

Employee Compensation Policy

POLICY: Employee Compensation		CUSTODIAN:	Special Projects
POLICY NUMBER:	300.13	REVIEW DATE:	10/2020
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REFERENCES:			

Part 1. Policy Background and Purpose.

The intent of this policy is to ensure White Earth Tribal and Community College (WETCC) employee compensation is commensurate with job duties, budget, and comparable to the local job market while taking into consideration individual contributions.

Part 2. Definitions.

Comparable duties reference a system of equity across divisions and positions at WETCC.

DBM is the Decision Band Method which is the methodology of determining pay scale groupings within WETCC.

Part 3. Responsibility.

It is the responsibility of the Human Resources (HR) Technician to ensure comparable positions are compensated within the guidelines of this policy. The HR Technician is responsible to bring to the attention of the s Special Projects Director any identified or potential compensation discrepancies.

It is the responsibility of Cabinet Members to ensure position descriptions are up-to-date and accurately reflect the needs of the organization and the job duties of employees. Cabinet Members are also responsible to ensure budgetary constraints are met.

It is the responsibility of WETCC Council of Trustees (COT) to approve an annual pay scale.

Part 4. Policy.

Subpart A. Salary Schedule

The DBM methodology shall be used to determine ranking and grouping of comparable positions within WETCC. The DBM rankings are based entirely on the position descriptions.

DBM rankings will be reviewed whenever a new position is added to the WETCC organizational structure or whenever a position description is updated.

DBM rankings shall be determined by a majority of the President's Cabinet Members during a meeting called by the President.

The Salary Schedule shall include a listing of positions, their groupings, and the minimum, medium, and maximum rates of pay for each group.

The WETCC pay scale shall be reviewed annually by the Special Projects Director for any market adjustments that may be deemed necessary. The annual review shall take place in June of each year, updates shall be highlighted and presented to the COT for review and approval in July of each year.

Subpart B. Establishing Rate of Pay.

The rate of pay for an employee shall normally be established when a new position is filled and shall be in accordance with the approved pay scale and budgetary constraints. The rate shall be posted on the job announcement when a position is advertised.

For positions that are exempted and are advertised with a specified salary range, negotiable, or depending upon qualifications, the amount established for the new hire cannot exceed the medium rate established for that position.

Subpart C. Pay Increases.

Pay increase guidelines shall be established by the COT annually at the July meeting during which time the salary schedule is reviewed.

Subpart D. Temporary Increase for Additional Duties.

In some instances, a current employee may assume additional duties to compensate for a vacant position, absence of another employee, or other temporary assignment of additional duties. In this case, the Cabinet Member may consult the HR Technician to consider a temporary pay increase that aligns with the approved pay scale and budgetary constraints.

Subpart E. Maximum Amount of Pay.

Employees shall not exceed the Maximum Pay specified on the approved pay scale for the job duties assigned.