

BP4500 **SALARY DETERMINATION POLICY FOR**
NON-REPRESENTED CLASSIFIED EMPLOYEES

BP4500

This policy complies with WAC 357-28 which requires that Big Bend Community College have a salary determination policy for non-represented classified staff. This salary determination policy will comply with all applicable federal and state laws and regulations.

45001.1 **COMPENSATION PHILOSOPHY**

Big Bend Community College seeks to provide an effective, fair and consistent system for administering compensation for classified non-represented staff.

4500.2 **ADMINISTRATIVE RESPONSIBILITY**

BBCC Human Resources Department will:

- Develop and maintain the BBCC Salary Determination Policy.
- Administer the Washington State Compensation Plan and the BBCC Salary Determination Policy.
- Provide guidance on such topics as compliance with established policy, adherence to sound compensation practices, compensation consistency within the college, and compliance with legal requirements, both state and federal.
- Review, and if appropriate, ask the Appointing Authority to approve any requested deviations from the established salary determination policy or procedures.

The Director of Human Resources is responsible for administering salaries of classified non-union staff in accordance with this policy.

4500.3 **DEFINITIONS**

The following definitions are included in this policy for reference.

Appointing Authority: Normally this is the President of Big Bend Community College, but by board resolution this authority is delegated to a Vice President under certain circumstances.

Base salary: The dollar amount of the salary within the salary range to which the employee is entitled, before any deductions, and exclusive of any additional compensation, such as premiums.

Demotion: Movement of an employee from a position in one class to a position in another class that has a lower salary range maximum.

Premium: Pay added to an employee's base salary on a contingent basis in recognition of special requirements, conditions, or circumstances associated with the job.

Promotion: The appointment to a class with a higher salary range maximum that results in a salary increase.

Reversion: Voluntary or involuntary movement of an employee during the trial service period resulting in placement in a position or on the employer's internal layoff list in accordance with WAC 357-19-115 and WAC 357-19-117.

Special pay salary ranges: A unique salary range assigned to a position or class in accordance with WAC 357-28-025.

Transfer: An employee-initiated move of that employee from a position to another position within or between employers in the same class or a different class with the same salary range maximum.