

## Annual Salary Increase Update 2024

### Annual Salary Increases

Generally, decisions regarding pay increases are made by Cabinet members on an annual basis, depending upon availability of funds. Staff and faculty are generally considered for pay adjustments effective July 1<sup>st</sup>, as a part of the Board of Trustees Annual budget approval. Factors used by Cabinet members in determining whether to award an increase may include prevailing rates for comparable positions in the relevant labor market, internal equity, cost of living, job performance, or other relevant factors.

To be eligible for a July 1<sup>st</sup> salary increase, you must be employed by the College for at least six months in advance of that date. There may be a rare occasion where the July 1<sup>st</sup> target date could experience a delay. If and when this occurs, the six month employment date requirement remains in effect for the new pay adjustment date. Specific guidelines and rules for off cycle increases are listed below:

#### RULES

- New hires starting 1/1 of the salary pool increase year are not eligible for the annual salary increase.
- ‘Off cycle’ payroll changes relate to the 6 month rule in the Annual Salary Increase policy.
  - If an off cycle change in pay occurred *after* 1/1, the annual salary increase would be based on the previous pay rate.
  - If an off cycle change in pay occurred *before* 1/1, the annual salary increase would be based on the current pay rate.
- Anyone in an INTERIM role will receive the annual salary increase when the Interim position ends.
  - When they return to their previous role, they will receive the annual increase on the role’s pay rate they return to, and the increase will not be retroactive.
  - If they are appointed to a permanent role, from Interim, the salary will be reviewed in accordance to the compensation plan for the permanent position offered.
- Part time employees, when given a flat dollar increases, will have that amount prorated based on hours worked.