

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Employee Compensation		SOP #: HR.010.04
Effective Date	5/31/18	
Last Revision/Review	3/28/2023	

1. Purpose

To establish compensation plans for all BCOM employees.

2. Related Policy/Authority

Burrell Policy #B7590: Compensation Guidelines

3. Faculty/Staff Responsibilities

All employees.

4. Definitions/Abbreviations

CUPA-HR: College & University Professional Association for Human Resources

AAMC: Association of American Medical Colleges

Staff: Employees who are not hired on a faculty contract, this includes staff with a faculty appointment. For compensation purposes, this group does not include senior academic administrators (with or without a faculty appointment) or executive leadership (CEO, CAO and CFO).

Faculty: Employees who are hired on a faculty contract, does not include staff with a faculty appointment, senior academic administrators (with or without a faculty appointment), or executive leadership (CEO, CAO, CFO).

Senior Academic Administrator: Includes Associate Dean(s), Senior Associate Dean and Campus Dean

Executive Leadership: Includes Chief Executive Officer, Chief Academic Officer and Chief Financial Officer

5. Procedural Steps

1. The compensation comparability information may be collected from national CUPA-HR, AAMC and other applicable sources. The goal of this compensation structure is to ensure that compensation levels are regularly benchmarked against market-based comparators; the structure does not support compensation increases based on length of service. It may be that market comparator compensation for a given position title remains the same or even decreases from one year to the next; the College will never decrease any employee's compensation level as a result of an updated market comparison.
 - a. For Staff, CUPA-HR data will be compared to the median salary data, adjusted for experience in the position title; incumbents with less than 5 years of experience in the title duties will be targeted to the CUPA small school median. This reflects that, in general, incumbents with 5 or more years' experience in a position title are more likely to be considered qualified for similar positions in larger and more complex institutions; it does in no way guarantee that compensation will increase after 5 years of service in a given position title. Positions not identified in CUPA-HR will be addressed through COM salary surveys, as required. It will be used as a guideline for setting staff salaries, actual salaries may be adjusted for other factors.
 - b. For Faculty, AAMC benchmarking data will be drawn from the AAMC Salary Survey and other appropriate market sources and is subject to final approval of the Dean. This will be used as a guideline for setting faculty salaries, actual salaries may be

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adjusted for other factors.

- c. For Senior Academic Administrators, base salaries will be benchmarked against market comparators and subject to the final approval of the Dean.
 - d. Market target salaries will be prorated for FTE; the market target salary will be multiplied by the employee's actual FTE for the purpose of comparison.
 - e. Employee increases for market target salary (equity) adjustments will be budgetarily limited to a maximum of 20% per year (Executive leadership may adjust this amount down as needed for budgetary purposes, if necessary), per employee (unless otherwise approved by the Dean and/or President); an approved adjustment will be made over multiple years, as needed.
 - f. To be eligible for market target salary (equity) adjustments, an employee must be benefits eligible, employed at least 90 days prior to the effective date of the adjustment (exceptions may be made, as approved by executive leadership, when the structure of a salary table is updated), and not have a fixed termination date within the following fiscal year.
2. At least every 2 years, or as needed based on specific programs, the AVP of Human Resources shall be responsible for securing labor market information regarding employee compensation. The labor market data necessary for the comparability analysis shall be collected from schools who are similar in size and provision of services; and having similar job functions. Based upon the findings, an updated salary schedule may be proposed.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

Human Resources; to be reviewed annually.

8. Signature

Approved by Department Head of Human Resources	3/28/2023
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9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
1/11/2021	5	Clarified eligibility requirements		1/11/2021
6/17/2021	5	Clarified eligibility requirements		6/17/2021
6/20/2022	5	Clarified eligibility requirements		6/20/2022
3/28/2023	4 and 5	Clarified definitions and updated eligibility/ timeline		6/20/2023