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Policy Title: **COMPENSATION AND BENEFITS**

The President shall maintain fiscal integrity and market competitiveness with respect to employment, compensation, and benefits to employees, consultants, and contract workers.

The compensation philosophy and policies are designed to meet the following goals:

- Attract and retain outstanding employees critical to the delivery of the college mission of high-quality education and training that supports a skilled workforce and the economic vitality of our communities.
- Provide external competitiveness through a compensation strategy that considers the labor markets in which the College competes for talent. Benchmarking and market analysis shall be based on the recognition that the College primarily recruits its talent from the private sector and considers the geographic market appropriate for the type of position. Public sector and WTCS comparables are blended with private sector comparables for employee attraction and retention.
- Provide internal pay equity to reward employees fairly based on performance, role within the College, and internal comparable positions.
- Establish merit-based compensation strategies and plans that are a cultural fit, support collaboration, focus on organizational goals, and are fair for employees.

The President may not:

- Change his or her own compensation and benefits.
- Provide for or change the compensation and benefits of other employees except in accordance with collective bargaining agreements entered into by the Board or in accordance with salary schedules and plans adopted by the Board.
- Promise or imply permanent or guaranteed employment.
- Employ management/exempt employees for more than one year's duration without Board approval.
- Employ faculty or staff that do not meet Faculty Quality Assurance System (FQAS) qualifications or who do not hold professional credentials or licenses required for the position. However, the President may authorize FQAS exceptions for qualified regular or adjunct faculty to teach courses.
- Fail to comply with or subject the College to fines or taxes associated with State and Federal laws regulating employee compensation and benefits.
- Propose health and dental insurance plans that fail to adequately protect individual employees from catastrophic financial impact.
- Recommend compensation and benefits plans for Board consideration without benchmarking other public and private sector plans.
- Propose new salary structures for Board consideration without conducting an appropriate market analysis of related positions.

- Allow the College's self-funded health and dental plan reserve funds to fall below 12% of the total annual projected plan expenditures.
- Operate the organization without controlled limits on authorized overtime for support staff and additional pay for faculty.

*Adopted: 05/09/95*

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