



NO. 2100 COMPENSATION AND POSITION CLASSIFICATION

- 1.0 Oklahoma City Community College ("OCCC") has a comprehensive wage and salary planning approach designed to recruit and retain highly qualified faculty and staff and to reward employees based upon ability, performance, and OCCC's available financial resources.
- 2.0 POSITION CLASSIFICATION SYSTEM:
 - 2.1 OCCC has a position classification system which establishes salary ranges with minimum and maximum compensation that OCCC is willing and able to pay for each job consistent with the required level of knowledge, responsibility, and working conditions of that job and OCCC's available financial resources.
 - 2.2 All faculty positions belong to the classification "Faculty."
- 3.0 RANGE DETERMINATION:
 - 3.1 All faculty positions are included in a single salary range. The salary range is established by considering faculty salaries at peer institutions and OCCC's available financial resources.
 - 3.2 All non-faculty positions are analyzed for market comparison purposes using job specifications to develop comparable data from surveys of similar jobs in the appropriate local, state, regional and/or national labor markets. The salary range is established by considering comparable positions in the labor market and OCCC's available financial resources.
 - 3.3 Every 18 months, a Compensation Study will be conducted to ensure that job descriptions are aligned with current roles and responsibilities, that job families are appropriately slated, and that the salary ranges are consistent with market data. Any changes identified will be subject to OCCC's available financial resources.
- 4.0 ENTRY PLACEMENT:

The hiring rate for all positions is determined based on years of experience, type and level of job-related experience, educational qualifications, skills, knowledge, competencies and institutional considerations including availability of financial resources.
- 5.0 COMPENSATION ADJUSTMENT:
 - 5.1 Cost of Living Adjustment: On an annual basis, OCCC considers compensation increases based on the availability of financial resources, changes in the cost of living, and wage and salary adjustments. Compensation increases are generally effective July 1.
 - 5.2 Merit Adjustment: On an annual basis OCCC considers compensation increases based on performance and on the availability of financial resources. Compensation increases are generally effective July 1.
 - 5.3 Recognition of Higher Degrees:
 - 5.3.1 OCCC is an educational institution which encourages its employees to pursue continued formal and informal education.

5.3.2 OCCC awards a salary adjustment for attainment of progressively higher levels of post-secondary education (*i.e.*, first Associate's Degree, first Bachelor's Degree, first Master's Degree, and first Ph.D.).

Revised and Renumbered Effective: July 1, 2007

Revised: December 17, 2018

Revised: November 23, 2020