



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Salary Bands for Exempt/Technical Employees
Procedure Number: 03-2017-0003
Board Policy Reference: IV.E.

Accountable Administrator: VP, Administrative Services
Position responsible for updating: Director, Human Resources
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Purpose/Principle/Definitions:

Exempt/Technical employees are placed within a salary band at the time of hire and do not move within their band after initial placement. The following administrative procedure outlines the process for maintaining current and relevant salaries.

Definitions:

A compensation band facilitates control over fixed compensation expenses and aids in planning and budgeting. The following definitions apply to BMCC's salary structure:

Salary band: A salary band is a group of Administrative/Professional jobs that are approximately equal as determined by the market pricing/job placement process. The jobs in a salary band are treated alike for salary administration purposes, even though the individual job incumbents may earn different salaries and have different responsibilities.

Salary Range: A salary range is the dollar value of the spread from the minimum salary to the maximum salary of the band, divided by the dollar value of the midpoint. All salary ranges have a minimum, midpoint, and maximum. The President has the authority to approve placement outside the maximum salary range within a band.

Salary Range Minimum: The salary range minimum represents the lowest salary or entry level salary that BMCC would ordinarily pay for jobs in the band. Typically, employees with beginning skill-level for a job are paid close to this amount.

Salary Range Midpoint: The salary range midpoint falls halfway between the salary range minimum and maximum. The salary range midpoint approximates the median salary paid

in the labor market for similar jobs. Typically, employees with well-developed skills for a job are paid in this range.

Salary Range Maximum: The salary range maximum represents the highest salary that BMCC would pay for jobs in the band.

Guidelines:

Every three years the positions within the salary bands will be resurveyed to ensure the salary bands remain consistent with the market.

Once reviewed, the Director of Human Resources will present the information to the President and Vice Presidents for discussion and recommendation to the Board.

Should the Exempt/Technical classification of employees be given a percentage increase during any given year, the salary bands will be adjusted to reflect the increase in order to keep employees within the correct band.