

# Herkimer County Community College Board Policy

**TITLE:** Employee Compensation - Amendment

**POLICY #:** HR 88-18A

**DATE OF BOARD OF TRUSTEES APPROVAL:** 3/23/89

**RESOLUTION #:** 88-18, 88-18A, 09-10

## **POLICY STATEMENT:**

The Board of Trustees, as a matter of policy, shall strive for equitable and appropriate salaries and benefits that recognize the contributions of college personnel.

For employees who are covered by the terms and conditions of a collective bargaining unit agreement, adjustments in compensation (salary and benefits) will be made in accordance with the applicable agreement.

For employees who are **not** covered by the terms and conditions of a collective bargaining unit agreement, adjustments to compensation will be made on an annual basis with the recommendation of the President of the College to the Board of Trustees.

Approximately every three years the minimum and maximum salary levels for each group of employees in the non-bargaining unit will be reviewed to determine their appropriateness. Salary ranges will be calculated (in part) with the findings of salary reviews of similar positions in the outside market. If a recommendation for a change(s) is warranted, a recommendation with all appropriate rationale will be submitted to the Board.

## **BACKGROUND:**

The original policy was created in 1988 and was approved in 1989. The board adopted a posture in this policy statement that provides for a system of compensation to attract, motivate and retain quality personnel. The revision included more detailed information. The policy was amended a second time in 2010 to remove the word "normal" from the third paragraph of the policy statement.

**Revised:** 2/21/02, 3/3/10