

Essex County College College Regulation

REG 4-10 COMPENSATION ADJUSTMENTS

Purpose:

To establish the authority, responsibility, and structure for computing salary and wage changes within the College.

Definition(s):

Salary/Wage Change. A change in an employee's remuneration or monetary compensation. A change in remuneration may result in an increase or a decrease to the employee's salary or hourly wage. Salary/ wage changes include but are not limited to the following: awards, contractual increments, longevity increments, salary adjustments, salary increases, stipends, supplements, or other job related compensation changes.

Application:

1. The Human Resources Department is charged with the responsibility of ensuring that any salary/wage change is in compliance with College guidelines and the respective collective bargaining agreement (CBA) and for certifying such compliance for the Financial Affairs Area.
2. The Financial Affairs Area is charged with the responsibility of ensuring that any salary/wage change is in compliance with approved department, program, grant and college-wide funding guidelines, and with the respective collective bargaining agreement (CBA).
3. A salary/wage change for an individual employee shall be recommended by the supervising department for Area Head approval. The Area Head shall review the request to ensure that the salary/wage change is in compliance with approved department, program and grant funding guidelines. A salary/wage change for an individual employee shall be processed in accordance with college regulations. (See REGs 4-2, 4-11)

A salary/wage change shall be reviewed and executed by the Department of Human Resources. The Human Resources Department shall prepare and certify to the Financial Affairs Area a listing the base salaries/wages of the appropriate individual employees.

4. The President shall review and approve all salary/wage changes in accordance with college regulations. (See REGs 4-2, 4-11).
5. Actions requiring Board of Trustees' approval shall be moved in accordance with college regulations. (See REGs 4-2, 4-11).
6. No commitment of salary/wage change shall be given, nor shall any such payment be made, without approval by the President and/or Board of Trustees.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A: 64A-12(o)
Regulation History: App. 11/95, Rev. 10/01, 12/10, 3/17	Attachment(s):