



MEMORANDUM

TO: Board of Trustees

FROM: Mark T. Brainard, President

DATE: October 20, 2022

RE: Request to Amend Salary Plan B – Single-Class Incumbents

One of the recruitment and retention strategies that I adopted earlier this year to address vacancy rates among the College’s educational support staff included increasing our entry salary from 80% of midpoint to 85% of midpoint. Existing College policy allows me to “level-up” all Plan B employees college-wide who are making less than 85% of midpoint when someone is newly hired or promoted into the same job title. Unfortunately, there is no mechanism that allows me to increase the salary of existing employees making less than 85% of midpoint who occupy positions for which there are no other incumbents. As a result, employees in single-incumbent positions will remain at their current base salary until they leave the College or switch positions, in which case their successor will be paid the higher amount.

In order to resolve this inequity, I am requesting your approval of the following amendment to Salary Plan B Policy (new language is in red):

E. ENTRY SALARIES

All new employees 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 new hire rate beyond 85% up to and including 100% of midpoint of the pay grade. Hiring beyond 100% of midpoint requires the signatures of the State Budget Director and Controller General.

In the event that a starting rate higher than 80% 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 shall provide that the annual base rate of those employees be increased to the higher pay rate.

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.