



702.4- Salary Administration

Purpose:

The purpose of this policy procedure is to operationalize Bismarck State College's policy 702.4 Salary Administration.

Procedure:

Hiring Rates

Hiring rates will be determined based on market rates for comparable internal and external positions. Consideration may be given to directly related prior experience and internal equity. Human Resources will work with the hiring supervisor to determine the appropriate range for recruitment and hiring.

Salary Adjustments

Decisions on salary adjustments are based on available funding and legislative action, SBHE direction, North Dakota University System (NDUS) salary guidelines or with BSC Administration approval.

1. Salary adjustments are divided into two main categories:
 - a) annual budgeted salary adjustments and
 - b) other salary adjustments.
2. Annual budgeted salary adjustments are based on NDUS salary guidelines provided by Legislative and State Board of Higher Education (SBHE) action, the campus decision process is as follows:
 - a) President's Office communicates any relevant Legislative or Board directives regarding salary adjustments.
 - b) The President and Executive Council determine priority needs of BSC that require use of additional funding (new positions and/or reallocations) based on information from sources such as deans, assistant deans, directors, Human Resources, the President of the Faculty Senate, and the President of the Staff Senate.



- c) The President and Executive Council establish annual BSC Salary Guidelines, using institutionally recognized market and internal equity data. . The salary adjustments are determined according to institutional needs and initiatives.
 - d) Prior to recommending the final salary adjustments, the President and Executive Council, will consult with the Chief Human Resources Officer to review implications of the recommended adjustments for the campus as a whole and to advise the Executive Council on whether there is appropriate documentation for the adjustment, the potential impact on equity generally or whether the proposed adjustment is in compliance with policy.
3. For other salary adjustments job family or band reassignment adjustments, promotions, market, internal equity, and responsibility adjustments including interim appointments and significant administrative assignments see Other Salary Adjustments portion of this procedure.

Staff:

Benefited staff positions are assigned market rates for each position determined by salary market data. Market rates represent the average or median salary paid for similar positions. Market rates set the basis for salary levels. Section 5 Pay Policy in the NDUS Human Resource Policy Manual defines adjustment criteria as:

- Other Salary Adjustments
 - Temporary Adjustment
 - Merit Adjustment
 - General Adjustment
 - One-time payment
- Promotion Adjustment Equity Adjustment
- Market Adjustment

Faculty:

In addition to annual budgeted salary adjustments based on the criteria listed above, benefited faculty positions are recognized annually for rank and degree salary adjustment(s).

Degrees must be completed, conferred, and communicated to Human Resources by June 1st of the previous academic year to be effective in the contract year after the degree is completed and the rank is conferred and after the BSC salary increase is factored.



Definitions:

1. Cost of living adjustment is an across-the-board amount related to but not necessarily the same as the changes in the cost of living (determined by the Consumer Price Index which reflects the changes in the cost of various consumer items during the previous 12-month period). Cost of living adjustments become part of an employee's salary base.
2. Internal equity is a comparison of salaries for similar positions at BSC and/or State government when there is a limited basis for comparison at BSC based on appropriate and relevant data including these factors: previous related experience outside BSC, a sustained change in responsibility that is more or less than what is considered normal for that type of position, education, or responsibility level within a group of similar positions at BSC. Internal equity adjustments become part of an individual's base salary. NOTE: length of service is relevant for internal equity ONLY in the context of performance; that is, consideration of performance should override length of service in salary decisions.
3. Market or external equity is the comparison of BSC salaries with those of other employers in the applicable recruitment area based on bona fide and relevant data. While BSC may recruit nationally to fill a position, the salary may be established by using institutionally recognized, regional data. Market or external equity adjustments become part of an employee's base salary.
4. Performance adjustment is based on level of performance identified through documentation, including an established review process. Performance adjustments become part of the employee's base salary.

Guidelines for Other Salary Adjustments:

Individual salary adjustments:

Individual salary adjustments may be made throughout the year under exceptional, significant circumstances. Any requests must be approved by the appropriate supervisor(s) and vice president of the division. The decision to request an adjustment should include consultation with the Chief Human Resources Officer and appropriate documentation should be provided with the request. The adjustment must be consistent with internal equity and market and funding is subject to approval by the Executive Vice President. Some examples may include, but are not limited to:



1. When an employee moves from one position to another involving a significant change in the level of responsibility, the employee may receive a salary adjustment appropriate for the new level of responsibility.
2. Equity adjustments. In unusual situations, significant internal inequities may arise for an employee outside the annual salary review process. Factors generally considered are directly related experience, job performance and level of responsibility.
3. Market adjustments. A market adjustment is intended to mitigate a documented external inequity using North Dakota University System/BSC approved market data sources. Market adjustment proposals must consider institutional internal equity.
4. Responsibility adjustments including interim and administrative appointments:
 - Adjustments for substantial, documented reassignments or changes in the duties/responsibilities within the same position.
 - For staff employees, rationale will include changes in the level of responsibility as documented by a revised Job Description; and changes in band and/or job family.
 - Adjustments for interim appointments and administrative assignments are limited to the period for which these assignments are made and do not become part of the salary base. For staff interim appointments, increases should not be given for interim periods of less than thirty days and staff employees may not retain the higher compensation level for more than thirty days after the interim period ceases to exist.
5. The attainment of a degree or license does not automatically result in a salary adjustment. In some cases, an adjustment for market and/or internal equity may be appropriate. Such adjustments should be recommended on the basis of the same type of documentation required for other market or internal equity adjustments.

Grievance Procedures:

A grievance can be filed in accordance with policies and procedures as referred to below:

1. For staff, the ND Human Resource Policy Manual, Section 28, [Grievance Procedures](#).
2. For faculty, the BSC General Policy [Faculty Grievances](#) and State Board of Higher Education Policy (SBHE) 612 Faculty Grievances.
3. For all BSC employees, the BSC 603.1 – Harassment, Discrimination and Retaliation Policy and Policy Procedure.



References:

SBHE Policy 702.4, Campus Administration of Salary Increase Funds [Administration of Salary Increase Funds.docx \(sharepoint.com\)](#)

North Dakota University System Human Resource Policy Manual, Section 5, Pay Policy [Pay Policy.docx \(sharepoint.com\)](#)

ND Human Resource Policy Manual, Section 28, Grievance Procedures [Grievance Procedures.docx \(sharepoint.com\)](#)

BSC General Policy Faculty Grievances

State Board of Higher Education Policy (SBHE) 612 Faculty Grievances. [Faculty Grievances.docx \(sharepoint.com\)](#)

History of This Policy Procedure:

First policy: Policy approved by President's Cabinet on August 27, 1996.

Revisions - October 1, 1996; November 13, 1996; August 7, 1997; November 25, 1997; November 9, 2001; March 26, 2002; August 31, 2007; November 22, 2010; reviewed by the Operations Council on August 22, 2012, and approved by the Executive Council on August 30, 2012.

Reviewed by Campus Council on October 11th, 2023, and reviewed by the Executive Council on October 18th, 2023, and approved by the President on November 16th, 2023.