

**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

POLICY B-13

SALARY POLICY

Section 1. General

- 1.1. Scope — This rule delineates the procedures to be followed by the BridgeValley Community and Technical College (BridgeValley) Board of Governors in determining annual salary increases for its employees.
- 1.2. Authority — W. Va. Code § 18B-8-3; 18B-4-2a; 18B-7; 18B-8; 18B-9A; 18B-9B; and West Virginia Council for Community and Technical College Education Procedural Rule Series 55 Human Resources Administration.
- 1.3. Effective Date — July 12, 2013; Revised Effective Date – April 11, 2022

Section 2. Background

- 2.1. In its Strategic Plan,¹ BridgeValley states its commitment to attract and retain quality faculty, staff, and administrators to accomplish the institutional goals. The realization of this plan is based upon continued increases in state support and the ability to raise tuition and fees.

Section 3. BridgeValley Community and Technical College Faculty Salary Policy

- 3.1. The BridgeValley Board of Governors (Board) shall determine on an annual basis whether a faculty salary pool may be created from available revenues generated by state resources, student fees and/or other sources. A portion of these funds may be set aside by the Board to address equity issues. Of the remaining funds, the pool will be dedicated to performance-based increases. Merit shall be determined through the annual review process.

Section 4. Classified Employees

- 4.1. The BridgeValley Board of Governors (Board) shall determine on an annual basis whether a classified employee salary pool may be created from available revenues generated by state resources, student fees and/or other sources. A portion of these funds may be set aside by the Board to address equity issues. Of the remaining funds, the pool will be dedicated to performance-based increases. Merit shall be determined through the annual review process.

Salary Enhancement for Academic Achievement Policy can be found as Board Policy B-14. Implementation strategy for merit pay increases for faculty, classified, and unclassified employees can be found at Policy B-22 Salary Administration Policy.

Section 5. Non-Classified Employees

- 5.1. The BridgeValley Board of Governors (Board) shall determine on an annual basis whether a non-classified employee salary pool may be created from available revenues generated by state resources, student fees and/or other sources. A portion of these funds may be set aside by the Board to address equity issues. Of the remaining funds, the pool will be dedicated to performance-based increases. Merit shall be determined through the annual review process.

Section 6. Compensation Adjustments

A current employee's compensation may be modified or adjusted by Human Resources dependent upon appropriate authorized approval and subject to available resources. An individual with a compa-ratio that exceeds the maximum of the range is considered to be red circled and may not be granted an increase that would cause the base salary to exceed the maximum of the range for that position. A red circle rate is a pay rate that is above the maximum range assigned to the job grade. Employees who are red circled are usually not eligible for additional pay increases until the range maximums are increased above the individual pay rate or the employee transfers to a job with a higher pay range.