SECTION: Faculty and Staff
TOPIC: Compensation Guidelines
Approved: Signature on File

Policy: B7590
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POLICY

Burrell College shall follow compensation guidelines which regularly benchmark employee compensation to agreed-upon market comparators. The compensation comparability information may be collected from various applicable sources, to include but not limited to CUPA-HR, AAMC and AACOM. This data, along with other applicable market data, will be used as a guideline for setting salaries; actual salaries may be adjusted for other factors including, but not limited to, experience and credentials. This process will encompass implied cost-of-living adjustments, which will not be separately provided.

RESPONSIBLE OFFICIAL(S):

Board of Trustees, President, Provost, School Deans, Vice President of Administration, Chief Financial Officer

PROCEDURE:

1. Market equity adjustments as informed by established market comparators will be determined on a two-year cycle. Board approval will be required to adjust market comparator sources.
2. Merit compensation will be in the form of an annual bonus. The amount of the annual bonus will be determined based upon approved budgetary parameters.

CROSS REFERENCES:

Procedural guidelines for the application of compensation adjustments may be found at the following links:
https://burrell.edu/HR010/
https://burrell.edu/HR011/
https://burrell.edu/HR012/