



WCJC Title: **Salary Placement for Full-Time Employees**

Section D: **Personnel**

Page(s): 4

Policy Title: **Employee Practices**

Policy: DC

Subtitle: None

Date Adopted:

Purpose

Provides procedures for determining placement on the appropriate salary schedule and calculating pay for full-time faculty, administrative, and support staff employees.

Procedure

Faculty and Administrative Candidates

1. The Human Resources Department reviews all documents submitted as part of a candidate’s application, including but not limited to: the employment application, resume or curriculum vitae, cover letter, and transcripts. The Human Resources Department evaluates the candidate’s prior professional experience with regard to the level of responsibility and degree of relatedness to the WCJC position.
2. The Human Resources Department uses the “Worksheet for Calculating Equated Experience” form to determine the candidate’s step placement on the applicable salary schedule. Step placement on the salary schedule is calculated as follows:

(Equated years of prior professional experience) - (Years of experience required for the position)
3. Equated years of prior professional experience are calculated using the following guidelines:
 - a. Prior professional, non-teaching experience:
 - i. Prior full-time professional experience that is directly related to the current WCJC position and is at a comparable level of responsibility is equated on a one-for-one basis (i.e. one year of prior full-time experience equates to one year of full-time experience in the current WCJC position).
 - ii. Prior full-time professional experience related to the current WCJC position at a lower level of responsibility is equated on a two-for-one basis (i.e. two years of prior full-time experience equates to one year of full-time experience in the current WCJC position).

- iii. Prior full-time professional experience related to the current WCJC position at two levels lower in responsibility is equated on a three-for-one basis (i.e. three years of prior full-time experience equates to one year of full-time experience in the current WCJC position).
 - iv. Prior professional experience that is related to the current WCJC position but is more than two levels lower in responsibility is not eligible for equation.
 - b. Prior teaching experience:
 - i. Experience as a professional faculty member, either on a full-time or part-time basis, is eligible for equation. Experience as a graduate teaching assistant is not eligible. The maximum equitable experience for any 12-month period is one year.
 - ii. Full-time teaching experience at the collegiate or high school level equates on a one-for-one basis (i.e. one year of teaching at an accredited college or university equates to one year of teaching at WCJC). Part-time teaching at the collegiate or high school level is equated on a two-for-one basis.
 - iii. Full-time teaching experience below the high school level equates on a two-for-one basis (i.e. two years of full-time teaching at an elementary or middle school equates to one year of full-time teaching at WCJC). Part-time teaching experience below the high school level equates on a four-for-one basis.
 - iv. Full-time teaching in a non-academic setting (such as a private corporation) equates on a two-for-one basis. Part-time teaching in a non-academic setting equates on a four-for-one basis.
 - c. The maximum number of equated years of experience an employee may receive, without special Presidential approval, is ten years.
 - d. Years of equated experience are used to help determine the minimum placement on the salary schedule for a candidate; however, calculation of equated experience does not preclude a higher placement when authorized by the President for extenuating circumstances, such as difficulty of recruitment, special expertise, marketability, etc.
- 4. If a WCJC faculty member or administrative staff changes positions within the institution or leaves the institution and later returns, a new "Worksheet for Calculating Equated Experience" form must be completed.
 - a. The salary for the new position reflects the equated experience as though the employee were a new hire.
 - b. The salary for a current employee who changes positions within the institution must

reflect the appropriate placement on the salary schedule for the new position.

- i. Current WCJC faculty members and administrative staff who change positions within the institution are eligible to keep their current level of steps.
 - ii. In no case may the employee's new salary be less than their former salary, unless they have changed to a lower-level position.
5. Once the Dean of Human Resources completes the "Worksheet for Calculating Equated Experience" form, it is included it with the candidate's "Personnel Action Form" (PAF). The PAF is verified for budget approval, approved by the appropriate Vice President, and routed to the President for final approval. Once all signatures have been obtained, the supervising Vice President, or designee, may make a tentative offer of employment to the candidate, pending formal approval by the WCJC Board of Trustees.

Support Staff Candidates

1. The Human Resources Department reviews all documents submitted as part of a candidate's application, including but not limited to: the employment application, resume or curriculum vitae, cover letter, and transcripts.
 - a. The Human Resources Department verifies that the candidate meets the minimum requirements listed for the WCJC position.
 - b. The Human Resource Department places support staff candidates on the appropriate salary schedule and grade, as listed in the approved job description.
2. A support staff candidate who is new to the institution is not eligible for steps or additional pay based on prior work experience.
3. A current WCJC support staff employee who changes from one support staff position to another support staff position is eligible to keep their current level of steps.
4. A support staff employee who changes from a support staff position to a faculty or administrative position will need a "Worksheet for Calculating Equated Experience" form to be completed during the hiring process.
 - a. The salary for the new position will reflect the equated work experience outlined in the "Faculty and Administrative Candidates" procedure outlined above.
5. If a support staff employee leaves WCJC employment and returns within six months, the employee is eligible to reinstate the level of steps they had when they separated. After six months, returning employees are not eligible for prior steps to be reinstated.
6. Once the support staff candidate's salary has been calculated, it is included on the PAF. The PAF is verified for budget approval, approved by the appropriate Vice President, and routed

to the President for final approval. Once all signatures have been obtained, the supervising Vice President, or designee, may make an offer of employment to the candidate. Board of Trustees approval is not required for support staff positions.

Date Prepared: 07/27/21 RYB

Revised Date: