

March 2014

7.3 Salary Budget

Saint Mary's College of California

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Recommended Citation

Saint Mary's College of California (2014) "7.3 Salary Budget," *Staff Handbook*: Vol. 2014 , Article 66.

Available at: <http://digitalcommons.stmarys-ca.edu/staff-handbook/vol2014/iss1/66>

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7.3 Salary Budget

As part of the annual budgetary process, the Board of Trustees reviews the College Budget Committee’s recommendation on the size of the annual staff salary increase budget. The Board of Trustees may approve an annual staff salary increase budget, taking into account external and internal factors, including but not limited to financial resources available to the College from tuition, fees, and other sources of College income. Annual salary increases, if any, for staff are independent of faculty salary policies.

As a guide in establishing salaries, each year Human Resources participates in national, regional and local salary surveys to obtain past and current external market data on other colleges, universities and related institutions, and uses this data to adjust salary ranges as necessary. Each spring a compensation plan is developed based on the increase budget approved by the Board of Trustees addressing, to the extent possible, issues of highest concern among staff employees. The plan may periodically address any base salary increases for eligible staff employees, supplemental increases for employees who are lower in the salary range than peers, considering time in position or salary grade, and prior history of promotional, reclassification or other increases to pay. This area of focus has helped move longer-service employees to or closer to the midpoint of their salary ranges. These efforts of focus are subject to available financial resources in future years.

7.3.1 Increased Cost of Benefits

If the cost of mandatory or non-mandatory benefits increase, the funds necessary to meet these increases are allocated before other increases in compensation are considered. These increases may be due to increases in the College’s share of taxes and benefits, such as social security tax, retirement, health insurance, etc.

7.3.2 Starting Pay

Starting pay is the rate initially offered to an individual not currently employed by the College. 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

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- other salary dollars available within the department or the College
- job market-related pressure on salary levels
- Internal budget constraints
- internal equity considerations
- the position responsibilities
- the extent to which the employee’s level of education and years of experience exceed the minimum requirements for the position
- the College’s salary grade ranges for staff positions

If there are any department concerns, special circumstances (highly competitive labor market, unusual skills), etc. Human Resources will review the final candidate’s work and educational/training history and the appropriate experience and education specifications. This review is used to establish a preliminary offer rate, which will be at least the salary grade minimum but not generally higher than the grade midpoint. The hiring supervisor and Human Resources will consider internal equity which may affect the final rate offered. An internal equity review may include consideration of the salaries of employees in similar/related jobs with the organization as well as the salary of the supervisor/manager, the salaries of any subordinate employees, and the salaries of employees in related career paths, and finally the appropriateness of the proposed salary within the assigned salary range based on the employee’s specific skills, competencies, education, experience, and performance.

Starting salaries above the midpoint may be considered for individuals who have directly related unique competencies, or directly related experience or education that is extensively beyond the minimum requirements of the position, as determined in consultation with HR, or in cases of unusually critical market-related pressure on salary levels. A written justification for all salaries above the midpoint must be submitted with the hire packet and be approved by the area vice president, the Provost, the SVP Finance, and Human Resources, as appropriate.