

LCCC Board of Trustees
Compensation Policy Statements
Draft 10.7.15

The policy perspectives of the LCCC Board of Trustees as they pertain to employee compensation at the College are encapsulated in the following overarching goals. Compensation at LCCC should be:

1. Externally competitive – Salary alignment with the market;
2. Internally equitable - Job alignment within job family and college-wide;
3. Readily updated – Market sources and data available;
4. Easily understood – system are not complex; and
5. Fiscally responsible – Equitable salary adjustments within established budget.

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

1. 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 the work for the College because of competitive salaries/wages, unsurpassed benefits, an engaging workplace environment and compelling, meaningful work.
2. The Board of Trustees expects a systematic processes 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.
3. 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 [NEED BOARD FEEDBACK ON TARGET] with those markets. In addition, the Board expects relative equity in compensation between similarly situated employees.
4. 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 individual employee's primary job responsibilities that lead to substantially assist the College in meeting its mission, vision, or strategic goals.

Given these directives, Administrative Procedure may incorporate the following components to ensure the compensation practices of the institution are aligned with Board Policy and to help inform the annual budget development process.

- Component I.** Definition and establishment of appropriate markets for employee classifications, broad job/title groups, and where appropriate, individual positions.

- Component II.** Consideration of compensation across the entire organization. Are there compelling market pressures that are affecting all employees of the College that require an across the board adjustment (e.g., CPI trends requiring cost of living adjustments). Consideration of available funds, either through state-funded pay plan or internal resource availability or reallocation.
- Component III.** Consideration of median [OR BOARD TARGET] compensation for employees by broad job/title groups. Are there discrepancies in median pay at LCCC with the defined market that would require compensation adjustments for an entire group to maintain a competitive edge with recruitment and retention?
- Component IV.** Consideration of compensation inequities of specific individual employees. Are there inequities with the defined market, or inequities with similarly situated employees at the College that would necessitate compensation adjustments for individual employees?
- Component V.** Consideration of the opportunity to provide additional compensation or benefits for meritorious performance or contributions to the College. Are there individual employees or groups that have made significant contributions to improving and advancing the organization or who have stepped up to assist LCCC in a time of need?