

<b>Compensation Policy</b>	Policy Number	6.11
	Effective Date	TBD

## 1.0 POLICY & PURPOSE

The Board of Trustees at Laramie County Community College (LCCC) believes the College’s faculty and staff are the foundation through which the institution meets its mission, and therefore the Board believes the approach to compensating employees should engender successful recruitment and retention of the very best individuals to do this work. Thus, the Board is committed to establishing an environment where employees of the College are offered challenging work matched with rewarding compensation. More specifically, the Board believes compensation at LCCC should be:

- A. Externally competitive – Salary is in alignment with the market.
- B. Internally equitable – Job alignment is within job family and college-wide.
- C. Readily updated – Market sources and data are available.
- D. Easily understood – System is not complex.
- E. Fiscally responsible – Equitable salary adjustments are established within budget.

These overarching goals are further delineated through the following policy statements:

- A. The Board of Trustees desires LCCC to be an employer of choice among job seekers within the community, state, and region. More fully defined, this means the Board desires an organizational atmosphere where current and potential employees are attracted to work for the College because of competitive salaries/wages, unsurpassed benefits, an engaging workplace environment, and compelling and meaningful work.
- B. The Board of Trustees expects a systematic process for how the College determines and maintains appropriate compensation for the institution’s employees. The College should be proactive in understanding current and necessary future impacts to LCCC’s financial standing in order to sustain an effective compensation model.
- C. The Board of Trustees believes compensation should be fair. To that end, the Board expects the College to implement a compensation model that establishes salary and wages falling within the range of defined job markets and aspiring to be placed competitively within those markets. In addition, the Board expects relative equity in compensation between similarly-situated employees at LCCC.
- D. Where appropriate, the Board believes the College’s approach to compensation should allow for employee’s compensation growth within the market ranges based on longevity to the extent necessary for the retention of excellent employees.
- E. Where appropriate, the Board believes that extraordinary efforts of employees should be rewarded. These efforts would be defined as contributions above and beyond what is expected of an individual employee’s primary job responsibilities that lead to substantially assisting the College in meeting its mission, vision, or strategic goals.

The purpose of this policy is intended to provide these overarching expectations for the institution’s approach to providing employee compensation. Therefore, the Board directs the President to establish and deploy an appropriate administrative procedure delineating the processes the College will utilize for determining compensation for employees of the College.

**2.0 REVISION HISTORY**

Adopted on: TBD

**3.0 PERSONS AFFECTED**

All LCCC employees are affected by the provisions of this policy.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	President Joe Schaffer and Human Resources Executive Director Tammy Maas	
Ratified by College Council		
Recommended by President (Signature)		
Approval by Trustees (Signature)		