



# Northern Marianas College Procedure

Procedure No.: 5010.4 Procedure Title: Compensation and Classification

Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13

Office of Origin: Human Resources Office

Procedure Approval Authority: President

Board Policy No. Associated with this Procedure: 5010

This Procedure Supersedes/Replaces: 2011 BOR Policy Part IV.A

*The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.*

## Overview/procedure description

The President is charged with responsibility to maintain a classification and compensation system that will allow the College to attract and retain qualified personnel effectively, and to ensure that salaries are equitable and commensurate with the duties performed by each employee. All salaries and compensation, graded or ungraded, will be in accordance with a published salary schedule and related compensation program adopted by the President, which shall be commensurate with the College's approved budget approved by the Board of Regents.

## Areas of Responsibility

The Human Resources Office together with each Dean, Department Head, and the President are responsible to ensure that compensation of all College employees is set in accordance with this procedure. The Human Resources Office and the President will conduct periodic reviews of the compensation program.

## Procedure details

### Classification Plan

Positions with similar duties and levels of responsibility are assigned to the same salary level. The current Classification Plan is attached as Exhibit 1 to this procedure, and may be modified from time to time by the Human Resources Office with approval of the President. The salary scales to which the classifications are applied is attached as Exhibit 2 to this procedure and shall be revised from time to time by the President to ensure equitable and competitive pay throughout the institution.

The Human Resources Office conducts periodic reviews of various positions when there is an indication that an employee is working above or below the established responsibilities of that position. These reviews are normally initiated at the request of a department, and are conducted in accordance with

reclassification procedures. All reclassifications that would result in an increase in salary are subject to budgetary constraints and require the President's approval.

**Reclassification Procedures**

Revision of Position Descriptions and re-allocations within the classification plan shall be made as often as is necessary to provide current information on positions and classes. It shall be the duty of the Human Resources Office to examine the nature of all positions and to recommend allocations to existing or newly created classes, changes needed in the classification and/or compensation plans to accommodate changes in the duties and responsibilities of existing positions and similar matters. When deemed necessary by the Human Resources Director, a job or position audit shall be performed to measure the relative worth of a position and placement within the College's classification and salary schedule. This may be required for any reclassification request.

When a new position (not already classified) is requested by a Dean or Director, or when the duties of an existing position are substantially changed, the Dean or Director shall submit a written recommendation to the Human Resources Office including justification for the reclassification, and emphasizing changes in the position responsibilities or in qualification requirements (with documentary evidence to justify the change). The Human Resources Office will review the request. If the request is deemed by the Director of Human Resources to be justified, the budget impact will be determined, and a recommendation will be prepared for the President's review and approval. If approved, the Human Resources Office takes the necessary steps to effect the reclassification. No reclassification involving an upgrade or downgrade of salary not requested and approved as part of the budget process, will be implemented without the President's approval. If the President does not concur with the request, the Dean or Director will be provided reasons for the disapproval.

Any employee who considers his or her position improperly classified shall submit a request for reclassification to his or her department head or supervisor who will review the request and transmit it with a written recommendation (for or against) to the Human Resources Office.

The President shall have final decision authority for all reclassification requests.

**Position Descriptions**

The Human Resources Office shall maintain Position Descriptions and job specifications for all positions. The Position Descriptions shall include the following information: Class Title, Pay Level, Department, Division, Supervision received or exercised, examples of duties, minimum qualifications, and special requirements (if any).

The Position Description does not constitute an employment agreement between the College and Employee, and is subject to change as the needs of the College and the requirements of the position change and evolve. Examples of duties listed in the Position Description are intended only as illustrations of the various types of work performed. The omission of statements of specific duties does not exclude them from the position if the work is reasonably related to or associated with the position or if the employee's supervisor includes them as additional duties as may be assigned.

**ESTABLISHING SALARY UPON APPOINTMENT.** Upon appointment, salary shall be fixed using the following formula: Beginning at the first step of the appropriate pay grade, initial salary shall be advanced one step for each two years of creditable experience (as defined in the applicable vacancy announcement) up to and inclusive of step 8 of the appropriate grade. No salary, either faculty or staff, will exceed step twelve of the appropriate pay grade.

The salary, terms and conditions of employment for an employee hired for an ungraded position shall as negotiated and established by the President for that position.

**SALARY ADJUSTMENTS.** Salaries shall be adjusted annually (as permitted by budgetary constraints) at the beginning of each Fiscal Year to ensure College employees are fairly and equitably compensated, and that any increase in the cost of living in the Commonwealth is appropriately addressed.

Before the annual budget call, the Director of Human Resources, the Chief Financial Officer, and the President shall discuss the financial impact to the College of a one-step within grade increase to be given to all employees who receive a satisfactory performance appraisal. If the Chief Financial Officer certifies that sufficient budgeted funds are available, notice will be given to all employees, and one-step within grade increases will be implemented for all employees having satisfactory performance appraisals who have been employed by the institution for at least twelve (12) months on the first day of the fiscal year. No salary shall exceed step twelve of the appropriate grade. Additionally, a bonus pool may be established to be shared by employees rated Exceeds Expectations based upon pre-determined strategic, measurable, realistic, attainable and timely goals identified and agreed between manager and subordinate at the beginning of the previous fiscal year. Participation in the bonus pool shall be on a per-capita basis with appropriate bonus levels pre-determined based upon salary grade or ungraded status.

**NO GUARRANTY.** While this procedure provides a mechanism for salary adjustment and performance bonuses, it shall not be construed to create an entitlement to the same. All adjustments and bonuses shall be at the sole

discretion of the College.

**OVERTIME AND COMPENSATORY TIME.** When a need arises for an employee to work beyond the normal 40-hour workweek, a supervisor may pre-authorize compensatory time for non-exempt employees. No person may accrue more than eighty (80) hours of compensatory time at any given time without the prior written approval of the President. Thereafter, overtime may be accrued with the prior approval of the expenditure authority and the President. Approval and accrual of compensatory time and overtime is as follows:

1. A payroll exception report is completed in advance of the pay period in which the time will be accrued. The employee, the immediate supervisor and the expenditure authority must sign the report.
2. At the end of the pay period, the number of hours worked are entered on the employee time sheet under "compensatory time" and in the summary report under "c/t earned." When all required signatures are secured on these forms, they are forwarded to payroll.
3. Compensatory time is accrued at a rate of 1.5 times the actual hours worked in excess of 40 hours in a workweek.
4. When an employee has accumulated 80 hours of accrued compensatory time, and only with the approval of the President and the expenditure authority, an employee may accrue and be compensated for overtime at a rate of 1.5 times the actual hours worked in excess of 40 hours in the workweek (minus any hours of compensatory time accrued).

FLSA-Exempt employees shall not be entitled to overtime or compensatory time. Overtime and compensatory time not pre-approved in accordance with this procedure will not be authorized or permitted.

EXHIBIT 1  
SEE ATTACHED

| Grade | PAY LEVEL            | CURRENT STEP 1 | CURRENT STEP 2 | CURRENT STEP 3 | CURRENT STEP 4 | CURRENT STEP 5 | CURRENT STEP 6 | CURRENT STEP 7 | CURRENT STEP 8 | CURRENT STEP 9 | CURRENT STEP 10 | CURRENT STEP 11 | CURRENT STEP 12 |
|-------|----------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|-----------------|-----------------|
| 1     | HOURLY BASE SALARY   | 2.84           | 2.98           | 3.13           | 3.28           | 3.44           | 3.61           | 3.79           | 3.97           | 4.17           | 4.37            | 4.58            | 4.81            |
|       | BIWEEKLY BASE SALARY | 227.28         | 238.42         | 250.10         | 262.35         | 275.21         | 288.69         | 302.84         | 317.68         | 333.24         | 349.57          | 366.70          | 384.67          |
|       | ANNUAL BASE SALARY   | 5,909.25       | 6,198.80       | 6,502.54       | 6,821.16       | 7,155.40       | 7,506.01       | 7,873.80       | 8,259.62       | 8,664.34       | 9,088.89        | 9,534.25        | 10,001.43       |
| 2     | HOURLY BASE SALARY   | 2.98           | 3.13           | 3.28           | 3.44           | 3.61           | 3.79           | 3.97           | 4.17           | 4.37           | 4.58            | 4.81            | 5.04            |
|       | BIWEEKLY BASE SALARY | 238.42         | 250.10         | 262.35         | 275.21         | 288.69         | 302.84         | 317.68         | 333.24         | 349.57         | 366.70          | 384.67          | 403.52          |
|       | ANNUAL BASE SALARY   | 6,198.80       | 6,502.54       | 6,821.16       | 7,155.40       | 7,506.01       | 7,873.80       | 8,259.62       | 8,664.34       | 9,088.89       | 9,534.25        | 10,001.43       | 10,491.50       |
| 3     | HOURLY BASE SALARY   | 3.13           | 3.28           | 3.44           | 3.61           | 3.79           | 3.97           | 4.17           | 4.37           | 4.58           | 4.81            | 5.04            | 5.29            |
|       | BIWEEKLY BASE SALARY | 250.10         | 262.35         | 275.21         | 288.69         | 302.84         | 317.68         | 333.24         | 349.57         | 366.70         | 384.67          | 403.52          | 423.29          |
|       | ANNUAL BASE SALARY   | 6,502.54       | 6,821.16       | 7,155.40       | 7,506.01       | 7,873.80       | 8,259.62       | 8,664.34       | 9,088.89       | 9,534.25       | 10,001.43       | 10,491.50       | 11,005.58       |
| 4     | HOURLY BASE SALARY   | 3.28           | 3.44           | 3.61           | 3.79           | 3.97           | 4.17           | 4.37           | 4.58           | 4.81           | 5.04            | 5.29            | 5.55            |
|       | BIWEEKLY BASE SALARY | 262.35         | 275.21         | 288.69         | 302.84         | 317.68         | 333.24         | 349.57         | 366.70         | 384.67         | 403.52          | 423.29          | 444.03          |
|       | ANNUAL BASE SALARY   | 6,821.16       | 7,155.40       | 7,506.01       | 7,873.80       | 8,259.62       | 8,664.34       | 9,088.89       | 9,534.25       | 10,001.43      | 10,491.50       | 11,005.58       | 11,544.85       |
| 5     | HOURLY BASE SALARY   | 3.44           | 3.61           | 3.79           | 3.97           | 4.17           | 4.37           | 4.58           | 4.81           | 5.04           | 5.29            | 5.55            | 5.82            |
|       | BIWEEKLY BASE SALARY | 275.21         | 288.69         | 302.84         | 317.68         | 333.24         | 349.57         | 366.70         | 384.67         | 403.52         | 423.29          | 444.03          | 465.79          |
|       | ANNUAL BASE SALARY   | 7,155.40       | 7,506.01       | 7,873.80       | 8,259.62       | 8,664.34       | 9,088.89       | 9,534.25       | 10,001.43      | 10,491.50      | 11,005.58       | 11,544.85       | 12,110.55       |
| 6     | HOURLY BASE SALARY   | 3.61           | 3.79           | 3.97           | 4.17           | 4.37           | 4.58           | 4.81           | 5.04           | 5.29           | 5.55            | 5.82            | 6.11            |
|       | BIWEEKLY BASE SALARY | 288.69         | 302.84         | 317.68         | 333.24         | 349.57         | 366.70         | 384.67         | 403.52         | 423.29         | 444.03          | 465.79          | 488.61          |
|       | ANNUAL BASE SALARY   | 7,506.01       | 7,873.80       | 8,259.62       | 8,664.34       | 9,088.89       | 9,534.25       | 10,001.43      | 10,491.50      | 11,005.58      | 11,544.85       | 12,110.55       | 12,703.97       |
| 7     | HOURLY BASE SALARY   | 3.79           | 3.97           | 4.17           | 4.37           | 4.58           | 4.81           | 5.04           | 5.29           | 5.55           | 5.82            | 6.11            | 6.41            |
|       | BIWEEKLY BASE SALARY | 302.84         | 317.68         | 333.24         | 349.57         | 366.70         | 384.67         | 403.52         | 423.29         | 444.03         | 465.79          | 488.61          | 512.56          |
|       | ANNUAL BASE SALARY   | 7,873.80       | 8,259.62       | 8,664.34       | 9,088.89       | 9,534.25       | 10,001.43      | 10,491.50      | 11,005.58      | 11,544.85      | 12,110.55       | 12,703.97       | 13,326.46       |
| 8     | HOURLY BASE SALARY   | 3.97           | 4.17           | 4.37           | 4.58           | 4.81           | 5.04           | 5.29           | 5.55           | 5.82           | 6.11            | 6.41            | 6.72            |
|       | BIWEEKLY BASE SALARY | 317.68         | 333.24         | 349.57         | 366.70         | 384.67         | 403.52         | 423.29         | 444.03         | 465.79         | 488.61          | 512.56          | 537.67          |
|       | ANNUAL BASE SALARY   | 8,259.62       | 8,664.34       | 9,088.89       | 9,534.25       | 10,001.43      | 10,491.50      | 11,005.58      | 11,544.85      | 12,110.55      | 12,703.97       | 13,326.46       | 13,979.46       |
| 9     | HOURLY BASE SALARY   | 4.17           | 4.37           | 4.58           | 4.81           | 5.04           | 5.29           | 5.55           | 5.82           | 6.11           | 6.41            | 6.72            | 7.05            |
|       | BIWEEKLY BASE SALARY | 333.24         | 349.57         | 366.70         | 384.67         | 403.52         | 423.29         | 444.03         | 465.79         | 488.61         | 512.56          | 537.67          | 564.02          |
|       | ANNUAL BASE SALARY   | 8,664.34       | 9,088.89       | 9,534.25       | 10,001.43      | 10,491.50      | 11,005.58      | 11,544.85      | 12,110.55      | 12,703.97      | 13,326.46       | 13,979.46       | 14,664.45       |
| 10    | HOURLY BASE SALARY   | 4.37           | 4.58           | 4.81           | 5.04           | 5.29           | 5.55           | 5.82           | 6.11           | 6.41           | 6.72            | 7.05            | 7.40            |
|       | BIWEEKLY BASE SALARY | 349.57         | 366.70         | 384.67         | 403.52         | 423.29         | 444.03         | 465.79         | 488.61         | 512.56         | 537.67          | 564.02          | 591.65          |
|       | ANNUAL BASE SALARY   | 9,088.89       | 9,534.25       | 10,001.43      | 10,491.50      | 11,005.58      | 11,544.85      | 12,110.55      | 12,703.97      | 13,326.46      | 13,979.46       | 14,664.45       | 15,383.01       |
| 11    | HOURLY BASE SALARY   | 4.58           | 4.81           | 5.04           | 5.29           | 5.55           | 5.82           | 6.11           | 6.41           | 6.72           | 7.05            | 7.40            | 7.76            |
|       | BIWEEKLY BASE SALARY | 366.70         | 384.67         | 403.52         | 423.29         | 444.03         | 465.79         | 488.61         | 512.56         | 537.67         | 564.02          | 591.65          | 620.65          |
|       | ANNUAL BASE SALARY   | 9,534.25       | 10,001.43      | 10,491.50      | 11,005.58      | 11,544.85      | 12,110.55      | 12,703.97      | 13,326.46      | 13,979.46      | 14,664.45       | 15,383.01       | 16,136.78       |
| 12    | HOURLY BASE SALARY   | 4.81           | 5.04           | 5.29           | 5.55           | 5.82           | 6.11           | 6.41           | 6.72           | 7.05           | 7.40            | 7.76            | 8.14            |
|       | BIWEEKLY BASE SALARY | 384.67         | 403.52         | 423.29         | 444.03         | 465.79         | 488.61         | 512.56         | 537.67         | 564.02         | 591.65          | 620.65          | 651.06          |
|       | ANNUAL BASE SALARY   | 10,001.43      | 10,491.50      | 11,005.58      | 11,544.85      | 12,110.55      | 12,703.97      | 13,326.46      | 13,979.46      | 14,664.45      | 15,383.01       | 16,136.78       | 16,927.48       |
| 13    | HOURLY BASE SALARY   | 5.04           | 5.29           | 5.55           | 5.82           | 6.10           | 6.40           | 6.71           | 7.04           | 7.39           | 7.75            | 8.13            | 8.53            |
|       | BIWEEKLY BASE SALARY | 403.13         | 422.89         | 443.61         | 465.35         | 488.15         | 512.07         | 537.16         | 563.48         | 591.09         | 620.05          | 650.44          | 682.31          |
|       | ANNUAL BASE SALARY   | 10,481.50      | 10,995.09      | 11,533.85      | 12,099.01      | 12,691.86      | 13,313.76      | 13,966.13      | 14,650.47      | 15,368.34      | 16,121.39       | 16,911.34       | 17,740.00       |
| 14    | HOURLY BASE SALARY   | 5.29           | 5.55           | 5.82           | 6.10           | 6.40           | 6.71           | 7.04           | 7.39           | 7.75           | 8.13            | 8.53            | 8.95            |
|       | BIWEEKLY BASE SALARY | 422.89         | 443.61         | 465.35         | 488.15         | 512.07         | 537.16         | 563.48         | 591.09         | 620.05         | 650.44          | 682.31          | 715.74          |
|       | ANNUAL BASE SALARY   | 10,995.09      | 11,533.85      | 12,099.01      | 12,691.86      | 13,313.76      | 13,966.13      | 14,650.47      | 15,368.34      | 16,121.39      | 16,911.34       | 17,740.00       | 18,609.26       |

| Grade | PAY LEVEL            | CURRENT STEP 1 | CURRENT STEP 2 | CURRENT STEP 3 | CURRENT STEP 4 | CURRENT STEP 5 | CURRENT STEP 6 | CURRENT STEP 7 | CURRENT STEP 8 | CURRENT STEP 9 | CURRENT STEP 10 | CURRENT STEP 11 | CURRENT STEP 12 |
|-------|----------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|-----------------|-----------------|
| 15    | HOURLY BASE SALARY   | 5.55           | 5.82           | 6.10           | 6.40           | 6.71           | 7.04           | 7.39           | 7.75           | 8.13           | 8.53            | 8.95            | 9.39            |
|       | BIWEEKLY BASE SALARY | 443.61         | 465.35         | 488.15         | 512.07         | 537.16         | 563.48         | 591.09         | 620.05         | 650.44         | 682.31          | 715.74          | 750.81          |
|       | ANNUAL BASE SALARY   | 11,533.85      | 12,099.01      | 12,691.86      | 13,313.76      | 13,966.13      | 14,650.47      | 15,368.34      | 16,121.39      | 16,911.34      | 17,740.00       | 18,609.26       | 19,521.11       |
| 16    | HOURLY BASE SALARY   | 5.82           | 6.10           | 6.40           | 6.71           | 7.04           | 7.39           | 7.75           | 8.13           | 8.53           | 8.95            | 9.39            | 9.85            |
|       | BIWEEKLY BASE SALARY | 465.35         | 488.15         | 512.07         | 537.16         | 563.48         | 591.09         | 620.05         | 650.44         | 682.31         | 715.74          | 750.81          | 787.60          |
|       | ANNUAL BASE SALARY   | 12,099.01      | 12,691.86      | 13,313.76      | 13,966.13      | 14,650.47      | 15,368.34      | 16,121.39      | 16,911.34      | 17,740.00      | 18,609.26       | 19,521.11       | 20,477.64       |
| 17    | HOURLY BASE SALARY   | 6.10           | 6.40           | 6.71           | 7.04           | 7.39           | 7.75           | 8.13           | 8.53           | 8.95           | 9.39            | 9.85            | 10.33           |
|       | BIWEEKLY BASE SALARY | 488.15         | 512.07         | 537.16         | 563.48         | 591.09         | 620.05         | 650.44         | 682.31         | 715.74         | 750.81          | 787.60          | 826.19          |
|       | ANNUAL BASE SALARY   | 12,691.86      | 13,313.76      | 13,966.13      | 14,650.47      | 15,368.34      | 16,121.39      | 16,911.34      | 17,740.00      | 18,609.26      | 19,521.11       | 20,477.64       | 21,481.04       |
| 18    | HOURLY BASE SALARY   | 6.40           | 6.71           | 7.04           | 7.39           | 7.75           | 8.13           | 8.53           | 8.95           | 9.39           | 9.85            | 10.33           | 10.83           |
|       | BIWEEKLY BASE SALARY | 512.07         | 537.16         | 563.48         | 591.09         | 620.05         | 650.44         | 682.31         | 715.74         | 750.81         | 787.60          | 826.19          | 866.68          |
|       | ANNUAL BASE SALARY   | 13,313.76      | 13,966.13      | 14,650.47      | 15,368.34      | 16,121.39      | 16,911.34      | 17,740.00      | 18,609.26      | 19,521.11      | 20,477.64       | 21,481.04       | 22,533.61       |
| 19    | HOURLY BASE SALARY   | 6.71           | 7.04           | 7.39           | 7.75           | 8.13           | 8.53           | 8.95           | 9.39           | 9.85           | 10.33           | 10.83           | 11.36           |
|       | BIWEEKLY BASE SALARY | 537.16         | 563.48         | 591.09         | 620.05         | 650.44         | 682.31         | 715.74         | 750.81         | 787.60         | 826.19          | 866.68          | 909.14          |
|       | ANNUAL BASE SALARY   | 13,966.13      | 14,650.47      | 15,368.34      | 16,121.39      | 16,911.34      | 17,740.00      | 18,609.26      | 19,521.11      | 20,477.64      | 21,481.04       | 22,533.61       | 23,637.76       |
| 20    | HOURLY BASE SALARY   | 7.04           | 7.39           | 7.75           | 8.13           | 8.53           | 8.95           | 9.39           | 9.85           | 10.33          | 10.83           | 11.36           | 11.92           |
|       | BIWEEKLY BASE SALARY | 563.48         | 591.09         | 620.05         | 650.44         | 682.31         | 715.74         | 750.81         | 787.60         | 826.19         | 866.68          | 909.14          | 953.69          |
|       | ANNUAL BASE SALARY   | 14,650.47      | 15,368.34      | 16,121.39      | 16,911.34      | 17,740.00      | 18,609.26      | 19,521.11      | 20,477.64      | 21,481.04      | 22,533.61       | 23,637.76       | 24,796.01       |
| 21    | HOURLY BASE SALARY   | 7.39           | 7.75           | 8.13           | 8.53           | 8.95           | 9.39           | 9.85           | 10.33          | 10.83          | 11.36           | 11.92           | 12.51           |
|       | BIWEEKLY BASE SALARY | 591.09         | 620.05         | 650.44         | 682.31         | 715.74         | 750.81         | 787.60         | 826.19         | 866.68         | 909.14          | 953.69          | 1,000.42        |
|       | ANNUAL BASE SALARY   | 15,368.34      | 16,121.39      | 16,911.34      | 17,740.00      | 18,609.26      | 19,521.11      | 20,477.64      | 21,481.04      | 22,533.61      | 23,637.76       | 24,796.01       | 26,011.01       |
| 22    | HOURLY BASE SALARY   | 7.74           | 8.11           | 8.50           | 8.91           | 9.34           | 9.79           | 10.26          | 10.75          | 11.27          | 11.81           | 12.37           | 12.97           |
|       | BIWEEKLY BASE SALARY | 619.46         | 649.20         | 680.36         | 713.02         | 747.24         | 783.11         | 820.70         | 860.09         | 901.37         | 944.64          | 989.98          | 1,037.50        |
|       | ANNUAL BASE SALARY   | 16,106.02      | 16,879.11      | 17,689.31      | 18,538.40      | 19,428.24      | 20,360.80      | 21,338.12      | 22,362.35      | 23,435.74      | 24,560.66       | 25,739.57       | 26,975.07       |
| 23    | HOURLY BASE SALARY   | 8.11           | 8.50           | 8.91           | 9.34           | 9.79           | 10.26          | 10.75          | 11.27          | 11.81          | 12.37           | 12.97           | 13.59           |
|       | BIWEEKLY BASE SALARY | 649.20         | 680.36         | 713.02         | 747.24         | 783.11         | 820.70         | 860.09         | 901.37         | 944.64         | 989.98          | 1,037.50        | 1,087.30        |
|       | ANNUAL BASE SALARY   | 16,879.11      | 17,689.31      | 18,538.40      | 19,428.24      | 20,360.80      | 21,338.12      | 22,362.35      | 23,435.74      | 24,560.66      | 25,739.57       | 26,975.07       | 28,269.87       |
| 24    | HOURLY BASE SALARY   | 8.50           | 8.91           | 9.34           | 9.79           | 10.26          | 10.75          | 11.27          | 11.81          | 12.37          | 12.97           | 13.59           | 14.24           |
|       | BIWEEKLY BASE SALARY | 680.36         | 713.02         | 747.24         | 783.11         | 820.70         | 860.09         | 901.37         | 944.64         | 989.98         | 1,037.50        | 1,087.30        | 1,139.49        |
|       | ANNUAL BASE SALARY   | 17,689.31      | 18,538.40      | 19,428.24      | 20,360.80      | 21,338.12      | 22,362.35      | 23,435.74      | 24,560.66      | 25,739.57      | 26,975.07       | 28,269.87       | 29,626.82       |
| 25    | HOURLY BASE SALARY   | 8.91           | 9.34           | 9.79           | 10.26          | 10.75          | 11.27          | 11.81          | 12.37          | 12.97          | 13.59           | 14.24           | 14.93           |
|       | BIWEEKLY BASE SALARY | 713.02         | 747.24         | 783.11         | 820.70         | 860.09         | 901.37         | 944.64         | 989.98         | 1,037.50       | 1,087.30        | 1,139.49        | 1,194.19        |
|       | ANNUAL BASE SALARY   | 18,538.40      | 19,428.24      | 20,360.80      | 21,338.12      | 22,362.35      | 23,435.74      | 24,560.66      | 25,739.57      | 26,975.07      | 28,269.87       | 29,626.82       | 31,048.91       |
| 26    | HOURLY BASE SALARY   | 9.34           | 9.79           | 10.26          | 10.75          | 11.27          | 11.81          | 12.37          | 12.97          | 13.59          | 14.24           | 14.93           | 15.64           |
|       | BIWEEKLY BASE SALARY | 747.24         | 783.11         | 820.70         | 860.09         | 901.37         | 944.64         | 989.98         | 1,037.50       | 1,087.30       | 1,139.49        | 1,194.19        | 1,251.51        |
|       | ANNUAL BASE SALARY   | 19,428.24      | 20,360.80      | 21,338.12      | 22,362.35      | 23,435.74      | 24,560.66      | 25,739.57      | 26,975.07      | 28,269.87      | 29,626.82       | 31,048.91       | 32,539.26       |
| 27    | HOURLY BASE SALARY   | 9.79           | 10.26          | 10.75          | 11.27          | 11.81          | 12.37          | 12.97          | 13.59          | 14.24          | 14.93           | 15.64           | 16.39           |
|       | BIWEEKLY BASE SALARY | 783.11         | 820.70         | 860.09         | 901.37         | 944.64         | 989.98         | 1,037.50       | 1,087.30       | 1,139.49       | 1,194.19        | 1,251.51        | 1,311.58        |
|       | ANNUAL BASE SALARY   | 20,360.80      | 21,338.12      | 22,362.35      | 23,435.74      | 24,560.66      | 25,739.57      | 26,975.07      | 28,269.87      | 29,626.82      | 31,048.91       | 32,539.26       | 34,101.14       |

| Grade | PAY LEVEL            | CURRENT STEP 1 | CURRENT STEP 2 | CURRENT STEP 3 | CURRENT STEP 4 | CURRENT STEP 5 | CURRENT STEP 6 | CURRENT STEP 7 | CURRENT STEP 8 | CURRENT STEP 9 | CURRENT STEP 10 | CURRENT STEP 11 | CURRENT STEP 12 |
|-------|----------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|-----------------|-----------------|
| 28    | HOURLY BASE SALARY   | 10.26          | 10.75          | 11.27          | 11.81          | 12.37          | 12.97          | 13.59          | 14.24          | 14.93          | 15.64           | 16.39           | 17.18           |
|       | BIWEEKLY BASE SALARY | 820.70         | 860.09         | 901.37         | 944.64         | 989.98         | 1,037.50       | 1,087.30       | 1,139.49       | 1,194.19       | 1,251.51        | 1,311.58        | 1,374.54        |
|       | ANNUAL BASE SALARY   | 21,338.12      | 22,362.35      | 23,435.74      | 24,560.66      | 25,739.57      | 26,975.07      | 28,269.87      | 29,626.82      | 31,048.91      | 32,539.26       | 34,101.14       | 35,737.99       |
| 29    | HOURLY BASE SALARY   | 10.75          | 11.27          | 11.81          | 12.37          | 12.97          | 13.59          | 14.24          | 14.93          | 15.64          | 16.39           | 17.18           | 18.01           |
|       | BIWEEKLY BASE SALARY | 860.09         | 901.37         | 944.64         | 989.98         | 1,037.50       | 1,087.30       | 1,139.49       | 1,194.19       | 1,251.51       | 1,311.58        | 1,374.54        | 1,440.52        |
|       | ANNUAL BASE SALARY   | 22,362.35      | 23,435.74      | 24,560.66      | 25,739.57      | 26,975.07      | 28,269.87      | 29,626.82      | 31,048.91      | 32,539.26      | 34,101.14       | 35,737.99       | 37,453.41       |
| 30    | HOURLY BASE SALARY   | 11.27          | 11.81          | 12.37          | 12.97          | 13.59          | 14.24          | 14.93          | 15.64          | 16.39          | 17.18           | 18.01           | 18.87           |
|       | BIWEEKLY BASE SALARY | 901.37         | 944.64         | 989.98         | 1,037.50       | 1,087.30       | 1,139.49       | 1,194.19       | 1,251.51       | 1,311.58       | 1,374.54        | 1,440.52        | 1,509.66        |
|       | ANNUAL BASE SALARY   | 23,435.74      | 24,560.66      | 25,739.57      | 26,975.07      | 28,269.87      | 29,626.82      | 31,048.91      | 32,539.26      | 34,101.14      | 35,737.99       | 37,453.41       | 39,251.17       |
| 31    | HOURLY BASE SALARY   | 11.81          | 12.37          | 12.97          | 13.59          | 14.24          | 14.93          | 15.64          | 16.39          | 17.18          | 18.01           | 18.87           | 19.78           |
|       | BIWEEKLY BASE SALARY | 944.64         | 989.98         | 1,037.50       | 1,087.30       | 1,139.49       | 1,194.19       | 1,251.51       | 1,311.58       | 1,374.54       | 1,440.52        | 1,509.66        | 1,582.12        |
|       | ANNUAL BASE SALARY   | 24,560.66      | 25,739.57      | 26,975.07      | 28,269.87      | 29,626.82      | 31,048.91      | 32,539.26      | 34,101.14      | 35,737.99      | 37,453.41       | 39,251.17       | 41,135.23       |
| 32    | HOURLY BASE SALARY   | 12.37          | 12.96          | 13.57          | 14.22          | 14.89          | 15.60          | 16.34          | 17.12          | 17.93          | 18.78           | 19.67           | 20.61           |
|       | BIWEEKLY BASE SALARY | 989.51         | 1,036.51       | 1,085.75       | 1,137.32       | 1,191.34       | 1,247.93       | 1,307.21       | 1,369.30       | 1,434.34       | 1,502.47        | 1,573.84        | 1,648.60        |
|       | ANNUAL BASE SALARY   | 25,727.29      | 26,949.34      | 28,229.43      | 29,570.33      | 30,974.92      | 32,446.23      | 33,987.43      | 35,601.83      | 37,292.92      | 39,064.33       | 40,919.89       | 42,863.58       |
| 33    | HOURLY BASE SALARY   | 12.96          | 13.57          | 14.22          | 14.89          | 15.60          | 16.34          | 17.12          | 17.93          | 18.78          | 19.67           | 20.61           | 21.59           |
|       | BIWEEKLY BASE SALARY | 1,036.51       | 1,085.75       | 1,137.32       | 1,191.34       | 1,247.93       | 1,307.21       | 1,369.30       | 1,434.34       | 1,502.47       | 1,573.84        | 1,648.60        | 1,726.91        |
|       | ANNUAL BASE SALARY   | 26,949.34      | 28,229.43      | 29,570.33      | 30,974.92      | 32,446.23      | 33,987.43      | 35,601.83      | 37,292.92      | 39,064.33      | 40,919.89       | 42,863.58       | 44,899.60       |
| 34    | HOURLY BASE SALARY   | 13.57          | 14.22          | 14.89          | 15.60          | 16.34          | 17.12          | 17.93          | 18.78          | 19.67          | 20.61           | 21.59           | 22.61           |
|       | BIWEEKLY BASE SALARY | 1,085.75       | 1,137.32       | 1,191.34       | 1,247.93       | 1,307.21       | 1,369.30       | 1,434.34       | 1,502.47       | 1,573.84       | 1,648.60        | 1,726.91        | 1,808.94        |
|       | ANNUAL BASE SALARY   | 28,229.43      | 29,570.33      | 30,974.92      | 32,446.23      | 33,987.43      | 35,601.83      | 37,292.92      | 39,064.33      | 40,919.89      | 42,863.58       | 44,899.60       | 47,032.33       |
| 35    | HOURLY BASE SALARY   | 14.22          | 14.89          | 15.60          | 16.34          | 17.12          | 17.93          | 18.78          | 19.67          | 20.61          | 21.59           | 22.61           | 23.69           |
|       | BIWEEKLY BASE SALARY | 1,137.32       | 1,191.34       | 1,247.93       | 1,307.21       | 1,369.30       | 1,434.34       | 1,502.47       | 1,573.84       | 1,648.60       | 1,726.91        | 1,808.94        | 1,894.86        |
|       | ANNUAL BASE SALARY   | 29,570.33      | 30,974.92      | 32,446.23      | 33,987.43      | 35,601.83      | 37,292.92      | 39,064.33      | 40,919.89      | 42,863.58      | 44,899.60       | 47,032.33       | 49,266.37       |







EXHIBIT 2  
SEE ATTACHED

Northern Marianas College  
Position Audit and Job Evaluation  
August 1999

| Classification Title                  | Current Pay Level | Minimum Education | Minimum Years of Experience | Total Weighted Points | Proposed Pay Level Opt.#2 | Classification Approved On |
|---------------------------------------|-------------------|-------------------|-----------------------------|-----------------------|---------------------------|----------------------------|
| Academic Records Specialist I         | 20                | AA                | 2                           |                       |                           | 8/1/2003                   |
| Accountant I                          | 26                | AA                | 2                           | 44                    | 18                        |                            |
| Accountant II                         | 28                | BA                | 2                           | 50                    | 21                        |                            |
| Accountant III                        | 32                | BA                | 4                           | 54                    | 24                        |                            |
| Accountant, Chief                     | 35                | BA                | 6                           | 68                    | 33                        |                            |
| Accounting Technician I               | 22                | HS+15             | 5                           | 33                    | 10                        |                            |
| Accounting Technician II              | 24                | AA                |                             | 35                    | 12                        |                            |
| Administrative Assistant I            | 14                | HS+15             | 3                           | 26                    | 6                         |                            |
| Administrative Assistant II           | 17                | HS+30             | 4                           | 28                    | 7                         |                            |
| Administrative Assistant III          | 19                | AA                | 2                           | 30                    | 8                         |                            |
| Administrative Manager I              | 20                | AA                | 4                           | 37                    | 13                        |                            |
| Administrative Manager II             | 24                | AA+30             | 4                           | 39                    | 14                        |                            |
| Administrative Manager III            | 26                | BA                | 2                           | 42                    | 16                        |                            |
| Administrative Manager IV             | 30                | BA                | 4                           | 52                    | 23                        |                            |
| Administrator, Campus (Tinian & Rota) | UNG               | BA/MA             | 4/2                         | 70                    | 35                        |                            |
| Admissions Specialist I               | 20                | AA                | 2                           |                       |                           | 8/1/2003                   |
| Admissions Specialist II              | 24                | BA                | 2                           |                       |                           | 8/1/2003                   |
| Archivist                             | 34                | BA                | 6                           | 60                    | 28                        |                            |
| Archivist Technician                  |                   | AA                |                             | 37                    | 13                        |                            |
| Archivist Technician II               | 25                | BA                |                             | 44                    | 18                        |                            |
| Assistant to the President            | UNG               | BA/MA             | 4/2                         | 70                    | 35                        |                            |
| Assistant Registrar                   | 26                | AA/BA             | 2                           |                       |                           | 4/9/2002                   |
| Assistant to the Vice President       | 35                | MA                | 5                           | 67                    | 33                        | 5/17/2001                  |
| Bookstore Assistant I                 | 18                | HS/AA             | 4                           |                       |                           | 4/10/2003                  |
| Bookstore Assistant II                | 20                | AA                | 2                           |                       |                           | 4/10/2003                  |
| Budget Analyst                        | 32                | BA                | 3                           | 49                    | 21                        |                            |
| Budget Officer                        | 34                | BA/MA             | 4/2                         | 71                    | 35                        |                            |
| Budget Technician                     | 26                | AA                | 2                           | 37                    | 13                        |                            |
| Business Consultant I                 |                   | MBA               |                             | 57                    | 26                        |                            |
| Business Consultant II                |                   | MBA               | 3                           | 63                    | 30                        |                            |
| Clerk I                               | 9                 | HS                |                             | 18                    | 1                         |                            |
| Clerk II                              | 10                | HS                | 2                           | 21                    | 2                         |                            |
| Clerk III                             | 14                | HS                | 3                           | 23                    | 4                         |                            |
| Comptroller                           | UNG               | BA+CPA            | 6                           | 74                    | 37                        |                            |
| Computer Lab Supervisor               | 28                | AA                | 2                           | 40                    | 15                        | 8/3/2001                   |
| Computer Lab Supervisor II            | 30                | AA+30             | 4                           |                       |                           | 8/3/2001                   |
| Computer Lab Supervisor III           | 32                | BA                | 4                           |                       |                           | 8/3/2001                   |
| Database Administrator I              | 32                | HS + 30           | 2                           |                       |                           | 2/1/2001                   |
| Database Administrator II             | 34                | AA                | 2                           |                       |                           | 2/1/2001                   |
| Dean I                                |                   | MA                | 4                           | 68                    | 33                        |                            |
| Dean II                               |                   | MA/PhD            | 6/0                         | 73                    | 37                        |                            |
| Director I                            | 30                | BA                | 4                           | 67                    | 33                        |                            |
| Director II                           | 33                | BA/MA             | 6/4                         | 70                    | 35                        |                            |
| Director III                          | 35                | MA/PhD            | 6/4                         | 76                    | 38                        |                            |
| Director, Business Development Ctr.   | UNG               | MBA               | 8                           | 70                    | 35                        | 12/17/2001                 |
| Executive Secretary I                 | 30                | AA/BA             | 2                           |                       |                           | 4/4/2001                   |
| Executive Secretary II                | 32                | BA                | 2                           |                       |                           | 4/4/2001                   |
| Extension Aide I                      | 10                | HS                |                             | 32                    | 10                        |                            |
| Extension Aide II                     | 22                | HS+30             | 2                           | 34                    | 11                        |                            |
| Extension Aide III                    | 26                | AA                | 4                           | 36                    | 12                        |                            |
| Facilities Maintenance Coordinator    | 23                | AA                | 4                           | 44                    | 18                        |                            |
| Facilities Maintenance Specialist     | 19                | HS                | 4                           | 36                    | 12                        |                            |
| Financial Aid Specialist I            | 21                | AA                | 2                           | 37                    | 13                        | 7/24/2003                  |

Northern Marianas College  
Position Audit and Job Evaluation  
August 1999

| Classification Title                     | Current Pay Level | Minimum Education | Minimum Years of Experience | Total Weighted Points | Proposed Pay Level Opt.#2 |            |
|--|-------------------|-------------------|-----------------------------|-----------------------|---------------------------|------------|
| Financial Aid Specialist I               | 21                | AA                | 2                           |                       |                           | 7/18/2003  |
| Financial Aid Specialist II              | 25                | BA                | 2                           | 42                    | 16                        | 7/24/2003  |
| Financial Aid Specialist III             | 28                | BA/MA             | 4/2                         |                       |                           | 7/24/2003  |
| Grants Writer                            | 34                | BA                | 4                           | 60                    | 28                        |            |
| Institutional Researcher I               | 26                | AA                | 4                           |                       |                           | 12/7/2000  |
| Institutional Researcher II              | 28                | BA                | 3                           |                       |                           | 12/7/2000  |
| Institutional Researcher III             | 32                | BA/MA             | 2                           |                       |                           | 10/30/2002 |
| Institutional Researcher/Evaluator       | 32                | MA                | 2                           |                       |                           | 12/7/2000  |
| Librarian Aide I                         | 13                | HS                |                             | 30                    | 8                         |            |
| Librarian Aide II                        | 15                | HS                | 2                           | 32                    | 10                        |            |
| Library Technician I                     | 18                | AA                |                             | 37                    | 13                        |            |
| Library Technician II                    | 26                | AA+30             | 2                           | 39                    | 14                        |            |
| Marketing Manager                        |                   | BA/MA             | 4/2                         | 59                    | 27                        |            |
| Media Specialist I                       | 10                | HS+30             |                             | 32                    | 10                        |            |
| Media Specialist II                      | 18                | AA                |                             | 34                    | 13                        |            |
| Media Specialist III                     | 25                | BA                |                             | 48                    | 20                        |            |
| Network Specialist I                     | 32                | HS                | 2                           | 43                    | 17                        |            |
| Network Specialist II                    | 33                | HS+30             | 2                           | 45                    | 18                        |            |
| Network Specialist III                   | 34                | AA                | 2                           | 51                    | 22                        |            |
| Operations Coordinator                   |                   | HS+15             | 6                           | 44                    | 18                        |            |
| Operations Manager                       | UNG               |                   |                             | 66                    | 32                        |            |
| Personnel Specialist I                   | 24                | AA/BA             | 4/0                         | 49                    | 21                        | 12/26/2001 |
| Personnel Specialist II                  | 26                | BA                | 3                           | 59                    | 27                        | 12/26/2001 |
| Personnel Specialist III                 | 32                | BA/MA             | 3/2/                        | 63                    | 30                        | 12/26/2001 |
| Procurement & Property Officer           | 25                | BA                | 4                           | 50                    | 21                        |            |
| Program Coordinator I                    | 24                | AA                | 2                           | 42                    | 16                        |            |
| Program Coordinator II                   | 26                | BA                |                             | 43                    | 17                        |            |
| Program Coordinator III                  | 28                | BA/MA             | 4/0                         | 55                    | 25                        |            |
| Program Manager I                        | 28                | BA                |                             | 43                    | 17                        |            |
| Program Manager II                       | 30                | BA                | 4                           | 48                    | 20                        |            |
| Program Manager III                      | 32                | BA/MA             | 6/2                         | 59                    | 27                        |            |
| Public Information Officer               | 32/34             | BA                | 2                           |                       |                           | 11/18/2003 |
| Public Relation Specialist               | 32                | BA                | 2                           | 53                    | 23                        |            |
| Radio Station Manager                    | 30                | BA                | 4                           | 58                    | 27                        |            |
| Registrar-Assistant (Graduate Evaluator) | 26                | AA                | 2                           |                       |                           | 4/9/2002   |
| Registrar                                | 28                | BA                | 2                           |                       |                           | 4/9/2002   |
| Research Assistant I                     | 10                | HS                |                             | 31                    | 9                         |            |
| Research Assistant II                    | 22                | HS+30             |                             | 33                    | 10                        |            |
| Research Assistant III                   | 24                | AA                |                             | 35                    | 12                        |            |
| Statistician                             | 24                | AA/BA             | 5/3                         | 39                    | 14                        |            |
| Supply Specialist I                      | 20                | HS+15             | 2                           | 34                    | 11                        |            |
| Supply Specialist II                     | 22                | AA                | 2                           | 41                    | 16                        |            |
| Teacher Aide I                           | 20                | HS+30             | 1                           | 28                    | 7                         |            |
| Teacher Aide II                          | 22                | AA                | 2                           | 32                    | 10                        |            |
| Director of Finance & Administration     | UNG               | MA                | UNG                         | UNG                   | UNG                       |            |
| Vice-President I                         | UNG               | MA                | UNG                         | UNG                   | UNG                       |            |
| Vice-President II                        | UNG               | PhD               | UNG                         | UNG                   | UNG                       |            |
| President I                              | UNG               | MA                | UNG                         | UNG                   | UNG                       |            |
| President II                             | UNG               | PhD               | UNG                         | UNG                   | UNG                       |            |
| Provost                                  | UNG               | BA/MA             | 6 or 4                      | UNG                   | UNG                       | 2/4/2004   |