

MAINE COMMUNITY COLLEGE SYSTEM

PERSONNEL AND EMPLOYEE RELATIONS
Section 402

**SUBJECT: PLACEMENT, EVALUATION AND ADJUSTMENT OF POSITIONS
AND SALARIES**

**PURPOSE: To provide standards and processes for establishing, evaluating and
adjusting salaries**

A. Salary Placement

The rationale for placement of a new employee above the minimum of a salary range must be based upon market factors and/or those exceptional qualifications or experience of the employee which are clearly relevant to the position and advantageous to the Maine Community College System. The president of a college has authority to place a new employee from the beginning to the mid-point of any salary range. Placement above the mid-point of the range must receive prior written approval from the president of the System or his/her designee.

B. Position Evaluation

All new or revised vacant positions shall be forwarded to the System human resources department for evaluation. The System human resources department shall be responsible for establishing the bargaining unit, salary range placement of the position, EEO categorization and FLSA exemption status. Until a position is established and a job description is written, no search process shall be initiated to fill the position.

All employee requests for position reclassification from both represented and non-represented employees shall be forwarded to the System human resources department, which shall be responsible for establishing the bargaining unit, salary range placement, EEO categorization and FLSA exemption status of the reclassified position.

C. Salary Adjustments

Following position reclassification, the employee's salary shall be adjusted to reflect up to a five percent increase or movement to the start of the new salary range, whichever is greater. If the salary range contains steps, the employee shall be placed at the closest step. If circumstances warrant an exception to this policy, the college president must receive prior approval from the president of the System or his/her designee. If a collective bargaining unit agreement contains provisions governing salary adjustment for reclassification, those provisions shall prevail for all reclassifications within that unit.

REFERENCES: 20-A M.R.S.A. §12706(11)

DATE ADOPTED: June 24, 2009

DATE(S) AMENDED: