

702.4- Salary Administration

Purpose:

The purpose of this policy is to attract and retain well-qualified individuals who can best contribute to the College's mission, vision and institutional goals.

Policy:

Decision-makers in the salary administration process will make salary decisions in a fair and consistent manner, based on available funds. Salary decisions are also dependent upon legislative action and ND State Board of Higher Education (SBHE) direction and are made in accordance with North Dakota University System Human Resource Policy (NDUS HR) 5. To provide the College with the ability to use its limited resources most effectively, salary administration aims to:

1. To recruit and retain well qualified employees.
2. Be responsive to market influences with consideration for internal and external equity.
3. Recognize different performance levels among employees.

At a minimum of every four years, each employee's salary will be reviewed for equity and alignment to market.

Grievance policies/procedures are available to provide an impartial review of salary adjustment decisions. Any employee who believes that their salary adjustment decision was inappropriate may request a review through the appropriate process listed in the reference section of this policy.

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 \(sharepoint.com\)](#)

BSC Policy [603.1](#) – Harassment, Discrimination and Retaliation

History of This Policy:

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.