

Classification and Compensation Procedure	Policy Number	6.11P
	Effective Date	May 6, 2024

1.0 PURPOSE

In accordance with Laramie County Community College (LCCC) Board of Trustees Policy 6.11, the College's approach to compensating employees should engender successful recruitment and retention of the very best individuals to do the work of the institution. Thus, LCCC is committed to establishing an environment where employees of the College are offered challenging work matched with rewarding compensation. Therefore, the purpose of this procedure is to ensure employee classification and compensation processes of the institution are aligned with the Board's intentions and to inform LCCC's annual budget development process.

2.0 REVISION HISTORY

Adopted on: (This procedure replaces Policy and Procedure 4400, dated 01/03/1989)

Revised on: 5/18/21, 11/10/21, 5/6/2024

3.0 PERSONS AFFECTED

All employees, current and future, of LCCC are affected by this procedure: all full-time positions regardless of the source of funds, and interim appointments regardless of the source of funds.

4.0 DEFINITIONS

- A. ~~Adg~~ – the temporary addition of new job duties not currently part of an employee's assigned responsibilities. These are typically compensated with an add-to-pay.
- B. ~~Adh~~ – In the role of an Administrator, an employee is responsible for the management of the institution, or a customarily recognized department or subdivision thereof. This role consists of management of a broad range of services for similar functions, management of large departments, or a supervisory position over large service areas.
- C. ~~Adi~~ – Salary increase added to employee's base salary. ~~C.D11p~~ ~~Applicable~~ experience is defined as experience the duties and responsibilities of the position
- E. ~~Cb~~ ~~Gp~~ – The organizing units of employees at LCCC; all employees are assigned to one of seven (7) employment classifications: Administrator, Professional, Managerial, Classified, Faculty, Faculty Non-Credit, and Faculty-Managerial. (~~5.0, B~~ ~~lv~~)

- F. ~~CB~~ ~~GP~~ – The levels within a classification group are designed to capture the level of work performed by the classification or the discipline taught by faculty, as well as a means of differentiating positions for compensation assignment. (~~5~~ ~~Dgn~~ ~~n~~ ~~g~~ 5.0, B ~~lv~~)
- G. ~~CB~~ ~~GP~~ The institutional process for categorizing employees within a classification and determining the appropriate type of employment relationship for each employment group.
- H. ~~CB~~ ~~GP~~ Classified Staff fulfill roles of area operational and programmatic support that fall within the college. Classified positions are generally non-supervisory and do not provide management to other employees on a regular basis.
- I. ~~CB~~ ~~GP~~ – The institutional process which establishes how employees at LCCC are paid for the work they perform. The College's compensation system consists of a benefits package and a pay plan with pay bands that are assigned to classifications.
- J. ~~CB~~ ~~GP~~ - ~~LA~~ ~~COLA~~) – A percentage increase which is applied to the base of the pay band to align employee's salaries with the increase in market due to inflation.
- K. ~~FP~~ – Faculty employees have the primary responsibilities of teaching assigned courses, holding regular office hours, being available for students, mentoring, and collaborating on departmentas

President's Cabinet will determine the amount allocated for retention and/or performance.

- i. The percentage determined by the President's Cabinet for a retention increase will be applied to all eligible employee's base salary, moving the employee on the applicable pay band, not to exceed the maximum. If the employee is at the maximum of their pay band, the increase to salary will be dispersed as a monthly stipend over a twelve (12) month period.
- ii. The percentage identified for performance-based increases will be divided based on eligible employees in each division. Supervisor will work with their area Cabinet member to recommend an increase based on employee performance and/or development to be applied to the employee's base salary, not to exceed the maximum of the employee's pay band. Development may include, but is not limited to, certificate or degree attainment, job related service to regional and national organizations, and/or significant work on institutional initiatives for which the employee has not received any previous additional compensation. The performance increase will move the employee forward on their applicable pay band. If the empty2 (p)-0.8-0.0004 Tw -22s

G. General Administration –

- 1) Organizational Classification Updates or Changes – Approximately every five years, LCCC will conduct a compensation and classification study to assess the accuracy and relevancy of the existing system. Additionally, when employee(s), supervisor(s), department head(s), and/or the HR team believe a change may have occurred in the market range for one or more classifications, it may be necessary to collect market data to assess the validity of the suspected changes at the position or classification group levels. HR may initiate individual, or group changes based on the market data collected as the result of small sample surveys approximately every three years.
- 2) Collecting market data – Market data is sought from a variety of sources depending on the position, current circumstances, retention, and ability to recruit. Sources may include local, regional, and national comparators; other 2-year institutions; private sector and governmental agencies; CUPA-HR; ONET, etc.

H. Educational Attainment Award –

- 1) Employees with an approved Educational Attainment Proposal on file on the date this revision of the procedure is signed, will have the opportunity to complete attainment by the anticipated completion date noted in their approved proposal or by June 30, 2028, whichever is earlier. After completion, the employee will receive a one-time lump sum award equivalent to 2.5% of their base pay. After June 30, 2028, the Educational Attainment Award will be sunset. Supervisors will have an opportunity to recognize education efforts within annual increases for performance, as stated in 5.0.C.2.a above.

I. FLSA Overtime Compensation (Classified Staff) – The College is subject to the Wage and Hour provisions of the Fair Labor Standards Act (FLSA). In accordance with this law, employees with "non-exempt" status are entitled to overtime compensation. The College's policy is to provide overtime compensation to all non-exempt employees who work more than 40 hours in a week. The College's policy is to provide overtime compensation to all non-exempt employees who work more than 40 hours in a week.

