
Determination of Salaries for Administrators Policy

Purpose	To ensure that administrative positions are appropriately ranked and compensated
Policy	Administrative positions are to be allocated to the Administrators Salary Grid according to the Administrators Job Evaluation Plan. Salary step placement within the grid is to be determined by the President.
Applies to	All VCC Administrative positions.
Procedures	<p><i>Salary Grid Placement</i></p> <p>New Job Descriptions When a new administrative job description is created or a significant change has been made to an existing position, the supervisor will send the job description to the Human Resources department for review to ensure appropriate placement on the salary grid. The appropriate Vice President will approve new job descriptions before submitting them to Human Resources.</p> <p>Existing Job Descriptions When an existing administrative job description is changed in a significant way, the supervisor will send the revised job description to Human Resources for review to ensure appropriate placement on the salary grid. The supervisor is to include a written request for a review, explaining the change in responsibilities and duties. The responsible Vice President approves revised job descriptions before submitting them to Human Resources.</p> <p>Job Evaluation Process Two members of Human Resources (one being the Director) will review the job description according to the</p>

Administrators Job Evaluation Plan. They will determine a rating for the position based on the Administrators Job Evaluation Plan and comparisons to other administrative positions, keeping in mind the principles of fairness and equity.

Human Resources will make a recommendation regarding salary grid placement to the President who will make the decision.

The President will advise Human Resources of his decision. Human Resources will inform the administrator, supervisor, Dean/Director and Vice President.

Salary Step Placement

Salary step placement is determined before the candidate starts in the position.

Salary step placement is based on the qualifications of the candidate, and after considering the placement of other administrators, keeping in mind the principles of fairness and equity.

Prior to making a job offer, the responsible Vice President will consult with the President, with a recommendation for salary step placement. After consulting with the President, the Chair of the Selection Committee will either negotiate directly or request Human Resources to negotiate the initial salary step placement with the candidate.

If the candidate reports directly to the President, the President will consult with the Board prior to negotiating with the candidate.

Replaces

Administrators' Salary Schedule Placement Committee,
Policy # B.2.8
Initial Salary Step Placement Policy – *Administrators*,
Policy # B.2.9

1. Policy Sponsor Director, Human Resources

2. Approvals:

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

3. Amendments

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

4. Review Date