revised & Renumbered to 2.8.1 on 5/1/2012  
Renumbered to Policy 2.42 in 10/2014  
Revised to "Operational" Policy, Human Resources Director to Chief Human Resources Officer, Vice President of Instruction and Student Service to Vice President of Academic Affairs 3/5/2021

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