



Name: Salary Plan B Description
Category: Administrative Policies
Subject: Entry Salaries
Owner: Vice President for Human Resources
Related Procedures: Related Procedures (or N/A)
Related Forms: Related Forms (or N/A)

I. SCOPE

This policy revision applies to all individuals who are hired into a Salary Plan B position at a rate that exceeds 85% of midpoint and all employees who are in the same position classification.

II. POLICY STATEMENT

Delaware Technical Community College is committed to the equitable treatment of employees by providing the president with the discretion to approve an advance starting salary without leveling up employees in the same position classification who may have comparable experience and qualifications, but who are not performing a comparable volume of work, are not meeting the college's expectations regarding the quality of their work, or has been the subject of corrective or disciplinary action.

III. POLICY

Section E of the Salary Plan B Description is revised as set forth below. Additions are in red and deletions are noted by ~~strikethrough~~.

E. ENTRY SALARIES

All employees hired into a new position shall start at the minimum (85% of midpoint) of the pay grade with the following exception:

In exceptional circumstances the College President may authorize a rate beyond 85% up to and including 100% of midpoint of the pay grade. Hiring beyond 100% of midpoint requires the signatures of the Secretary of the Department of Human Resources, Director of the Office of Management and Budget and Controller General.

In the event that a starting rate higher than 85% is authorized, the Office of the President Human Resources Department shall identify all equally or more qualified incumbents of the same classification within the College receiving a lower rate, if any. The President may provide that the annual base rate of those employees be increased to the higher pay rate. The Office of the President Human Resources Department shall

document the reason(s) a higher pay rate is not provided to each equally or more qualified incumbent in the same position classification.

Employees earning less than minimum of their pay grade will have their base rate increased to 85% of midpoint when a vacancy within their same classification is filled on a temporary or regular basis. Employees occupying single-position classifications (i.e., a classification that has only one authorized position) who earn less than the minimum of their pay grade will have their base rate increased to 85% of midpoint.

IV. EFFECTIVE DATE(S)

This policy is effective upon signature.

V. FREQUENCY OF REVIEW AND UPDATE

This policy will be reviewed and updated annually.

VI. SIGNATURE AND DATE OF APPROVAL

Approved by the President in accordance with Article IX, Section 2 of the Delaware Technical and Community College Bylaws.


Mark T. Brainard, President


Date