



## Blue Mountain Community College *Administrative Procedure*

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**Procedure Title:** Merit Pay Increases for Exempt/Technical Employees  
**Procedure Number:** 06-2006-0006  
**Board Policy Reference:** IV.E. Compensation and Benefits  
**NWCCU Standard:**

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**Accountable Administrator:** President  
**Position responsible for updating:** Chief Human Resources Officer  
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### **Purpose/Principle/Definitions:**

As Exempt/Technical employees work within a salary band and are the only class of employee at BMCC that do not have the ability to move within their band after initial placement, the following procedure will be used to allow an upward movement within a designated salary band. Movement is based on merit at the President's discretion.

### **Guidelines:**

The President shall convene a committee of his choosing in the month of June of each year that a "merit pool" has been budgeted and approved by the Board of Education for the exempt/technical employees. Although the committee will usually consist of the President, the Vice President of Administrative Services, and the Vice President of Instruction, the President may add and delete additional members as desired. The President will inform the appropriate parties of their inclusion on the committee for that year in June.

At that time, the President will set guidelines, specific to that year's pool, in addition to the general guidelines included below. General guidelines for merit increases include consideration of:

- Significant organizational contribution by employee,
- professional achievements within the given year,
- employee has assumed some new responsibilities or authority,
- employee rate of pay is lower than other exempt employees with similar responsibility / authority,
- the number of employees supervised has increased,
- significant cost savings to the institution originated from employee, and/or
- significant community involvement and contribution by employee has occurred.

After deliberation, the committee will recommend raises for given employees based on the general and specific guidelines. The President will award increases within five working days of the recommendation through written documentation (with designated dollar amounts and reasoning) to the Department of Human Resources. Said raises will be communicated to the employees affected via a letter signed by the President and to the Board through a written communication from the President. These increases will be effective as of July 1 of the given year.