
Policy 702: Compensation

Related Policies

Adopted: November 21, 2019

Amended

I. Introduction

One of Central Penn College's greatest assets is its employees. The Board of Directors demonstrates its commitment to the College's employees by maintaining salary levels that are in compliance with all applicable laws and regulations and are internally equitable.

II. Purpose:

This Board Policy codifies the College's current Compensation practice and procedure located in the Employee Handbook. The College's Compensation practices and procedures remain in effect, uninterrupted.

III. Definitions

Compensation: The benefits (cash, vacation, etc.) that an employee receives in exchange for the service they provide to the College.

IV. Policy

At the time of employment, faculty and staff new hires agree upon a base annual salary with the hiring administrator and receive this information in an offer presented by Human Resources. Compensation levels may differ but are based on individual qualifications, such as field of specialization, education, additional duties/responsibilities or experience.

The College strives to offer compensation that provides for internal equity and external competitiveness. A number of resources are utilized to conduct market pricing and determine appropriate salary ranges for open positions.

Faculty and staff are compensated on the basis of their responsibilities. When available, merit increases will be considered on the basis of performance, effective fulfillment of job responsibilities, and full support of the College's mission, strategies, and goals.

Promotional and Transfer Opportunities

When a vacancy occurs, the College looks to all sources including internal candidates. The College may post openings on the College's website, online job boards, and other sources. Interested full- and part-time faculty and staff may send their resume in confidence as directed in



the position posting. Generally employees are required to be in their current position 6 -12 months and to have a performance evaluation reflecting their level of performance.

Typically, promotional opportunities come with the offer of a salary increase dependent on the employee's current salary level. Lateral moves do not usually warrant an increase in salary.

V. Effective Date:

Immediately