

<b>COASTAL ALABAMA COMMUNITY COLLEGE</b>			
<b>Policies and Procedures Manual</b>			
Title:	<b>Pay and Salary Administration</b>		Approved by:
Insert:	10.08	Date:	04/01/2022
Replace:		Date:	02/19/2024
Reviewed:		Date:	02/19/2024
Remove:		Date:	



**POLICY / PURPOSE:**

It is the policy of Coastal Alabama Community College to maintaining salaries that are in compliance with all applicable laws and regulations. In addition, Coastal Alabama Community College in in compliance with Alabama Community College System (ACCS) Board Policies [602.04](#), [602.05](#), [603.01](#), [606.03](#), [606.04](#), [606.05](#), [606.08](#), and [606.09](#).

The Human Resources Office is responsible for policy guidance and administration of its pay programs.

**SCOPE:**

Policies in this section vary depending upon employment group. Refer to each section for additional information.

**DEFINITIONS:**

*Full-time employee:* For the purpose of this standard, a full-time employee is 1) paid through the payroll office and 2) Per the Student's First Act, include adult bus drivers and other employees whose duties require 20 or more hours in each normal working week of the school term, excluding holidays that are recognized by the employer.

**DETAILS:**

10.08.01 **Compensation Program:**

1. **Scope of Compensation Program:** Coastal Alabama Community College's compensation program covers full-time faculty and all staff positions. The College complies with the Equal Pay Act, the Fair Labor Standards Act, and all other applicable laws concerning employee compensation.
2. **Base Pay:** Base pay is the monthly compensation an employee receives in their paycheck.
  - a. The Chancellor shall submit to the Board of Trustees an annual salary schedule for Alabama Community College System institutions. Salary schedules for administrative and support staff are based on 260 days.
3. **Initial Placement on the Salary Schedule:** Initial placement on the salary schedule is based upon years of relevant full-time work experience. Ratio of relevant full-time work experience to years of experience on the salary schedule for initial placement is 1:1. The new hire must provide the Human Resources Office with Verification of Employment (VOE) Forms completed by the former employer within 60 calendar days of the hire date to be considered

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<b>Policies and Procedures Manual</b>			
Title:	<b>Pay and Salary Administration</b>		Approved by:
Insert:	10.08	Date:	04/01/2022
Replace:		Date:	02/19/2024
Reviewed:		Date:	02/19/2024
Remove:		Date:	

as part of the salary placement. *Failure to provide VOE Forms by the due date will result in reduction in initial salary placement.*

4. **Base Pay Increases:** Adjustments to base pay, if any, for eligible employees are normally effective the first regular payroll in September.
5. **Employees at Maximum of Salary Schedule:** Employees who reach the maximum of their salary range are frozen at that salary until such time as the salary ranges are adjusted by the Alabama Community College System.
6. **Adjunct Instructor Pay:** This section applies to employees teaching credit courses on a part-time basis.

- a. **Adjunct Instructor Base Pay:** Adjuncts are either paid the current per credit hour rate for those who teach a course or paid an hourly rate as reflected in the Local Part-Time Salary Schedule. Payments are divided into four direct deposits per semester for fall and spring semesters. Pay is hourly for adjunct faculty who assist with labs and clinicals and time sheets. Hourly pay is collected from the 21st through 20th of each month with payment at the end of each month.

- b. **Adjunct Instructor Pay Schedule:** Adjunct Faculty are paid using the schedule below, at the end of each month, with the regular payroll cycle. The pay schedule is as follows:

**Spring semester:** Full term - 4 payrolls February, March, April, May  
Term 1 - 2 payrolls February, March  
Term 2 - 2 payrolls April, May

**Summer semester:** Full term - 3 payrolls June, July, August  
Term 1 - 2 payrolls June, July  
Term 2 - 2 payrolls July, August

**Fall semester:** Full term - 4 payrolls September, October, November, December  
Term 1 - 2 payrolls September, October  
Term 2 - 2 payrolls November, December

7. **Full-Time Instructor Pay:**
  - a. **9-Month Instructor Contracts:** All full-time Schedule D employees (excluding Program Directors, Division Chairs, and Librarians) will have an annual 9-month contract. These contracts are based on 175 workdays. Contracts begin with the Fall semester through the end of Spring semester. Employees hired mid-year will have a prorated contract based on the

<b>COASTAL ALABAMA COMMUNITY COLLEGE</b>			
<b>Policies and Procedures Manual</b>			
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Insert:	10.08	Date: 04/01/2022	
Replace:		Date: 02/19/2024	
Reviewed:		Date: 02/19/2024	
Remove:		Date:	

remaining days in the school year and an adjustment will be made to their first check so that future checks will be the same amount.

Nine-month contracts may be distributed out over 9 months (September – May) or 12 months (September – August). Each year, faculty will have the option to choose their pay distribution of their 9-month contract. Employees hired mid-year will automatically be placed on the remaining months of the 9 months' pay option.

Employees choosing to be paid over the 9 months' pay option are responsible for contacting the payroll office to revise optional deductions should they not work during the summer months. PEEHIP Insurance premiums and any other voluntary deductions are the responsibility of the employee. Payments may be paid directly to third party vendors.

- b. **12-Month Instructor Contracts:** Program Directors, Division Chairs, and Librarians will have a 12-month contract. Twelve-month contracts are based on 229 workdays.
- c. **Summer – 3-Month Contracts:** Full-time Schedule D employees shall have first option (over part-time or temporary employees) for employment in the summer term provided that: (1) there is sufficient student enrollment; (2) there is sufficient funding available; (3) the employee is qualified to provide the service scheduled; (4) the employee meets the criteria of the institution's local summer policy; and (5) instructors may be given priority for summer teaching only in courses taught by the employee in the most recent fall and/or spring semesters. Seniority and qualification may be used in considering summer course assignments.

Summer contracts are based on 54 workdays and are paid in 3 distributions – June, July, and August.

- d. **Full-Time Instructor Overloads:** Full-time Schedule D employees may receive overload compensation for additional workload beyond the standard full-time workload. Overload work is paid on the same schedule as Adjunct Instructor.

10.08.02 **Adjustments to Base Pay:** This section applies to all Coastal Alabama Community College employees.

- 1. **Downgrades:** A downgrade may occur when a staff member applies for a position in a lower salary pay scale. The employee's salary may be adjusted based upon the placement at hire procedure.

<b>COASTAL ALABAMA COMMUNITY COLLEGE</b>			
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Title:	<b>Pay and Salary Administration</b>		Approved by:
Insert:	10.08	Date:	04/01/2022
Replace:		Date:	02/19/2024
Reviewed:		Date:	02/19/2024
Remove:		Date:	

2. **Lateral Move:** A lateral move is when an employee applies for a vacant position in the same salary pay scale as their current position through the recruitment for a vacant position procedure. There is no salary adjustment for a lateral move. For full-time positions, benefits earned in the previous position will be carried over to the employee's new position and will continue to accrue.
3. **Reorganizations:** Refer to ACCS [Board Policy 602.05](#) and [Chancellor's Procedures 602.05](#).

Reorganizations are modifications to positions that both currently exist at the institution and have been filled previously through a regular search process. Reorganizations may involve shifting duties that currently exist within positions at the College or adding new duties to a current position at the College. The reorganization may include changes of title, salary schedule placement, job duties, base campus/location, or level of responsibility, but it cannot create a fundamentally new position or an entirely new set of duties or responsibilities.

Reorganizations require written approval of the Chancellor before implementation, including any changes to salaries.

4. **Step Increases on Salary Schedule:** All full-time employees in positions on salary schedules B, C, D, and E who have completed the step increase milestone as of September 1 will automatically receive an increase in base salary to the next applicable step as of September 1.

Employees who reach the maximum of their salary grade will not receive an increase to the base salary until such time as the salary range is adjusted through cost-of-living adjustment.

5. **Supplemental or Extra Duty Pay:** Refer to ACCS [Board Policy 606.05](#).

Adjustments to base pay outside of the annual increase are not automatic. All supplemental or extra duty pay is designated by the College President.

6. **Upgrade (Applying for a Vacancy in the Same or Higher Salary Schedule/Grade):** An upgrade advances an employee to a higher salary range or from one authorized position to another higher-level position either through job posting or reorganization.
  - a. Upgrades are generally made through the job posting process and the employee's salary may be adjusted based upon the initial placement at hire procedures.
  - b. For full-time positions, benefits earned in the previous position will be carried over to the employee's new position and will continue to accrue.

<b>COASTAL ALABAMA COMMUNITY COLLEGE</b>			
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Title:	<b>Pay and Salary Administration</b>		Approved by:
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Replace:		Date: 02/19/2024	
Reviewed:		Date: 02/19/2024	
Remove:		Date:	

c. An employee wishing to apply through the job posting must apply for the position online when a vacancy is posted. The employee will be evaluated against other applicants using the standard recruitment process. The employee's performance and discipline history may also be considered.

7. **Transfers (Internal):** Refer to ACCS [Board Policy 602.04](#) and [Chancellor's Procedures 602.04](#).

- a. The President is responsible for all internal College transfers and is responsible for complying with Alabama's Students First Act found at Alabama Code §16-24C-7.
- b. The President has the authority to transfer or reassign any employee, at any time, as the needs of the College require, to any position or work location within the College, which the employee is qualified.
- c. Transfers are appropriate as permitted under the Students First Act or when moving an existing College employee to a previously existing college position.
- d. Internal posting rules are appropriate and may be used for transfers.
- e. Notice must be provided to affected employees as stated in the Students First Act.

10.08.03

**Overtime Pay:** Refer to ACCS [Board Policy 610.01](#). Overtime is all authorized hours by a non-exempt employee in excess of 40 hours during a workweek.

In calculating overtime for full-time non-exempt hourly employees, the workweek begins on Sunday and ends on Saturday. Overtime hours are calculated based on hours worked and exclude sick, annual leave, or holiday hours during a work week. Hours paid during a scheduled shutdown are not considered hours worked and will not be part of the calculation of overtime.

Non-exempt employees are not permitted to work over 40 hours in one week, unless expressly required and approved by a supervisor. Employees required and approved to work overtime shall be compensated at the rate of one and one-half times their regular hourly base rate for each overtime hour worked unless compensatory time is awarded instead. Employees who work overtime without authorization will be subject to disciplinary action.

Averaging workweeks to avoid paying overtime is prohibited specifically by the Wage-Hour Law and should not be confused with compensatory time. For example, if an employee works 50 hours during the first week of a pay period, the

<b>COASTAL ALABAMA COMMUNITY COLLEGE</b>			
<b>Policies and Procedures Manual</b>			
Title:	<b>Pay and Salary Administration</b>		Approved by:
Insert:	10.08	Date: 04/01/2022	
Replace:		Date: 02/19/2024	
Reviewed:		Date: 02/19/2024	
Remove:		Date:	

College cannot work the employee 30 hours the second week to avoid paying overtime.

Non-exempt hourly employees working multiple jobs at the College, which together exceed the 40-hour workweek, will be compensated at the overtime rate that corresponds to the job performed during their overtime hours.

1. **Compensatory Time and Leave:** Refer to ACCS [Board Policy 610.01](#).

- a. **Exempt Full-Time Employees:** Each President has authority on a local level to award compensatory time to exempt full-time employees when that employee physically works over 45 hours in one week if the President chooses to do so. Physical work hours do not include hours awarded for paid leave. If permitted by the President, exempt full-time employees may be awarded straight compensatory time, meaning for everyone hour physically worked over 45 hours, the employee may receive one hour in compensatory time. The supervisor of the exempt full-time employee must keep track of all compensatory time earned and the exempt employee must use the time with supervisor approval within 60 days of it being accrued, else it is forfeited. Compensatory time is not paid for exempt employees at the time of separation at the College. When exempt full-time employees do not work 40 hours each week, they are required to take compensatory time or appropriate accrued leave to make up for their failure to work 40 hours. Full-time exempt employees are required to work during the institution's regular business hours unless the employee has express permission from the Supervisor to work outside regular business hours. Exempt full-time employees on salary schedule D are excluded from compensatory time and leave eligibility.
- b. **Non-Exempt Full-Time Employees:** Non-exempt full-time employees are not permitted to work over 40 hours in one week, unless expressly required and approved by a supervisor. Non-exempt full-time employees who work over 40 hours without the express requirement and approval of their supervisor will be disciplined. Non-exempt full-time employees are entitled to overtime pay unless compensatory time is awarded instead when they physically work over 40 hours in one week (physical work hours do not include any paid leave time). It is the policy of ACCS that all institutions and entities shall award compensatory time rather than overtime to non-exempt full-time employees physically working over 40 hours in one week. Supervisors and non-exempt employees have a duty to work together to ensure that the employee does not work over 40 hours each week, absent emergency. In emergency situations where it is necessary for non-exempt employees to work over 40 hours in one week (and this has been required and approved by the supervisor), non-exempt employees must be given one and one-half hour for every hour physically worked over 40 in

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<b>Policies and Procedures Manual</b>			
Title:	<b>Pay and Salary Administration</b>		Approved by:
Insert:	10.08	Date:	04/01/2022
Replace:		Date:	02/19/2024
Reviewed:		Date:	02/19/2024
Remove:		Date:	

compensatory time, meaning if the employee works 44 hours in one week, then the employee receives 6 hours (4 x 1.5) in compensatory time. The supervisor of the non-exempt full-time employee must keep track of compensatory time and the non-exempt employee must use the time with Supervisor approval within a reasonable period of it being accrued (recommend within the next month). Supervisors are responsible for ensuring that compensatory time is being taken by non-exempt full-time employees so that overtime is not required to be paid. Non-exempt full-time employees may not accrue more than 80 hours of compensatory time, and any time over and above 80 hours in compensatory time will be required to be paid as overtime. Compensatory time for full-time non-exempt employees will be converted to overtime and paid at the time of separation at the College.

10.08.04 **Final Pay:** Full-time employees who separate from the College will receive their final pay on the next scheduled pay date following the date of termination of employment. Prior to the issue of a final pay, the employee must return all College property to their supervisor. Any such property must be returned in good repair. If the property was lost or damaged as a result of employee negligence or misuse, the employee may be required to reimburse the College for the cost of repair or replacement, either through payroll deductions or other means, as consistent with applicable state laws.

Terminated employees will be paid in full for all earned wages and annual leave (vacation) through the employee's last day worked. No payment shall be made for unused accumulated sick leave or personal leave (*NOTE: Sick leave is reported to the Retirement System of Alabama (RSA) at retirement, if applicable. Sick leave may transfer to another RSA employer, if applicable*). Benefits shall cease as of the employee's last day worked.

Refer to the [Employment Policy](#) (Terminations of Employment (Offboarding) Section).

10.08.05 **Pay Dates:** The pay dates for all employees will be the last non-instructional duty day of each month. December paychecks are usually distributed prior to the Christmas break.

10.08.06 **Payroll Deductions:** Coastal Alabama Community College deducts all legally required payroll deductions from an employee's pay. Medicare, federal and state income taxes, and contributions to the Teacher's Retirement System of Alabama (RSA) are appropriately deducted from paychecks according to the applicable law.

1. **Medicare, Social Security, and Federal Withholdings:** FICA and income taxes are withheld at the applicable state and federal withholding rates. Each employee is required to complete applicable tax withholding forms for federal

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<b>Policies and Procedures Manual</b>			
Title:	<b>Pay and Salary Administration</b>		Approved by:
Insert:	10.08	Date:	04/01/2022
Replace:		Date:	02/19/2024
Reviewed:		Date:	02/19/2024
Remove:		Date:	

and state income tax deductions. Should an employee's tax status change, a corrected withholding form must be submitted with the Payroll Office. Employees must ensure that the name on their W-4 matches their Social Security account information.

2. **Wage Garnishments:** Court-issued wage assignment or garnishments are deducted in accordance with a court order.

A garnishment is a court order requiring an employer to remit part of an employee's wages to a third party to satisfy a just debt. Once the College receives the legal garnishment court order, the College is required by law to continue making deductions from the employee's check until the full amount has been withheld or until the receipt of a court order to stop the garnishment, even if the debt has been paid.

3. **Other Payroll Deductions:** Other deductions are made with the employee's authorization. These deductions may include, but are not limited to, the following: 403(b) contributions, group health premiums, Section 125 flexible spending and dependent care programs, etc.

10.08.07 **Wage and Tax Statements:**

1. **Pay Days / Direct Deposit:** Employees are paid on the last non-instructional duty day of the month. All employee paychecks are directly deposited into their designated bank account(s).

Employees may access current and historical paycheck data and annual salary history both on and off campus through Employee Self Service at [https://ssb-prod.ec.accs.edu/PROD/COASTL/twbkwbis.P\\_GenMenu?name=pmenu.P\\_MainMnu](https://ssb-prod.ec.accs.edu/PROD/COASTL/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu).

This paycheck data will include hours worked; gross pay; net pay; and all payroll deductions, including tax withholdings.

2. **Annual W2:** No later than January 31st of each year, employees will be issued a Wage and Tax Statement (W-2) form for the prior year. This statement summarizes income and deductions from the prior year.

**PROCEDURE(S):**

1. **Pay Adjustments Initiated by Human Resources:**

- a. **Salary Placement at Hire:**



COASTAL ALABAMA COMMUNITY COLLEGE				
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Title:	<b>Pay and Salary Administration</b>			Approved by:
Insert:	10.08	Date:	04/01/2022	
Replace:		Date:	02/19/2024	
Reviewed:		Date:	02/19/2024	
Remove:		Date:		

- 1) Initial Step Placement on Salary Schedule for All Full-Time Employees: Full-time employees are placed on the salary schedule grade in which the vacant position is located as referenced in the job description. The salary step in which the employee is placed is based upon each full year (12 months for Staff, Division Chairs, Program Directors, Librarians, or academic year for Faculty) of full-time relevant work experience the new employee has completed as of the hire date. The new employee must provide Verifications of Employment (VOE's) completed by the former employer for each position in consideration of years of experience for the purpose of salary step placement. Completed VOE's must be submitted within sixty (60) days from the hire date. No further VOE's will be accepted beyond the sixty (60) day deadline and the salary placement after the sixtieth day will be considered final with no option to appeal. *NOTE: Exceptions made be made for the 60-day deadline in documented unusual circumstances with the President's approval.*

Initial placement on all salary schedules shall give all community and technical college and Adult Education employees full credit for prior work experience in the public schools, colleges, and adult education programs of Alabama.

**NOTES:**

- 1) *The Salary Schedules are designed to include all personnel except "temporary" support employees, hourly employees working less than twenty (20) hours per week, and part-time instructors.*
  - 2) *Employees who work from twenty (20) to forty (40) hours per week but less than fifty-two weeks per year shall be paid amounts which equate on a pro rata basis to appropriate salaries contained in Salary Schedules E and H.*
- 2) Initial Placement on Salary Schedules B, C, and D: Initial placement on Salary Schedules B, C, and D which gives credit for prior experience outside of public education in Alabama must be approved by the Chancellor.

Example: Employee A was hired on salary schedule C2, effective June 1. The employees' years of relevant experience are summarized as:

Employer Name	Position Title	Start Date	End Date	Years' Experience
Employer 1	Title 1	01/01/09	09/30/09	0.7
Employer 2	Title 2	10/01/09	12/31/19	10.3
Employer 3	Title 3	01/01/20	05/31/21	1.4
<b>TOTAL YRS EXPERIENCE</b>				<b>12.4</b>

Based upon the total years of experience, Employee A would be placed at Step 10 on the C2 salary schedule.

<b>COASTAL ALABAMA COMMUNITY COLLEGE</b>			
<b>Policies and Procedures Manual</b>			
Title:	<b>Pay and Salary Administration</b>		Approved by:
Insert:	10.08	Date: 04/01/2022	
Replace:		Date: 02/19/2024	
Reviewed:		Date: 02/19/2024	
Remove:		Date:	

3) Initial Placement on Salary Schedules E and H: Initial placement on Salary Schedules E and H, and on local salary schedules, which gives credit for prior experience outside of public education in Alabama is within the discretion of the President. However, all initial salary schedule placements which give credit for prior experience outside of public education in Alabama must adhere to the following principles:

- The experience outside of public education in Alabama for which step credit is to be awarded for initial salary schedule placement purposes should be directly related to the requirements of the position.
- The amount of credit that is given, for initial step placement purposes, for experience outside of public education in Alabama, must be consistently applied college wide.
- New employees are placed on the salary schedule identified on the job description.

b. **Step Increases on Salary Schedule:** All full-time employees in positions on salary schedules B, C, D, and E who have completed the step increase milestone as of September 1 will automatically receive an increase in base salary to the next applicable step as of September 1. This automatic increase is generated in the college's Enterprise System.

Example 1: Employee A was hired on August 1, 2007. As of September 1, 2021, he has worked at Coastal 14 years; therefore, he is not eligible for a pay increase to Step 15 until September 1, 2022.

**Exceptions to Step Increases:**

- 1) Employees who reach the maximum of their salary grade will not receive an increase to the base salary until such time as the salary range is adjusted through cost-of-living adjustment.
- 2) A step increase is not warranted for any employee who (1) applies and is hired for a different position within the College during the previous calendar year and (2) the position is on a higher-paying salary schedule (example, from E to D or E to C or C to B) or higher-paying scale within a salary schedule (from E-4 to E-3 or C-3 to C-2) or the employee receives a higher step on the same scale (moving from step 5 to 10 due to initial placement in new position), and (3) the employee has not been in the most recent position for at least nine months at step increase time.
- 3) Full-time college employees on leaves of absence for more than three months during the Salary Schedule/Academic Year are not eligible for step increases, unless otherwise required by applicable law.

<b>COASTAL ALABAMA COMMUNITY COLLEGE</b>			
<b>Policies and Procedures Manual</b>			
Title:	<b>Pay and Salary Administration</b>		Approved by:
Insert:	10.08	Date: 04/01/2022	
Replace:		Date: 02/19/2024	
Reviewed:		Date: 02/19/2024	
Remove:		Date:	

**2. Pay Adjustments Initiated by an Employee:**

- a. **Downgrade:** A downgrade occurs when an existing employee applies for a position in a lower salary grade through the position posting procedure. The employee's salary will be adjusted according to the salary grade on the job description. The employee's step placement will be evaluated based upon the ACCS placement guidelines for any new hire.
- b. **Upgrade:** An upgrade occurs when an existing employee applies for a position in a higher salary grade through the position posting procedure. Eligible employees approved for an Upgrade increase will generally receive a base salary increase to salary grade of the position in which the existing employee is current placed, if applicable.
- c. **Lateral Move:** A lateral move is when an employee applies for a position posted in the same salary grade as their current position through the position posting procedure. There is no salary adjustment for a lateral move.
- d. **Faculty Rank Adjustment:** Full-time faculty on the D Salary Schedule may advance in rank upon successful completion of their professional growth plan. Advancements for positions on Salary Schedule D shall be based on several components, as listed below:
  - 1) New full-time faculty will be placed on the "D" salary schedule at hire and remain there for at least three years before being considered for advancement within that Level.
  - 2) Movement within a Level where applicable will be based on successful completion of college credit in the academic discipline the employee teaches from a regionally accredited institution.
  - 3) When an employee is qualified to advance from one "D" grade to the next within a Level, that employee must submit a completed Employee Change Form accompanied by proper documentation to the appropriate Dean. Official college transcripts must accompany a form, when applicable.
  - 4) If the Dean approves the requested advancement, the request is presented to the Human Resources Office for review.
  - 5) If all appropriate documentation is submitted and the employee is eligible for the salary schedule advancement Human Resources submits the request and documentation to the President for final consideration. All advancement changes must be made by the beginning of the academic year (but prior to September 1st) requests must be submitted by May 15th to insure time for proper review. Advancements will not be made during the school year.
  - 6) All degrees applied to level or grade classifications must be earned from institutions accredited by regionally accredited institutions.

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Reviewed:		Date: 02/19/2024	
Remove:		Date:	

e. **E Salary Schedule Advancement:** Advancements for positions on Salary Schedule E shall be based on several components, as listed below:

1) Movement within a salary schedule where applicable will be based on **ALL** of these factors:

SALARY SCHEDULE	ADDITIONAL YEARS IN POSITION / GRADE
E1	E1-01 = 3 additional years E1-02 = 0 additional years
E2	E2-02 = 3 additional years E2-03 = 0 additional years
E3	E3-03 = 3 additional years E3-04 = 0 additional years
E4	E4-04 = 3 additional years E4-05 = 0 additional years
E5	E5-05 = 3 additional years E5-06 = 0 additional years

- The employee has been in the position for the additional years referenced in the chart above;
  - The employee has been in the grade for the additional years referenced in the chart above;
  - The employee has received no disciplinary action or performance improvement plan (PIP) in the past calendar year, and
  - The employee has satisfactory job performance (meets expectations or better on most recent performance evaluation).
- 2) When an employee meets the criteria to advance from one "E" grade to the next within the salary schedule, the employee's Supervisor must submit a completed Employee Change Form accompanied by proper documentation to the appropriate Dean or Supervisor. Official college transcripts must accompany a form, when applicable.
- 3) If the Dean and Supervisor approve the requested advancement, the request is presented to the Human Resources Office for review.
- 4) If all appropriate documentation is submitted and the employee is eligible for the salary schedule advancement Human Resources submits the request and documentation to the President for final consideration. All advancement changes must be made by the beginning of the academic year (but prior to September 1st) requests must be submitted by May 15th to ensure time for proper review. Advancements will not be made during the school year.

*NOTE: The employee may not move into a higher Salary Schedule.*

<b>COASTAL ALABAMA COMMUNITY COLLEGE</b>			
<b>Policies and Procedures Manual</b>			
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Reviewed:		Date: 02/19/2024	
Remove:		Date:	

- f. **Adjustment for Obtaining Doctoral Degree:** Staff on Salary Schedules B and C are eligible for an additional \$2,000 per year for obtaining their doctoral degree. Employee must complete an Employee Change Form and submit for review and approval with official college transcripts. Adjustment for earned doctoral degree must be submitted by May 15 for consideration in next fiscal year. Adjustments for earned doctoral degrees are only processed as of September 1 each year.
- g. **President in Charge Designation:** The President may designate an employee on the B Salary Schedule as being "in charge" in the President's absence. The designated employee will receive an additional \$2,000 per year for such designation. Adjustments for "in charge" designation are only processed as of September 1 each year.

**3. Pay Adjustments Initiated by a Manager:**

- a. **Supplements or Extra Duty Pay:** The President may designate supplements as established in the Board of Trustee's approved salary schedules for extra duty pay. *The President may designate additional supplements based on unique and compelling circumstances, subject to the Chancellor's written approval.* Additional supplements awarded without prior written approval from the Chancellor will be deemed invalid and subject to return. Supervisor must complete and submit an Employee Change Form to Human Resources for consideration and approval.
- b. **Transfers (Internal):** The President is responsible for all internal College transfers and is responsible for complying with Alabama's Students First Act found at Alabama Code §16-24C-7. The President has the authority to transfer or reassign any employee, at any time, as the needs of the college require, to any position or work location within the college, which the employee is qualified. Internal posting rules are appropriate and may be used for transfers. *Transfers require written approval of the Chancellor before implementation.* A transfer does not necessarily mean salary will be adjusted (refer to Supplements / Extra Duty Pay). Supervisor must complete and submit an Employee Change Form to Human Resources for consideration and approval.

**4. Pay Adjustments Initiated by the President:**

- a. **Reorganizations:** Reorganizations are modifications to positions that both currently exist at the institution and have been filled previously through a regular search process. Reorganizations may involve shifting duties that currently exist within positions at the College or adding new duties to a current position at the College. The reorganization may include changes of title, salary schedule placement, job duties, or level of responsibility, but it cannot create a fundamentally new position or an entirely new set of duties or responsibilities. *Reorganizations require written approval of the Chancellor before implementation, including any changes to salaries.*
  - 1) **E Salary Schedule Advancement Due to Reorganization:** When a reorganization is approved and an employee is moved from one E Salary Schedule to a higher E

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<b>Policies and Procedures Manual</b>			
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Replace:		Date: 02/19/2024	
Reviewed:		Date: 02/19/2024	
Remove:		Date:	

Salary Schedule, the Human Resources Office will initiate an E Salary Schedule Advancement to the appropriate grade using the criteria below to determine eligibility:

SALARY SCHEDULE	ADDITIONAL YEARS IN POSITION / GRADE
E1	E1-01 = 3 additional years E1-02 = 0 additional years
E2	E2-02 = 3 additional years E2-03 = 0 additional years
E3	E3-03 = 3 additional years E3-04 = 0 additional years
E4	E4-04 = 3 additional years E4-05 = 0 additional years
E5	E5-05 = 3 additional years E5-06 = 0 additional years

- The employee has been in the position for the additional years referenced in the chart above;
  - The employee has been in the grade for the additional years referenced in the chart above;
  - The employee has received no disciplinary action or performance improvement plan (PIP) in the past calendar year; and
  - The employee's job performance (meets expectations or better on most recent performance evaluation).
- 2) When an employee is qualified to advance from one "E" grade to the next within a salary schedule, the Human Resources Office will complete and submit an Employee Change Form accompanied by proper documentation to the President for approval. Advancements will be processed on the reorganization effective date.

**Examples:**

- **Example 1:** Employee A is currently on salary schedule E3-03. Due to an approved Reorg, Human Resources will request a grade increase to E2-02 because Employee A did not receive an increase as a result of the Reorg, has been in the position and salary schedule for 4 years, has had no disciplinary action/PIP and meets expectation on the performance evaluation.
- **Example 2:** Employee B is currently on salary schedule E3-03. Due to an approved Reorg, Human Resources will not request a grade increase to E2-02 because Employee B received a written warning disciplinary action/PIP two months prior.

*NOTE: The employee may not move into a higher Salary Schedule.*

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**ADDITIONAL PROVISIONS/INFORMATION:**

**Effective Date of Pay Adjustments:** Most pay adjustments are effective September 1 each year; however, no wage adjustment will take effect sooner than the 1<sup>st</sup> of the month following approval.

**Notification of Pay Adjustments:** All employees will be notified in writing of their pay adjustment and a copy will be placed in the employee's personnel file.