

Policy Title: **COMPENSATION – MANAGEMENT EXEMPT**

It is the policy of the Fox Valley Technical College to modify management/exempt compensation, at a minimum, on an annual basis. All Management/exempt compensation decisions shall be approved by the Board upon recommendation of the President.

Initial Placement

Initial salaries paid to new management/exempt personnel will be based upon the following:

- Length and quality of experience
- Length of training
- Education level
- Salary range of position
- Internal equity
- Other considerations/factors

Range Adjustments

Each year the Board will consider an adjustment to each salary range. Ranges will be adjusted prior to the time when individual compensation decisions are to be determined. Salary ranges will be posted on the Intranet at the beginning of each fiscal year.

All employees will be paid within their respective salary ranges. Individuals who are below the salary range will be brought within the range immediately. Individuals whose salaries are above the range will be compensated through a non-base building lump sum payment until their salary falls within the range.

Individual Employee Adjustments

Factors that may be used to determine annual employee adjustments include performance and salary range position.

Periodically salaries and salary schedules are reviewed and may be adjusted with consideration for market data.

Adopted: 11/19/85

Reviewed: 09/19/18

Revised: 09/19/18