# Policy 223: Compensation

Category: Personnel

Covered Individuals: All CEI Employees

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**223.1 Policy**

College of Eastern Idaho is committed to providing a competitive total compensation package, including salary and benefits, that will attract, retain, and reward qualified employees. The college strives to pay employees according to market and merit, subject to the availability of financial resources and individual employee performance. Each full-time staff position is assigned a pay range based on a competitive pay rate for comparable positions and the unique duties and responsibilities of the position. The employee’s salary within the pay range depends on performance, education, experience, qualifications, relevant competitive markets, and internal alignment within the department and the college. Human resources, in collaboration with managers, are responsible for ensuring that compensation decisions are made in a fair, consistent, and equitable manner.

Pay for any given position is subject to the annual budgetary process and, as such, may be subject to increase, reduction, or status quo maintenance for any time period.

**223.2 Procedures**

The college’s pay program must be sensitive to the wider labor market because we compete with other employers, both private and public, for the best talent. Human resources sets salary ranges for positions based on benchmark data acquired from market surveys. Full-time employees’ salaries will be paid according to this salary and wage structure.

Salaries and wages are reviewed periodically, generally once each year, and increases are recommended based on merit and availability of funds. Full-time and part-time employees who receive a ranking of “Meets Expectations” or higher on their performance evaluation will be eligible for a merit increase. Ultimately, job performance plays the biggest role in determining individual compensation beyond market factors and available funding. As an exception, adjunct instructors receive pay increases based primarily on longevity.

Initial Placement on Compensation Schedule:

a. Initial placement on the compensation schedule occurs at the point of hire into a benefit eligible position.

b. Before an employee is offered benefit eligible employment, human resources will determine what salary should be offered by taking into account the employee’s education and experience, budgetary constraints, and internal equity.

c. The wage identified by human resources is the wage that will be offered to the employee.

d. Initial placement will not exceed the midpoint level of the position’s identified grade on the compensation schedule, except as identified and approved by the President. This maximum placement level ensures pay compression issues are minimized.

e. All employees shall be hired at least at the minimum rate established for the position’s assigned grade. **Requests for Reclassification**

Requests to reclassify positions must be initiated by the supervisor. Such requests should be based on a belief that duties and responsibilities of a position have materially changed (at least 30% of the job has changed) since the position was last reviewed. A position evaluation request should be fully completed and sent to human resources for review, illustrating what changes have occurred. Human resources will conduct an analysis of the duties and recommend the appropriate category, whether the same, or a change. To be eligible, employees must have a rating of “meets expectations” or higher on their last performance evaluation. Requests may not be submitted more than once per calendar year.

**Above Maximum Wages**

Increases in pay to above-maximum rates will not be allowed except in unusually meritorious cases. Additionally, any employee who is being paid at an above maximum rate is not eligible for any wage or salary adjustments.

**Grant and Similarly Funded Positions**

Persons employed through a grant or similar type of dedicated funding source hold their positions only for the duration of the funding availability. The college salary schedule applies to all positions, regardless of funding. Persons employed in positions funded by grants or similar types of dedicated funding should not expect continuation of employment beyond the expiration of funding.

Annual increases must be projected in all budgets. The amount of increase will not differ from increases approved for regular college employees. Increases for all employees are given at the same time. Reclassification of positions funded through grants or other dedicated funding sources must follow the normal college reclassification process.

**Part-Time and Adjunct Positions**

Part-time employees who receive a rating of “Meets Expectations” or higher on their performance review and who meet the years of service requirements (outlined below) will be eligible for a merit increase as funding allows.

Part-Time Pay Increase Schedule:

|  |  |
| --- | --- |
| Years of Service | Increase Amount |
| 1-3 | 1% |
| 4-6 | 2% |
| 7+ | 3% |

The adjunct instructor pay schedule is based on semesters of service as follows:

|  |  |
| --- | --- |
| Semesters of Service | Rate |
| 1-3 | $900.00 per credit hour |
| 4-7 | $925.00 per credit hour |
| 8+ | $950.00 per credit hour |

Adjunct instructors who are separated from CEI for one (1) academic year or longer will be required to begin their semesters of service again at semester one (1). Adjunct faculty may teach up to 9 credits in the fall semester, 9 credits in the spring semester, and 4 credits in the summer session. Any special circumstance must be reviewed, and approved by the Vice President of Human Resources and Vice President of Student and Academic Affairs.

If an adjunct is working in another paid position with the college, this will affect the teaching load listed above.

All overload stipends will be paid at a rate of $800.00 per credit hour and are not subject to the semesters of service increase. All faculty and exempt full-time employees who perform teaching services beyond their primary assignment will be considered to be in overload. Full-time, non-exempt employees are not eligible to accept adjunct instructor positions due to overtime regulations.

*Student Overload:* $200 per student, not to exceed 9. For 10+ students enrolled, a new section will be created. A requisition for student overload may be submitted after the drop period for the semester has passed. Any special circumstance must be reviewed, and approved by the Dean and Vice President of Student and Academic Affairs.

CEI reserves the right to change general compensation for any reason deemed appropriate. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent CEI budget.

**Years of Service**

College of Eastern Idaho highly values its employees and their commitment to its vision and purpose. To demonstrate appreciation for our employees, CEI offers years of service recognition and stipends for full-time and part-time employees.

|  |  |  |
| --- | --- | --- |
| **YEARS OF SERVICE** | **FULL-TIME EMPLOYEES** | **PART-TIME EMPLOYEES** |
| 5 | $ 250.00 | $ 125.00 |
| 10 | $ 500.00 | $ 250.00 |
| 15 | $ 750.00 | $ 375.00 |
| 20 | $ 1,000.00 | $ 500.00 |
| 25 | $ 1,250.00 | $ 625.00 |
| 30 | $ 1,500.00 | $ 750.00 |
| 35 | $ 1,750.00 | $ 875.00 |
| 40 | $ 2,000.00 | $ 1,000.00 |

Employees who reach a “Years of Service” milestone by December 31 will be recognized at the Spring In-service. Employee’s “Years of Service” stipends will be added as a one-time payment, to their normally processed payroll. These stipends will be subject to all federal and state taxes as well as any applicable benefit deductions. The pay date in which employees will receive the stipend will be announced/provided to them in their recognition letter from the Human Resources Department.

Employees who retire after their anniversary date of their “Years of Service” milestone but before December 31 of that year, will receive their “Years of Service” stipend on their final pay check from the college. These retired employees will also receive a recognition announcement during the Spring In-service. Employees who terminate employment before December 31 of a year in which they would reach a “Years of Service” milestone will not be entitled to a “Years of Service” stipend or recognition.

*Disclaimer: “Years of Service” stipends are subject to annual budget approval and are subject to change according to the fiscal needs of the College. All grant funded and self-sustaining program positions must receive prior budgetary approval for annual “Years of Service” stipends.*

**On-Call Pay**

Employees will receive two (2) hours of overtime pay for each assigned on-call shift.

Employees will receive an additional two (2) hours of overtime pay for any holiday that occurs during their assigned on-call shift.

Any time worked while in an on-call status, either responding to calls or physically returning to campus, will be recorded as actual hours worked.

If any employee is called to campus while he/she is on-call, the employee is paid for the additional hours worked at their regular overtime rate. If the employee will be on campus for more than four (4) hours he/she must have approval from his/her supervisor.

Time will be rounded to the nearest hour while on campus during the on-call shift. For example, an employee who is working on campus for 45 minutes will enter 1 hour of work.

Employees who answer calls while on-call will be compensated at a per rate call where 10 calls equals one hour of compensation. Calls in excess of 10 but less than 20 will be rounded up to the next hour. For example, if the employee answers 16 calls during the on-call shift he/she will enter two (2) hours for compensation.

Employees in exempt positions are ineligible to be on-call. Exempt positions are primarily professional, administrative, or managerial and any “on-call” time is an expectation of the position.

For more information please see [Policy 222: On-Call](https://cei.edu/hr/policies-procedures/personnel?p=222)

**Bilingual Translator Pay**

College of Eastern Idaho, in an effort to better service the Hispanic community, will offer to employee’s additional pay to utilized their bilingual skills as interpreters and/or translators.

*Criteria for Bilingual Translator Pay*

An employee may submit to the department of Human Resources a request to receive bilingual translator pay differential to serve as an interpreter or translator for non-English speaking students, parents of students and general community members on behalf of the College.

To be considered, employees must successfully pass a Language Proficiency Exam. The cost of the exam will be covered by the employee’s department.

For purposes of this section, “bilingual” means the ability to interpret and/or translate Spanish for non-English language individuals, and “certified” means the employee has successfully passed a language proficiency test approved by the Vice President of Human Resources.

Eligibility will be reviewed every 12 months to ensure that employees receiving bilingual pay are  
performing duties that require utilization of a non-English language.

Employees on an unpaid or special leave for an entire pay period shall not receive the premium for that pay period

*Responsibilities*

Employees approved by Human Resources to receive Bilingual Translator Pay will have the following responsibilities;

* Clearly identify on their name badge, “hablo español”
* Agree to have this service information listed on the directory
* Willingness to be called upon by others to interpret and or translate as needed

*Bilingual Compensation*

Employees that have been certified by Human Resources to receive Bilingual Translator pay shall receive through a stipend, $50.00 each pay period until discontinued by either the employee or Human Resources.

*Discontinuing Bilingual Translator Pay*

When an employee wishes to discontinue their bilingual services, they will make a written request to the Human Resources department. Employees who discontinue their bilingual services will not be eligible to re-enroll for 12 months.

College of Eastern Idaho has the discretion to discontinue an employee’s eligibility for this program or the program all together.

**Right to Change Compensation and Benefits**

CEI reserves the right to change general compensation for any reason deemed appropriate. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent CEI budget. Hours worked may be reduced or employees may be laid off as necessary to meet budgetary constraints or as work load changes.