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| <b>DIVISION</b>  | <b>POLICY NUMBER</b>             |
| II. College Employees  | 2.04.15 [1]                      |
| <b>CATEGORY</b>  | <b>DATE</b>                      |
| 2.04.15 Compensation Non-Union Exempt and Non-Exempt Employees | Adopted 2/2018<br>Revised 9/2019 |

2.04.15      COMPENSATION NON-UNION EXEMPT AND NON-EXEMPT EMPLOYEES

It is the policy of Joliet Junior College (JJC) to commit itself to a fair and equitable compensation package for its employees. The Human Resources department is responsible for developing and maintaining a comprehensive plan for various categories of employees as applicable to the status and term of employee’s employment while in compliance with all state and federal employment laws and regulations.

Compensation Philosophy

The College strives when implementing staff compensation practices to provide a competitive, equitable, flexible, and forward thinking program designed to attract, recruit and retain highly qualified, diverse individuals, and promote a rewarding and motivating environment that positions the college to be the first choice as an institution.

To accomplish these goals, Human Resources will periodically assess relevant external markets for various groups and establish pay practices that reflect the competitive position the College has chosen to take for defined roles in the organization. On an individual basis, salaries will reflect qualifications, skills, performance, and competitiveness within the appropriate job market.

Salaries should be benchmarked to the multiple markets within which the College competes for staff, using data which will periodically be collected from appropriate surveys that are reliable and related to higher education, not-for-profit, and general industry in the local metropolitan area as well as regional and national when appropriate.

The rate of pay for each position will be based on relevant competitive markets and the level of contribution of the position. The President’s Cabinet (Cabinet) will identify roles which are critical to the strategic plan for the organization and will work with Human Resources to define the market comparisons for those roles.



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| <b>BOARD POLICIES</b> |
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| <b>DIVISION</b>  | <b>POLICY NUMBER</b>             |
| II. College Employees  | 2.04.15 [2]                      |
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Market competitive ranges for these positions will be targeted or adjusted subject to fiscal resources. These roles as well as the College’s overall compensation policies and practices will be reviewed periodically as the College deems necessary to meet compliance requirements, competitive goals, and fiscal responsibilities.

During the annual budget process, the President and the Executive Director of Human Resources will review fiscal options and determine the market position the College will follow for critical roles and other positions needed to achieve business objectives. Internal budget constraints associated with changes in market conditions or other fiscal business related priorities may impact the compensation direction.

Adjustments to employee compensation is an institutional decision and should be consistent. The President may adjust employee compensation as a result of multiple factors to include new hire offer, promotions, position reclassification, counter-offers, in-range adjustments, upgrades and supplemental pay which may include interim pay, stipends and lump sum over range maximum awards.

The President will work within the established salary range or guidelines. Increases above ten percent for administrative and professional staff must be approved in advance by the Board of Trustee except for adjustments required to place an employee at the minimum of a new salary range.