

The college shall maintain salary and pay schedules that remunerate college employees at levels as equivalent to comparators as possible for each employee classification (ARS 15-1444).

Salary and Pay Schedules

The college will:

1. Update the salary and pay schedules each year by reviewing the available and most recent local, regional, and national salary and pay studies for each employee classification.
2. Report the updated salary and pay schedules by employee classification for the next fiscal year to the Board.
3. Assure that new hires to be reported to the Board in the Human Resources Report for ratification by Board action are employed at the appropriate level and within the salary or hourly pay range provided in the salary and pay schedules.
4. Assure that the proposed budget for the next fiscal year includes salary or pay adjustments for all employees in conformance with the existing salary and pay schedules for the fiscal year since the Board's adoption of the budget also ratifies pay adjustments.

Date of Adoption: *Adoption of Manual: July 2008*

References: *ARS 15-1444*

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Full Time Faculty Salary Advancement

Full-time faculty during the initial hiring process are placed on the salary scale according to their level of educational achievement. Full-time faculty who pursue advanced degrees may move up the salary scale upon achieving the requirements for the next grade by following the procedure outlined in this section.

Upon meeting the educational requirements for the next grade, the Full-time faculty member notifies human resources that they now qualify for salary advancement. Notification must be made by December 15 to receive advancement in January and by June 15 to receive advancement for August. Notification must be made in writing in the form of a letter or memo.

The faculty member must request official transcripts be sent to the Department of Human Resources documenting completion of the educational requirements. To be eligible for advancement in January, transcripts need to be received in human resources no later than January 15. To be eligible for advancement for August, transcripts must be received no later than July 15. It is the responsibility of the faculty member to ensure the necessary documentation is received in human resources in sufficient time to process the salary adjustment.

Human resources will review the transcripts and make a recommendation to the Chief Academic Officer regarding the faculty member having met the requirements for salary advancement to the next grade. This recommendation is made using the Salary Advancement Form (HR 0003) which documents the completion of the necessary degree or coursework from an accredited institution.

On approval of the salary advancement, salary adjustments will be made. In January, the adjustment will begin with the next available pay period. In July, the adjustment will begin upon the faculty member's return to work in August.

Requirements for each grade are indicated on the Faculty Salary Schedule which is available on the website or can be obtained from human resources.

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References: ARS 15-1444