

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

New Hires
Procedure No. 3-03 (H)
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Effective April 1, 2009

(1) External

Under normal circumstances, new employees who are hired to fill posted vacancies will be hired at the base of the targeted hiring range as established by the Human Resource Department. New employees are expected to perform the basic duties and responsibilities of the position after normal training. These employees often have limited relevant experience and will require learning certain aspects of the job. They will require closer supervision over a longer period of time. Employees shall be hired at no less than the minimum salary of the targeted hiring range and shall not fall below the minimum of the broad band to which the classification is assigned. Likewise, the salary of an employee shall not exceed the top of the salary broad band to which the classification is assigned.

In circumstances where a new hire possesses significant education, experience, skills, certification(s), and/or knowledge that are valuable to the success of the position, the new hire may be advanced within the targeted hiring range with the following approval and with appropriate documentation:

1. The hiring manager may **with approval of the Vice President/Provost of the area** hire a candidate up to the first quartile of the targeted hiring range.
2. The Vice President/Provost of the area may approve to the mid-point of the targeted hiring range.
3. The President must approve any salary above the midpoint of the targeted hiring range. If the President approves a salary above the midpoint, he/she shall notify the Chair of the Board of Trustees no later than the next scheduled Board Meeting.

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The standard used to determine a recommendation above the base of the targeted hiring range shall be as follows:

- 1st Quartile –exceeds minimum qualifications for the position with documented experience, competencies and education above requirements, with an ability to be fully functioning in the position with close supervision during the orientation period and 6 months of training.
- Mid-point- The midpoint or the market reference point is considered appropriate for experienced and fully qualified employees whose performance and experience fulfill the major requirements of the position and enables them to perform most aspects of the job effectively with little or no supervision and/or training.
- Above the mid-point- Placement above the mid-point is considered appropriate in very limited circumstances only for a very broad and highly experienced, educated, and skilled employee. The individual should be highly knowledgeable in the job and related areas, and may have specialized skill or unique knowledge and serve as an expert resource. This individual requires little supervision or coaching with a very short orientation period.

To provide consistency and prevent claims of discrimination, the Human Resource Department must review all documentation and concur with the advance placement of all new employees above the base of the targeted hiring range.

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(2) Internal

The above procedure will apply for all internal candidates that are hired to fill posted vacant positions. Under normal circumstances procedure 3-03 H (1) will apply. In this case employees who are promoted will receive 5% above their **current** salary or the base of the targeted hiring range, whichever is greater. However, in cases where the internal employee possesses significant criteria as stated above in H (1), the employee may be placed in the same manner as stated in H (1).

New Procedure