Employee Compensation Policy

Policy Number	300.13.02	**Custodian**	Human Resources
Approved Date	10/20/2020		
Effective Date	7/10/2024	**Review Date**	Oct. 2020
References:			

1. **Purpose**

   This policy ensures White Earth Tribal and Community College (WETCC) employee compensation is commensurate with job duties, budget, and comparable to the local job market while considering individual contributions.

2. **Persons Affected**

   2.1. Staff

3. **Policy**

   This policy is to ensure the following:

   3.1. Establish guidelines for compensating employees.

4. **Definitions**

   4.1. Comparable Duties. System of equity across divisions and positions at WETCC.

   4.2. Decision Band Method (DBM). The methodology of determining pay scale groupings within WETCC.

5. **Procedures**

   Salary Schedule

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

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

   5.3. DBM rankings will be determined by a majority of the president's cabinet members during a meeting called by the president.

5.4. The salary schedule will include a listing of positions, their groupings, and the minimum, medium, and maximum rates of pay for each group.

5.5. The WETCC pay scale will be reviewed annually by the human resource department for any market adjustments that may be deemed necessary.

5.6. The annual review will take place in June of each year, updates will be highlighted and presented to the BOT for review and approval in July of each year.

5.7. Cabinet members will ensure position descriptions are up-to-date and accurately reflect the needs of the organization and the job duties of employees.

5.8. Cabinet members will meet budgetary constraints.

Establishing Rate of Pay

5.9. The rate of pay for an employee will normally be established when a new position is filled and will be in accordance with the approved pay scale and budgetary constraints.

5.10. The rate will be posted on the job announcement when a position is advertised.

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

5.12. The human resources department will ensure comparable positions are compensated within this policy's guidelines.

5.13. The BOT is responsible for approving an annual pay scale.

Pay Increases

5.14. Pay increase guidelines will be established by the BOT annually at the July meeting when the salary schedule is reviewed.

Temporary Increase for Additional Duties

5.15. 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.

5.16. In this case, the cabinet member may consult the HR department to consider a temporary pay increase that aligns with the approved pay scale and budgetary constraints.

Maximum Amount of Pay

5.17. Employees will not exceed the maximum pay specified on the approved pay scale for the job duties assigned.

Revision History

Rev. Date	Rev. No.	Revision
7/10/2024	2.	Housekeeping; New Format; Custodian Change
10/20/2020	1.	Original