

<b>Compensation Policy</b>	Policy Number	6.11
	Effective Date	May 9, 2018

**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. As such, 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.

- A. More specifically the Board’s believes compensation at LCCC should be:
  - 1) Externally competitive – Salaries/Wages should align with the market.
  - 2) Internally equitable – Jobs should align within a job family and college-wide.
  - 3) Readily updated – Job descriptions and the position’s compensation should be updated according to available data and market sources.
  - 4) Easily understood – The compensation system should not be complex.
  - 5) Fiscally responsible – Salary/Wage adjustments should be within the College’s established budgetary limitations.
  
- B. 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 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 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.
  - 3) The Board of Trustees believes compensation should be fair. To that end, the Board expects the College to implement and maintain a compensation model that establishes salary and wages falling within the range of defined job markets. In addition, the Board expects relative equity in compensation between similarly situated employees at LCCC.
  - 4) The Board believes the College’s approach to compensation should allow for an employee’s compensation growth to occur within the market ranges based on longevity.
  - 5) 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 assist the College in meeting its mission, vision, or strategic goals.

Therefore, the purpose of this policy is to provide overarching guidance for the institution’s approach to establishing and providing employee compensation. Through this policy, the Board directs the President to develop and deploy a compensation system at LCCC with an accompanying administrative procedure, that delineates the processes the College will utilize for determining employee compensation in accordance with the Board’s expectations.

**2.0 REVISION HISTORY**

Adopted on: 5/9/18

**3.0 PERSONS AFFECTED**

All employees, current and future, of Laramie County Community College are affected by this policy.

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REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Tammy Maas, Human Resources Executive Director	11/7/17
Approval by President's Cabinet		2/27/18
Ratified by College Council	Sabrina Lane, College Council Co-Chair	3/23/18
Recommended by President (Signature)		3/28/18
Approval by Trustees (Signature)		5/9/18