

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE**

**INSTITUTIONAL BOARD OF GOVERNORS**

**Policy No. H - 3**

**CLASSIFIED/NONCLASSIFIED EMPLOYEE SALARY POLICY**

**1 General:**

- 1.1 Scope: Policy regarding salaries for classified and non-classified employees.
- 1.2 Statutory References: W. Va. Code §18B-9; West Virginia Higher Education Policy commission, Title 133, Series 55, *Human Resources Administration*
- 1.3 Passage Date: November 22, 2021
- 1.4 Effective Date: December 22, 2021

**2 Policy:**

- 2.1 Salary increases for classified employees shall be given in a manner consistent with Article 9, Chapter 18B of the Code of West Virginia and all other relevant governing authorities. Mountwest Community & Technical College will adhere to all components of Procedural Rule 133, Series 55, and Human Resources Administration for all compensation decisions. For equity, all classified and non-classified staff will follow the same salary schedule. The Office of Human Resources is responsible for salary administration and compensation decisions, in conjunction with budgetary considerations.
- 2.2 The application of adjusting to the new salary schedule approved by the Institutional Board of Governors for all staff are as follows:
  - 2.2.1 Minimum Increases – Any staff employee with a salary below the minimum salary on the Mountwest Institutional Employee Salary Schedule effective September 1, 2019, shall have his/her salary increased to the minimum on the schedule for the pay grade of the position he/she occupies.
  - 2.2.2 Equity Increases – The difference or “gap” between an employee’s minimum salary on the Institutional Employee Salary Schedule and the employee’s market on the institutional salary schedule shall be calculated. Employee salaries shall be increased using a sliding scale with larger percentage increases given to those furthest from the mid-point and lower percentage increases given to those closer to or above the mid-point.
  - 2.2.3 Order of Increases – Increases to the minimum on September 1, 2019 shall be applied first and market increases shall be applied second. The salary calculated for an employee after applying the minimum increases or the equity increase, whichever is more, shall be considered the employee’s salary for the purposes of calculating equity increases.
  - 2.2.4 Since FY2020 shall be the first year of implementation of this rule, for those receiving minimum increases, the total increase shall be set at the minimum or the equity increase, whichever is higher.
  - 2.2.5 Maximum Compensation – There will be no cap on maximum amounts that may be paid to the employee.
- 2.3 The overall goal for salary increases for employees is to compensate employees competitively and relative to the local recruiting market. Nothing in this policy shall be construed to require the Institutional Board of Governors to have such implementation completed by any particular date, and nothing shall be construed to require the Board to provide salary increases, except that the Board shall ensure that all mandates, deadlines,

or timetables established by any relevant governing authority and in effect at the time of any increase shall be followed.

- 2.4 W.Va. Code § 18B-7-15 specifically allows for merit raises for classified employees which are in accordance with articles seven, eight, nine, and nine-a of Chapter 18B and with duly promulgated rules of the WV Higher Education Policy Commission and the WV Council for Community & Technical College Education.. Merit Increases may be applied with approval from the Institution's CFO, CHRO, and President.



**Effective Date: September 1, 2017**

**West Virginia Higher Education Employee Salary Schedule**

<b>Grade</b>	<b>Min Hourly</b>	<b>Minimum</b>	<b>25th</b>	<b>Midpoint</b>	<b>75th</b>	<b>Maximum</b>
1	\$9.85	\$19,200	\$22,050	\$24,900	\$27,750	\$30,600
2	\$11.38	\$22,200	\$25,500	\$28,800	\$32,100	\$35,400
3	\$13.13	\$25,600	\$29,450	\$33,300	\$37,150	\$41,000
4	\$15.13	\$29,500	\$33,950	\$38,400	\$42,850	\$47,300
5	\$17.54	\$34,200	\$39,300	\$44,400	\$49,500	\$54,600
6	\$20.26	\$39,500	\$45,450	\$51,400	\$57,350	\$63,300
7	\$23.44	\$45,700	\$52,550	\$59,400	\$66,250	\$73,100
8	\$27.08	\$52,800	\$60,700	\$68,600	\$76,500	\$84,400
9	\$31.28	\$61,000	\$70,150	\$79,300	\$88,450	\$97,600
10	\$36.15	\$70,500	\$81,100	\$91,700	\$102,300	\$112,900
11	\$41.79	\$81,500	\$93,750	\$106,000	\$118,250	\$130,500
12	\$48.36	\$94,300	\$108,450	\$122,600	\$136,750	\$150,900