

Classification and Compensation Procedure	Policy Number	6.11P
	Effective Date	May 6, 2024

1.0 PURPOSE

In accordance with Laramie County Community College (LCCC) Board of Trustees Policy 6.11, the College’s approach to compensating employees should engender successful recruitment and retention of the very best individuals to do the work of the institution. Thus, LCCC is committed to establishing an environment where employees of the College are offered challenging work matched with rewarding compensation. Therefore, the purpose of this procedure is to ensure employee classification and compensation processes of the institution are aligned with the Board’s intentions and to inform LCCC’s annual budget development process.

2.0 REVISION HISTORY

Adopted on: (This procedure replaces Policy and Procedure 4400, dated 01/03/1989)

Revised on: 5/18/21, 11/10/21, 5/6/2024

3.0 PERSONS AFFECTED

All employees, current and future, of LCCC are affected by this procedure: all full-time positions regardless of the source of funds, and interim appointments regardless of the source of funds.

4.0 DEFINITIONS

- A. *Additional Assignment* – the temporary addition of new job duties not currently part of an employee’s assigned responsibilities. These are typically compensated with an add-to-pay.
- B. *Administrator* – In the role of an Administrator, an employee is responsible for the management of the institution, or a customarily recognized department or subdivision thereof. This role consists of management of a broad range of services for similar functions, management of large departments, or a supervisory position over large service areas.
- C. *Annual Increase* – Salary increase added to employee’s base salary recognizing retention and/or performance and development.
- D. *Applicable Experience* – Applicable experience is defined as experience which directly relates to the duties and responsibilities of the position being filled. Applicable experience could be related experience, education, skills, or abilities necessary to perform the duties and responsibilities of the position. Supporting documentation must be provided to receive credit for applicable experience.
- E. *Classification Groups* – The organizing units of employees at LCCC; all employees are assigned to one of seven (7) employment classifications: Administrator, Professional, Managerial, Classified, Faculty, Faculty Non-Credit, and Faculty-Managerial. (See Diagram in paragraph 5.0, B below)

- F. *Classification Sub-Groups* – The levels within a classification group are designed to capture the level of work performed by the classification or the discipline taught by faculty, as well as a means of differentiating positions for compensation assignment. (See Diagram in paragraph 5.0, B below)
- G. *Classification System* – The institutional process for categorizing employees within a classification and determining the appropriate type of employment relationship for each employment group.
- H. *Classified Staff* – Classified Staff fulfill roles of area operational and programmatic support that fall within the college. Classified positions are generally non-supervisory and do not provide management to other employees on a regular basis.
- I. *Compensation System* – The institutional process which establishes how employees at LCCC are paid for the work they perform. The College’s compensation system consists of a benefits package and a pay plan with pay bands that are assigned to classifications.
- J. *Cost-of-Living Adjustment (COLA)* – A percentage increase which is applied to the base of the pay band to align employee’s salaries with the increase in market due to inflation.
- K. *Faculty* – Faculty employees have the primary responsibilities of teaching assigned courses, holding regular office hours, being available for students, mentoring, and collaborating on departmental and/or institutional objectives. These positions have the direct role as instructional faculty, or these positions may provide direct instructional support as non-instructional faculty.
- L. *Faculty-Managerial* – Faculty-Managerial employees fulfill positions whose primary responsibility consists of managing and/or overseeing a specific academic program(s). Faculty-Managerial employees also serve students by teaching assigned courses and holding office hours to meet students’ needs.
- M. *Faculty Non-Credit* – Employees who teach and/or provide non-credit instruction to serve the basic education, vocational programs, or the continuing education needs. Non-credit instruction typically serves adults seeking further or specialized instruction.
- N. *Managerial Staff* – Managerial Staff fulfill positions whose primary responsibility consist of managing and/or overseeing a specific service area or program within the College. This role typically consists of management of a singular or set of similar functions, management of a small department or program, or a supervisory position over a specific service area.
- O. *Market* – A broadly-defined sector (i.e., region, industry, etc.) that is most representative of where LCCC must compete to recruit and/or retain employees with specific knowledge, skills, abilities, experience, and/or job title. The College must compete for talent within the applicable market by providing competitive benefits, compensation, and a rewarding work environment. LCCC leverages local, regional, and national datasets to evaluate current markets.

- P. *Pay Band* – The mechanism the College utilizes to define the range of appropriate wages for specific roles and responsibilities associated with a classification group and positions within. Pay bands are designed to represent market-based compensation for individuals who perform specific work and account for the diverse employee characteristics of experience, education, longevity, and performance. Typically, the pay band’s minimum represents the entry point for an employee new to the field with limited experience and minimum qualifications. The pay band’s maximum represents the highest earning potential.
- Q. *Position Description* – The institutional document that describes the core responsibilities, duties, essential functions, (knowledge, skills, and abilities), and physical and mental demands of each position. Position description requirements are reflected in the functional job performance elements within LCCC’s Performance Management process (see LCCC Procedure 6.7P).
- R. *Professional Staff* – Professional Staff carry the primary responsibility of coordinating and/or performing specialized academic support, student service, and/or organizational/institutional support functions.
- S. *Quartile* – The pay band is divided into four (4) equal segments to help identify where a salary is relative to the middle of the pay band.

5.0 PROCEDURES

- A. The LCCC classification system consists of four staff classification groups (Administrator, Professional, Managerial, and Classified) and three faculty classification groups (Faculty, Faculty Non-Credit and Faculty-Managerial). Human Resources (HR) will assign a classification to each employment position at the College based on the type of work. Assigning a position to a classification group is determined by reviewing market comparators and current organizational structure.
 - 1) Administrator - Administrator assignments perform work directly related to management policies or general business operations of the overall institution, which generally require educational preparation as defined by the minimum and preferred qualifications in the position description. The administrator category has the highest levels of responsibility and decision-making authority for LCCC. Positions in this category are exempt from the overtime requirements of the Fair Labor Standards Act (FLSA).
 - 2) Managerial - Generally, positions assigned to the Managerial category exercise significant supervisory responsibilities of programs and/or personnel. Educational and/or related experience is defined by the minimum and preferred qualifications in the position description. Representative positions are typically directors, assistant and associate directors, functional area managers, non-front-line supervisors, and athletic coaches. Positions in this category are exempt from the overtime requirements of the FLSA.
 - 3) Professional – Professional positions are generally non-supervisory positions and do not provide performance management to other full-time employees. Educational and/or related experience is defined by the minimum and preferred qualification in the position description. Representative positions are typically data and research analysts, program,

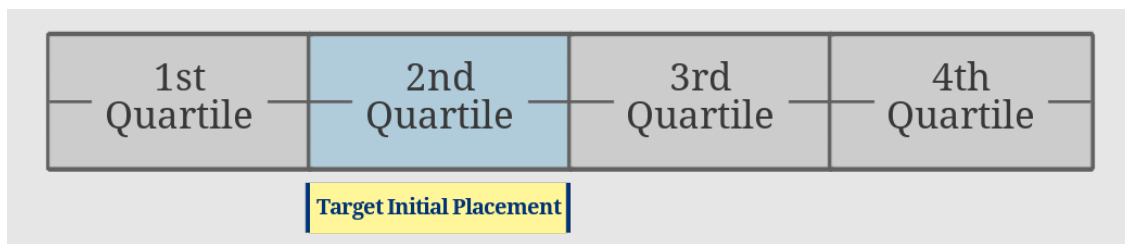
and department coordinators, as well as subject matter specialists. Positions in this category may be exempt or non-exempt in status with regards to the overtime requirements of the FLSA.

- 4) Classified - Classified staff fulfill roles of area operational and programmatic support that fall within the following primary areas: technical or paraprofessional, service or maintenance, skilled crafts, and clerical or administrative support. Classified positions are generally non-supervisory, and do not provide performance management to other employees on a regular basis. Educational requirements are defined by the minimum and preferred qualifications in the position description. Classified positions are non-exempt from the overtime requirements of the FLSA.
 - 5) Faculty - All faculty work in alignment with the College's mission, vision, and values to continuously improve as professional educators and experts in their field. Faculty further serve the College in collaborative and collegial relationships across the institution and with external stakeholders. Faculty positions can be either Instructional or Non-instructional. Educational preparation is defined by the minimum and preferred qualifications in the position description.
 - a) Instructional faculty positions receive a contract, typically with annual obligations associated with a specified number of duty days and/or workload hours as set forth in Academic Affairs Policy and Procedure 2.18 and 2.18P, Workload, and Full- Time Faculty. Instructional faculty are usually classified as exempt from the overtime provisions of the FLSA.
 - b) Non-Credit faculty positions are typically 12-month positions that receive a Faculty Non-Credit contract and are usually classified as exempt from the overtime provision of the FLSA.
 - c) Faculty-Managerial - Faculty -Managerial positions receive a contract, typically with annual obligations associated with a specified number of duty days and/or workload hours as set forth in Academic Affairs Policy and Procedure 2.18 and 2.18P, Workload. The work performed of this category generally requires educational preparation of a master's degree or higher for successful role fulfillment. Faculty-Managerial are usually classified as exempt from the overtime provision of the FLSA.
 - d) Non-instructional faculty positions receive a contract and are usually classified as exempt from provisions of the FLSA.
- B. Classification Group and Subgroups - Classification Groups – The classification system establishes how work is organized and how human capital is utilized to meet the needs and perform the core services of the College. To ensure internal equity or fairness throughout the organization, it is critical that the classification system accurately captures the work being performed by employees.

All employees are assigned to one of seven (7) employment classifications: Administrator, Professional, Managerial, Classified, Faculty, Faculty Non-Credit and Faculty-Managerial. Subgroups are the levels within a classification group designed to capture the work performed, responsibilities of the position, and market data.

Classification Groups	Classification Sub-groups
Classified	Classified 1-9
Professional	Professional 1-5
Managerial	Managerial 1-5
Administrator	Administrator 1-5
Faculty	Faculty 1-8
Faculty Non-Credit	Faculty Non-Credit 1-2
Faculty-Managerial	Faculty-Managerial 1-8

- C. Employee Advancement on Pay Bands – Pay bands are designed with four (4) quartiles within each pay band (see diagram below). When the budget allows, advancement of compensation is as follows:



- 1) Initial Placement - The 1st Quartile of the pay band is not utilized at LCCC in order to remain competitive in recruiting the most qualified candidates. All new hires are placed within the 2nd Quartile of the pay band based on applicable experience. Other factors may be considered when necessary (e.g., compression, market changes.)
 - *For Faculty placement, 30 credit hours equates to one (1) year of teaching experience.
- 2) Annual Increases – Allow employees to progress through the pay band up to the maximum for their position. When funds are available, full-time employees with a start date prior to January 1 of the current fiscal year will be eligible for an annual increase. Increases are typically applied on July 1 of the following fiscal year for 12-month administrator, managerial, faculty non-credit, professional, and classified employees. For faculty, faculty-managerial, and staff appointed for less than 12 months, the increase will typically be effective September 1. Increases will not be awarded to individuals who are under disciplinary or performance improvement measures in accordance with 3.10P, Employee Conduct and Discipline Procedure and 6.7P, Performance Management Procedure.
 - a) There are two types of annual increases: retention and performance. One or both may be used as annual increases when funding is available. The

President's Cabinet will determine the amount allocated for retention and/or performance.

- i. The percentage determined by the President's Cabinet for a retention increase will be applied to all eligible employee's base salary, moving the employee on the applicable pay band, not to exceed the maximum. If the employee is at the maximum of their pay band, the increase to salary will be dispersed as a monthly stipend over a twelve (12) month period.
 - ii. The percentage identified for performance-based increases will be divided based on eligible employees in each division. Supervisor will work with their area Cabinet member to recommend an increase based on employee performance and/or development to be applied to the employee's base salary, not to exceed the maximum of the employee's pay band. Development may include, but is not limited to, certificate or degree attainment, job related service to regional and national organizations, and/or significant work on institutional initiatives for which the employee has not received any previous additional compensation. The performance increase will move the employee forward on their applicable pay band. If the employee is at the maximum of their pay band, the increase to their salary will be dispersed as a monthly stipend over a twelve (12) month cycle.
- 3) Cost-of-Living Adjustments – When a budget cycle allows, the President may evaluate the need for a Cost-of-Living Adjustment (COLA). If a COLA is approved, the entire pay band will be adjusted accordingly, and employees will retain their placement on the pay band. In years where a COLA is provided, annual increases may also be awarded but are not guaranteed.
- 4) Advanced Notice of Retirement – Employees who are eligible to retire and give advance notice of nine (9) months shall have their salary increased by 5% on the pay band, not to exceed the maximum established in this procedure. An employee must submit a written letter of retirement no later than nine (9) full months prior to the planned retirement date to be eligible. If additional notice is given, the salary increase will be applied only to the final nine (9) months of employment. Employees who are at the maximum of their pay band shall receive a payment of 5% of their salary which will be divided into nine (9) equal payments, for the final 9 months of employment. Once advance notice of retirement has been submitted, an employee has five (5) business days to rescind the notification of retirement. Employees are only eligible for this increase once, regardless of whether the individual returns to employment. TOPS employees are not eligible for this increase.
- 5) Additional Assignments – When an employee is temporarily assigned additional duties at a higher level than their current position or approved extenuating circumstances, they shall be provided appropriate additional compensation. At minimum, appropriate additional compensation will be ten (10) percent of their base salary. All additional assignments must be approved in advance by Human Resources prior to the start date of the additional assignment. The following conditions must be met for this consideration:

- a) The additional assigned duties or responsibilities must not be reasonably covered in the employee's position description.
- b) The duration of the employee's temporary additional assignment will be six (6) weeks or longer and there must be a clear expectation that the additional assignment will end.

D. Classification of New Positions

- 1) When the budget allows, the President's Cabinet accepts requests for new positions. The requesting supervisor will complete a New Position Request Form, found on the Human Resources virtual office.
- 2) The completed New Position Request Form will be managed through the normal budget development process. HR will develop a salary estimate based on the Position Description and the Position Responsibilities Worksheet. The positions will be ranked through the new position request process for consideration by the President's Cabinet. Out-of-cycle requests will be considered for special or emergent circumstances as determined by the President. Grant-funded positions will be considered outside of the normal budget process.
- 3) Approved positions will be sent to HR and the Budget Office to be established within the appropriate systems.

- E. Review of existing positions: A supervisor may request a review of an existing position. This request must be supported by their cabinet member. A review of a position should only occur when the position's duties as described in their Position Description significantly change or differ from the work performed. For example, the organization assigns new duties or external factors change. The review can be completed for an individual position or an entire job family. The data used to determine a change to a classification, pay band, or title for a position(s) are collected using market data, departmental data, and any additional information provided by the supervisor. Position reviews will be considered annually from October 1 through March 31. The President may authorize an out-of-cycle review request based on an emergent need.

The request form, instructions, and workflow are available on the HR virtual office.

- 1) Once HR receives the review request, a member of the HR team will evaluate the changes and review market data and similar positions within the College to determine appropriate changes to the position.
- 2) Results of a position review may be a revised classification, change in title, change in pay band, or FLSA determination. If the position is changed to a lower pay band, an incumbent employee will not have their salary decreased.

- F. Placement of existing employees who change positions. – An employee who voluntarily accepts a new position at the College through a competitive search (6.1.2P, paragraph 5.0), will be evaluated for placement based on the initial placement guidelines for new hires (6.11P, paragraph 5.1.C.1).

G. General Administration –

- 1) Organizational Classification Updates or Changes – Approximately every five years, LCCC will conduct a compensation and classification study to assess the accuracy and relevancy of the existing system. Additionally, when employee(s), supervisor(s), department head(s), and/or the HR team believe a change may have occurred in the market range for one or more classifications, it may be necessary to collect market data to assess the validity of the suspected changes at the position or classification group levels. HR may initiate individual, or group changes based on the market data collected as the result of small sample surveys approximately every three years.
- 2) Collecting market data – Market data is sought from a variety of sources depending on the position, current circumstances, retention, and ability to recruit. Sources may include local, regional, and national comparators; other 2-year institutions; private sector and governmental agencies; CUPA-HR; ONET, etc.

H. Educational Attainment Award –

- 1) Employees with an approved Educational Attainment Proposal on file on the date this revision of the procedure is signed, will have the opportunity to complete attainment by the anticipated completion date noted in their approved proposal or by June 30, 2028, whichever is earlier. After completion, the employee will receive a one-time lump sum award equivalent to 2.5% of their base pay. After June 30, 2028, the Educational Attainment Award will be sunset. Supervisors will have an opportunity to recognize education efforts within annual increases for performance, as stated in 5.0.C.2.a above.

I. FLSA Overtime Compensation (Classified Staff) – The College is subject to the Wage and Hour provisions of the Fair Labor Standards Act (FLSA). In accordance with this law, employees with "non-exempt" status as defined by the FLSA are eligible for overtime compensation at a rate of time and one-half for all hours worked in excess of forty (40) in a workweek. The following criteria apply to payment for overtime:

- 1) Only non-exempt employees are eligible for overtime compensation and compensatory time.
- 2) Hours worked is defined as all the hours an employee performs their duties during the defined workweek. Paid leave, holidays, and emergency closure time will not count towards the employee's forty (40) hour workweek.
- 3) The official work week is 12:00 a.m. Sunday through 11:59 p.m. Saturday. All hours worked over forty (40) in a workweek must be at the discretion of and have PRIOR approval of the employee's supervisor. All hours and overtime must be recorded in the timeclock software and approved by the employee's supervisor. A record of overtime will be maintained in the payroll office.
- 4) Overtime will be paid to the employee at a rate of one and one-half (1 1/2) times the employee's regular rate of pay, or the employee may be given compensatory time off (comp time) at a rate of one and one-half (1 1/2) hours off for each hour of overtime. The employee has the option to be paid for overtime or receive comp time, providing comp

time does not exceed forty (40) hours as indicated below.

- a) All supervisors of nonexempt employees are encouraged to schedule the employee's work within a forty (40) hour workweek to avoid overtime payment and/or comp time.
 - b) Scheduling of overtime is allowed only when funds are available within the department's budget.
 - c) If comp time is used in lieu of overtime payment, the maximum accrual shall be forty (40) hours which is twenty-seven (27) hours of actual work calculated at time and one-half.
 - d) If an employee transfers to another department, the employee must be paid all overtime and comp time from the department where the time was earned.
- 5) Upon termination of employment, the employee will be paid for all uncompensated overtime from funds within the department's budget.