PAY RATE AT APPOINTMENT AND REDUCTION IN PAY

Pay Rate at Appointment
Upon the appointment to a position, an employee will be assigned a rate of pay according to established procedures.

Reduction of Pay
The College will not reduce the pay of employees when adopting a new budget unless economic conditions radically affect the entire budget.

See the following page for procedure.

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PAY RATE AT APPOINTMENT AND REDUCTION IN PAY

Pay rates for new professional and paraprofessional employees will be set at appointment according to the procedure described below.

Professional Employees’ Salaries
These salaries are set within an established range, consistent with:

• The requirements of the position,
• The value of the position to the College (as determined by the Board of Trustees and the President),
• The Employee’s qualifications and experience, and
• Criteria established in the Professional Advancement Guidelines (Procedure 4220B).

Paraprofessional Employees’ Salaries
These salaries are generally set at the minimum of the assigned skill level by the Human Resources office. The appropriate administrator, in consultation with the Human Resources office, can make exceptions.

The exceptions for setting a salary lower or higher are as follows:

• To receive a lower salary, the employee must not initially meet the minimum qualifications.

However, the starting salary cannot be set lower than ten percent (10%) below the minimum for that skill level, and when the employee meets the minimum qualifications, the salary will be set at the minimum for the skill level.

• To receive a higher salary, the employee must have qualifications that substantially exceed the minimum qualifications, or the employee is applying for a position so “impacted” by the market as to warrant a higher starting salary.

However, the starting salary cannot exceed the first quartile of the salary range.

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