

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

Philosophy	The College is committed to maintaining a faculty, administrator, and staff compensation plan that is competitive with peer institutions within the state. [See also DEAA]
Objectives	The objectives of the College's compensation program are to:
Internal Equity	1. Establish pay relationships between jobs that are fair and equitable when compared to other jobs in the College;
External Competitiveness	2. Provide salary levels that are competitive and/or comparable with peer colleges and organizations in order to attract and retain well-qualified employees;
Continuity and Flexibility	3. Accommodate new jobs and changes in existing jobs, as well as adjust to changes in economic conditions and the job market; and
Effective Administration	4. Establish clearly defined policies, procedures, and guidelines for salary budgeting and administration and ensure a clear understanding among all employees of the College about how the compensation program works.
Pay Plan and Framework	The staff and administrative pay plan establishes compensation based on an analysis of the job-related duties of a position, including factors such as decision-making responsibilities. The compensation schedule is reviewed every two years and adjusted periodically to reflect market changes. Employees have no guarantee that the College will adjust their pay under the compensation schedule.
Administration	The District President or designee will administer and maintain compensation in accordance with this policy and the related procedures and guidelines for the College's compensation plan.
Annualized Salary	The College District shall pay all salaried employees in equal monthly or semimonthly installments, regardless of the number of months employed during the academic year. Salaried employees hired during the academic year shall be paid in accordance with administrative payroll procedures.
Pay During Emergency Closing	Pay to employees during an emergency closure, as declared by a federal, state, or local official, or as approved by the Board, for which the workdays are not scheduled to be made up at a later date, must be authorized in advance either through delegated emergency authority granted to the District President by the Board of Trustees or by a vote of the Board. In any event, the authorization must reflect the public purpose served by the expenditure.
Gifts, Grants, and Donations for Salary Supplements	The College will not accept gifts, grants, donations, or other consideration designated for use as salary supplements.