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7.2 Staff Compensation Philosophy

Saint Mary's College of California

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7.2 Staff Compensation Policy

The College maintains a staff salary policy which strives to embody internal equity and external competitiveness within budgetary constraints.

New employees' salaries are determined by Human Resources in consultation with the hiring supervisor and are based on the salary paid to the previous incumbent, other salary dollars available within the department or the College, relevant market data, the type of position, its responsibilities, internal equity considerations and the new employee's qualifications and experience.

Section 7 – Compensation

Once an employee reaches the maximum base salary in his/her grade there is no increase in salary until the employee's full-time equivalent (FTE) salary is once again within the salary range.

7.2.1 Annual Increases

The usual anniversary date for salary increases for staff employees is July 1. The College has the right to change this anniversary date; if the date is changed, employees will be notified. Increases may be distributed across the campus to recognize all employee's contributions to the College's success or they may be distributed within a range of percentages that take into consideration individual merit based on a performance review, market, placement in salary range, or correction of internal inequities. Generally all regular employees are eligible for consideration for an increase, except that:

- Employees who have given notice of resignation, and whose termination date will be one month or less from the effective date of the annual increase (that is, those terminating prior to August 1st for a July 1st increase cycle) will not be eligible for an increase.
- Part-time or on-call employees must have worked a minimum of 400 hours within the 12 months preceding any annual increase cycle in order to be considered for an annual increase.
- Employees hired after April 1st of the current year will not be eligible for an increase in the first increase cycle after date of hire.
- Employees with current documented "Unsatisfactory" or "Needs Improvement" overall performance rating will not receive an increase. Employees with an overall "Needs Improvement" rating may be eligible for a non-retroactive increase if their subsequent performance returns to "Achieves Expectations" or better levels within six (6) months after the increase cycle effective date.