

General Policy - Salary Administration

Policy:

The primary purpose of salary administration at Bismarck State College is to attract and retain well-qualified individuals who can best contribute to the College's stated mission. Decision-makers in the salary administration process will strive to make salary decisions fairly and communicate them effectively. To provide the College with the ability to use its limited resources most effectively, salary administration aims, in priority order, to:

1. Acknowledge the basic financial needs of all employees.
2. Be responsive to market influences with consideration for equity.
3. Recognize different performance levels among employees.
4. Take into consideration the costs of turnover (for training, research start-up and indirect as well as direct recruitment) and the adverse effects of inadequate salaries on the need for supervision, employee morale and institutional image.

Salary Guidelines:

Salary increases are allowed under certain circumstances for the following reasons:

1. Cost of living adjustment
2. Equity (internal and external)
3. Market
4. Compression
5. Degree and/or education
6. Workload and responsibility changes
7. Years of experience (external and internal)
8. Promotion
9. Successful completion of a probationary period (applies to staff only)
10. Temporary interim appointments and/or increased workload adjustments (does not become part of the base salary)

Procedures:

1. Accomplishing the objectives of the salary policy requires thoughtful counseled decisions about the degree to which the above items listed under salary guidelines are to be considered in the distribution of available new salary money. The President's Cabinet, including HR, the Faculty Senate, and the Staff Senate may recommend guidelines for the apportionment of new salary money. The college president will consider these in establishing salary administrative guidelines. Salary decisions for staff members will be made in accordance with Section 5 of the North Dakota University System Human

Resource Policy Manual,
<http://www.ndus.edu/makers/procedures/hr/?SID=24&PID=226&re=d>. Members of the advisory groups are charged with the responsibility of representing the viewpoints of their constituents.

2. The level of adjustments for cost of living shall be determined by the ND Legislature and/or the President with advice from the groups listed above in item 1 of Procedures.
3. Market and equity adjustments shall be based on guidelines derived from rational consideration of demonstrable need or equity and external criteria appropriate to Bismarck State College.
4. With Presidential approval, one-time sign-on or retention bonuses may be considered when faced with market/industry constraints for the recruitment and retention of employees.

Examples of recruitment and retention constraints are listed below:

- Hard to fill occupation positions
- Special qualifications are required
- Competitive salary market
- Highly skilled employee who is in high demand in the marketplace
- Loss of employee would result in significant replacement costs
- Position is filled by key personnel
- Position has unique recruitment or retention issues identified and documented by the supervisor and Human Resources

Grievance Procedures:

A grievance can be filed in accordance with policies and procedures as referred to below:

1. Staff: in accordance with the ND Human Resource Policy Manual, Section 28, Grievance Procedures, <http://www.ndus.edu/makers/procedures/hr/?SID=47&PID=249&re=d>
2. Faculty: in accordance with State Board of Higher Education Policy (SBHE) 612 Faculty Grievances, <http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=68&SID=7>

Notification of Policy:

To facilitate the understanding of salary administration at BSC, this policy will be distributed to all employees and included in the Human Resources website under BSC Policies/Procedures in the general section:
<http://www.bismarckstate.edu/uploads/resources/301/SalaryAdministration.pdf>.

NOTE: The ability to make salary adjustment decisions at the campus level depends on legislative action and State Board of Higher Education (SBHE) guidelines. In years when no campus discretion is authorized, most of this policy will not be applicable.

Reference:

SBHE Policy 702.4, Campus Administration of Salary Increase Funds,
<http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=38&SID=8>

History:

Policy approved by President's Cabinet on August 27, 1996.

Revisions - October 1, 1996; November 13, 1996; August 7, 1997; November 25, 1997; November 9, 2001; March 26, 2002; August 31, 2007; November 22, 2010; reviewed by the Operations Council on August 22, 2012 and approved by the Executive Council on August 30, 2012.