



CENTRAL CAROLINA COMMUNITY COLLEGE POLICY & PROCEDURE MANUAL

Human Resources Section *Policy 3.1.7.1- Salary Plan Procedure*

I. PURPOSE.....	1
II. OVERVIEW OF SALARY BANDS & INITIAL SALARIES.....	1
III. SALARY AND BAND REVIEWS.....	2
IV. REQUESTING AN INDIVIDUAL SALARY OR BAND REASSESSMENT.....	2
V. ADDITIONAL SALARY ADJUSTMENTS.....	2
A. Additional Responsibilities.....	2
B. Merit Increases.....	2
C. Additional Credentials & Degrees.....	2
i. Vocational Diplomas and Certificates.....	3
ii. Undergraduate Degrees.....	3
iii. Graduate Degrees.....	3
D. Lead and Chair Designations.....	3
VI. NURSING FACULTY ADJUSTMENT.....	3

I. PURPOSE

The College is committed to fair and consistent salary administration. This procedure outlines how Central Carolina Community College determines and reviews salary bands, evaluates employee compensation, and administers salary adjustments to ensure transparency and equity across the institution. These practices reflect the College's values of equity and transparency in both hiring and compensation decisions.

II. OVERVIEW OF SALARY BANDS & INITIAL SALARIES

The College uses structured salary bands to determine all starting salaries. Each band represents a salary range assigned to a position, reflecting a variety of factors including required education and experience, job responsibilities and complexity, labor market trends, geographic location, internal equity, and organizational budget. A salary calculation sheet is used to determine individual salaries within the band. This point-based tool considers an employee's education, professional experience, and other relevant qualifications in relation to the job responsibilities of the respective position. To ensure consistency between initial salaries and salary adjustments for additional credentials and degrees, Associate and Bachelor's degrees will always be included in an initial salary calculation, while vocational diplomas and certificates, Master's degrees, and Doctoral degrees will only be included if relevant to the position.

III. SALARY AND BAND REVIEWS

Salary and band reviews are conducted as part of the College's regular compensation management process and do not require action from employees.

A salary review examines whether an individual's salary is appropriately placed within the assigned band based on their education, experience, and responsibilities. This process is conducted starting July of every odd-numbered year by executive leadership in collaboration with Human Resources. Any adjustments identified through this review are implemented based on the College's available budget.

A band review, in contrast, evaluates whether the assigned salary range for a position accurately reflects the job's responsibilities and complexity. If an executive leader believes a position may be placed in an incorrect band, they may submit the concern to the Budget Committee. The committee will compile these concerns and review them on a quarterly basis. As with salary reviews, any adjustments resulting from a band review are dependent on budget availability.

Although salary and band reviews may be conducted at the same time for a given employee, they are distinct processes that address different aspects of compensation.

IV. REQUESTING AN INDIVIDUAL SALARY OR BAND REASSESSMENT

Employees may initiate a review of their salary or salary band by completing the Salary/Band Reassessment Request Form, available from the Human Resources Office or from the Employee Hub. The form includes detailed instructions for submission and outlines the documentation needed to support the request.

V. ADDITIONAL SALARY ADJUSTMENTS

A. Additional Responsibilities

Employees who take on temporary job duties significantly beyond the scope of their current role may be eligible for a salary increase. These adjustments are limited to 10% or less and remain in effect only for the duration of the additional responsibilities. Long-term or permanent changes in duties should be addressed through a formal salary or band reassessment request.

B. Merit Increases

Merit-based salary increases may be considered for employees who consistently perform above expectations. These increases are awarded only on July 1 and are limited to 5% or less of the employee's current salary.

C. Additional Credentials & Degrees

Salary increases as a result of additional credentials or degrees shall only be granted once per level of credential or degree. Employees whose initial hiring salary calculation already included a credential or degree of a particular level is not eligible for a salary increase for additional

credentials or degrees at that particular level or lower. The credential and degree levels are as follows:

1. Vocational Diploma or Certificate
2. Associate Degree
3. Bachelor's Degree
4. Master's Degree (including terminal Master's Degrees)
5. Doctoral Degree (including professional degrees)

i. *Vocational Diplomas and Certificates*

Vocational diplomas and certificates are short-term credentials that are focused on developing a specific and technical skillset. Employees who do not already have a vocational diploma or certificate related to their particular job responsibilities may request a salary increase upon completion of such a credential. The employee must demonstrate the credential's value to the College by showing a clear connection to job responsibilities.

ii. *Undergraduate Degrees*

At the undergraduate levels, the College affirms the broad value of education in areas such as communication, critical thinking, quantitative reasoning, problem-solving, and civic and cultural awareness. These credentials and degrees provide transferable skills that strengthen performance in all roles across the College. As such, employees earning either an Associate or a Bachelor's Degree may request a salary increase upon completion of such a credential regardless of the field of study or connection of the credential's discipline to the employee's job responsibilities. Employees who decide to complete a Bachelor's Degree before an Associate Degree are not entitled to a salary increase for both a Bachelor's Degree and an Associate Degree, nor may they later request a salary increase for completing an Associate Degree.

iii. *Graduate Degrees*

At the graduate level and higher, the subject of an additional degree must be directly related to instruction or to the employee's assigned duties. In such cases, the employee must demonstrate the degree's value to the College by showing either a clear connection to job responsibilities or alignment with higher education leadership, community college leadership, or similar fields relevant to the position. Employees who 1) already possess a graduate degree that does not make them eligible for a salary increase and 2) have not had their graduate degree included in their initial salary calculation are eligible for a salary increase if they complete an additional graduate degree that would otherwise qualify as described above.

D. Lead and Chair Designations

Faculty and staff leads may receive a 3% adjustment to their base salary in recognition of their additional responsibilities. Department chairs are eligible for a 5% base salary adjustment.

VI. NURSING FACULTY ADJUSTMENT

Effective July 1, 2023, and pursuant to House Bill 259, Section 39.23, the starting annual salaries for nursing faculty positions were increased by at least 10%. This change has been implemented for current nursing faculty and is reflected in all posted nursing positions.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	None

PROCEDURE HISTORY

October 25, 2025	Adopted.
-------------------------	----------