



Northern Marianas College Procedure

Procedure No.: 5010.4.1 Procedure Title: Interim Compensation and Classification
 Issuing Date: 10/28/13 Adoption Date: 10/28/13 Effective Date: 10/28/13
 Office of Origin: Human Resources Office
 Procedure Approval Authority: President *[Signature]*
 Board Policy No. Associated with this Procedure: 5010
 This Procedure Supersedes/Replaces: _____

This Procedure temporarily replaces Procedure 5010.4. with respect to new-hires. It will be repealed when comprehensive salary adjustments are applied to existing personnel and a new salary scale is incorporated into Procedure 5010.4

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

Overview/procedure description

The institution has adopted a Classification Plan and Salary Scales pursuant to Procedure 5010.4. These are based upon previous policy, and have been in need of adjustment for some time. The Director of Human Resources proposed, and College Council recommended that the President adopt a revised salary scale in the form attached hereto as Exhibit 1 with the condition that it initially be applied only to new-hires, and further that its implementation be capped at step two of the applicable grade. Existing personnel in existing positions will not be affected by this Temporary Procedure 5010.4.1.

Areas of Responsibility

The Human Resources Office together with each Dean, Department Head, and the President are responsible to ensure that compensation of all new College employees is set in accordance with procedure 5010.4 as modified by this Temporary Procedure 5010.4.1.

Procedure details

BUDGET CAPS Notwithstanding the revised salary scale, no salary shall be established at an amount greater than budgeted (after any approved reprogramming). Accordingly, salaries established pursuant to this Temporary Procedure 5010.4.1 shall be the lesser of what has been budgeted by the hiring department and the appropriate salary set forth on Exhibit 1.

POSITIONS ADVERTISED BUT NOT FILLED AS OF ADOPTION OF PROCEDURE To the extent that the salary scale adopted pursuant to this Temporary Procedure 5010.4.1 will impact any position advertised but not yet

filled, such position(s) shall be re-announced at the new rate of pay. If the salary to be established pursuant to this Temporary Procedure is within the range advertised, no such re-announcement will be required.

ADVERTISED GRADE Appointments shall be limited to the advertised grade based upon bona fide qualifications necessary to support the position, taking into consideration its duties and responsibilities, and the education and experience necessary to be successful. Accordingly, an appointee whose qualifications exceed the minimum advertised for the position will nonetheless be appointed at the advertised grade and salary.

POTENTIAL IMPACT UPON SUPERVISORS In the event that a salary established pursuant to this Temporary Procedure 5010.4.1 leads to a subordinate receiving a salary in excess of his or her supervisor, the supervisor's salary shall be adjusted to reflect step one of the appropriate grade on the new pay scale.

CLASSIFICATION PLAN Positions with similar duties and levels of responsibility are generally assigned to the same salary level in the College's current Classification Plan. Preliminary review indicates that certain positions within NMC's current Classification Plan are classified in grades of dissimilar duties or levels of responsibility, and thus may lead to compensation at levels divergent from our peers. Accordingly, before any vacancy announcement is published or posted, the Director of Human Resources shall review peer salary data for similar positions, and compare such data with the salary grade for the position being advertised. If a material discrepancy is noted, the Director of Human Resources shall confer with the hiring authority and the President to determine whether the position should be reclassified under the new salary scale. The President shall have final decision making authority for all reclassifications under this Temporary Procedure 5010.4.1.

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 in excess of the minimum required experience defined in the applicable vacancy announcement, up to and inclusive of step 2 of the appropriate grade. No salary established pursuant to this Temporary Procedure 5010.4.1, for either faculty or staff, will exceed step 2 of the appropriate pay grade until this Temporary Procedure is repealed.

The salary for an employee hired for an ungraded position shall be at the rate established by the President for that position.

SALARY ADJUSTMENTS. Before the annual appropriations budget call, the Director of Human Resources, the Chief Financial Officer, and the President

shall discuss the financial impact to the College of salary adjustments for existing College personnel with a view to bringing all personnel up to the greater of their current NMC salary or 85% of the average of our peers. If a sustainable mechanism for such adjustments is developed and salary adjustments are achieved, this Temporary Procedure 5010.4.1 will be repealed and the salary scale and revised position classifications adopted hereunder shall be incorporated into Procedure 5010.4. It is acknowledged that it may be necessary for these adjustments to occur in steps that may be spread across multiple fiscal years.

NO GUARRANTY. While this procedure provides a mechanism for salary adjustment, it shall not be construed to create an entitlement to the same.

Exhibit 1
Salary Scale

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Grade/Step	1	2	3	4	5	6	7	8	9	10	11	12
29	\$ 40,567.11	\$ 41,986.96	\$ 43,456.50	\$ 44,977.48	\$ 46,551.69	\$ 48,181.00	\$ 49,867.34	\$ 51,612.69	\$ 53,419.14	\$ 55,288.81	\$ 57,223.92	\$ 59,226.75
30	\$ 42,189.79	\$ 43,666.44	\$ 45,194.76	\$ 46,776.58	\$ 48,413.76	\$ 50,108.24	\$ 51,862.03	\$ 53,677.20	\$ 55,555.90	\$ 57,500.36	\$ 59,512.87	\$ 61,595.82
31	\$ 43,877.39	\$ 45,413.09	\$ 47,002.55	\$ 48,647.64	\$ 50,350.31	\$ 52,112.57	\$ 53,936.51	\$ 55,824.29	\$ 57,778.14	\$ 59,800.37	\$ 61,893.39	\$ 64,059.66
32	\$ 45,632.48	\$ 47,229.62	\$ 48,882.66	\$ 50,593.55	\$ 52,364.32	\$ 54,197.07	\$ 56,093.97	\$ 58,057.26	\$ 60,089.26	\$ 62,192.39	\$ 64,369.12	\$ 66,624.92
33	\$ 47,457.78	\$ 49,118.50	\$ 50,837.96	\$ 52,617.29	\$ 54,458.90	\$ 56,364.96	\$ 58,337.73	\$ 60,379.55	\$ 62,492.83	\$ 64,680.08	\$ 66,943.89	\$ 69,286.92
34	\$ 49,356.09	\$ 51,083.56	\$ 52,871.48	\$ 54,721.98	\$ 56,637.25	\$ 58,619.55	\$ 60,671.24	\$ 62,794.73	\$ 64,992.55	\$ 67,267.29	\$ 69,621.64	\$ 72,058.40
35	\$ 51,330.34	\$ 53,126.90	\$ 54,986.34	\$ 56,910.86	\$ 58,902.74	\$ 60,964.34	\$ 63,098.09	\$ 65,306.52	\$ 67,592.25	\$ 69,957.98	\$ 72,406.51	\$ 74,940.74

F10

Grade/Step	1	2	3	4	5	6	7	8	9	10	11	12
29	\$ 36,918.09	\$ 38,210.22	\$ 39,547.58	\$ 40,931.75	\$ 42,364.36	\$ 43,847.11	\$ 45,381.76	\$ 46,970.12	\$ 48,614.07	\$ 50,315.57	\$ 52,076.61	\$ 53,899.29
30	\$ 38,394.81	\$ 39,738.63	\$ 41,129.48	\$ 42,569.02	\$ 44,058.93	\$ 45,600.99	\$ 47,197.03	\$ 48,848.93	\$ 50,558.64	\$ 52,328.19	\$ 54,159.68	\$ 56,055.27
31	\$ 39,930.61	\$ 41,328.18	\$ 42,774.66	\$ 44,271.78	\$ 45,821.29	\$ 47,425.03	\$ 49,084.91	\$ 50,802.88	\$ 52,580.98	\$ 54,421.32	\$ 56,326.06	\$ 58,297.48
32	\$ 41,527.83	\$ 42,981.30	\$ 44,485.65	\$ 46,042.65	\$ 47,654.14	\$ 49,322.04	\$ 51,048.31	\$ 52,835.00	\$ 54,684.22	\$ 56,598.17	\$ 58,579.11	\$ 60,629.37
33	\$ 43,188.94	\$ 44,700.56	\$ 46,265.08	\$ 47,884.35	\$ 49,560.31	\$ 51,294.92	\$ 53,090.24	\$ 54,948.40	\$ 56,871.59	\$ 58,862.10	\$ 60,922.27	\$ 63,054.55
34	\$ 44,916.50	\$ 46,488.58	\$ 48,115.68	\$ 49,799.73	\$ 51,542.72	\$ 53,346.71	\$ 55,213.85	\$ 57,146.33	\$ 59,146.45	\$ 61,216.58	\$ 63,359.16	\$ 65,576.73
35	\$ 46,713.16	\$ 48,348.12	\$ 50,040.31	\$ 51,791.72	\$ 53,604.43	\$ 55,480.58	\$ 57,422.40	\$ 59,432.19	\$ 61,512.31	\$ 63,665.24	\$ 65,893.53	\$ 68,199.80

Staff

Grade/Step	1	2	3	4	5	6	7	8	9	10	11	12
10	\$ 15,080.00	\$ 15,607.80	\$ 16,154.07	\$ 16,719.47	\$ 17,304.65	\$ 17,910.31	\$ 18,537.17	\$ 19,185.97	\$ 19,857.48	\$ 20,552.49	\$ 21,271.83	\$ 22,016.34
11	\$ 15,818.92	\$ 16,372.58	\$ 16,945.62	\$ 17,538.72	\$ 18,152.57	\$ 18,787.91	\$ 19,445.49	\$ 20,126.08	\$ 20,830.50	\$ 21,559.56	\$ 22,314.15	\$ 23,095.14
12	\$ 16,594.05	\$ 17,174.84	\$ 17,775.96	\$ 18,398.12	\$ 19,042.05	\$ 19,708.52	\$ 20,398.32	\$ 21,112.26	\$ 21,851.19	\$ 22,615.98	\$ 23,407.54	\$ 24,226.81
13	\$ 17,407.16	\$ 18,016.41	\$ 18,646.98	\$ 19,299.62	\$ 19,975.11	\$ 20,674.24	\$ 21,397.84	\$ 22,146.76	\$ 22,921.90	\$ 23,724.17	\$ 24,554.51	\$ 25,413.92
14	\$ 18,260.11	\$ 18,899.21	\$ 19,568.68	\$ 20,245.31	\$ 20,953.89	\$ 21,687.28	\$ 22,446.33	\$ 23,231.95	\$ 24,045.07	\$ 24,886.65	\$ 25,757.68	\$ 26,659.20
15	\$ 19,154.85	\$ 19,825.27	\$ 20,519.16	\$ 21,237.33	\$ 21,980.63	\$ 22,749.95	\$ 23,546.20	\$ 24,370.32	\$ 25,223.28	\$ 26,106.10	\$ 27,019.81	\$ 27,965.50
16	\$ 20,093.44	\$ 20,796.71	\$ 21,524.59	\$ 22,277.95	\$ 23,057.68	\$ 23,864.70	\$ 24,699.97	\$ 25,564.47	\$ 26,459.22	\$ 27,385.29	\$ 28,343.78	\$ 29,335.81
17	\$ 21,078.02	\$ 21,815.75	\$ 22,579.30	\$ 23,369.57	\$ 24,187.51	\$ 25,034.07	\$ 25,910.27	\$ 26,817.12	\$ 27,755.72	\$ 28,727.17	\$ 29,732.63	\$ 30,773.27
18	\$ 22,110.84	\$ 22,884.72	\$ 23,685.68	\$ 24,514.68	\$ 25,372.70	\$ 26,260.74	\$ 27,179.87	\$ 28,131.16	\$ 29,115.75	\$ 30,134.81	\$ 31,189.52	\$ 32,281.16
19	\$ 23,194.27	\$ 24,006.07	\$ 24,846.28	\$ 25,715.90	\$ 26,615.96	\$ 27,547.52	\$ 28,511.68	\$ 29,509.59	\$ 30,542.43	\$ 31,611.41	\$ 32,717.81	\$ 33,862.93
20	\$ 24,330.79	\$ 25,182.37	\$ 26,063.75	\$ 26,975.98	\$ 27,920.14	\$ 28,897.35	\$ 29,908.75	\$ 30,955.56	\$ 32,039.01	\$ 33,160.37	\$ 34,320.98	\$ 35,522.22
21	\$ 25,523.00	\$ 26,416.30	\$ 27,340.88	\$ 28,297.81	\$ 29,288.23	\$ 30,313.32	\$ 31,374.28	\$ 32,472.38	\$ 33,608.92	\$ 34,785.23	\$ 36,007.71	\$ 37,262.81
22	\$ 26,773.63	\$ 27,710.70	\$ 28,680.58	\$ 29,684.40	\$ 30,723.35	\$ 31,798.67	\$ 32,911.62	\$ 34,063.53	\$ 35,255.75	\$ 36,489.70	\$ 37,766.84	\$ 39,088.68
23	\$ 28,085.53	\$ 29,068.53	\$ 30,085.93	\$ 31,138.93	\$ 32,228.80	\$ 33,356.80	\$ 34,524.29	\$ 35,732.64	\$ 36,983.29	\$ 38,277.70	\$ 39,617.42	\$ 41,004.03
24	\$ 29,461.73	\$ 30,497.89	\$ 31,560.14	\$ 32,664.31	\$ 33,808.01	\$ 34,991.29	\$ 36,215.98	\$ 37,483.54	\$ 38,795.47	\$ 40,153.31	\$ 41,558.67	\$ 43,013.23
25	\$ 30,905.35	\$ 31,982.94	\$ 33,106.58	\$ 34,265.31	\$ 35,464.60	\$ 36,705.86	\$ 37,990.57	\$ 39,320.24	\$ 40,696.44	\$ 42,120.82	\$ 43,595.05	\$ 45,120.87
26	\$ 32,419.71	\$ 33,554.40	\$ 34,728.81	\$ 35,944.31	\$ 37,202.37	\$ 38,504.45	\$ 39,852.10	\$ 41,246.93	\$ 42,690.57	\$ 44,184.74	\$ 45,731.21	\$ 47,331.80
27	\$ 34,008.28	\$ 35,198.57	\$ 36,430.52	\$ 37,705.59	\$ 39,025.28	\$ 40,391.17	\$ 41,804.86	\$ 43,268.03	\$ 44,782.41	\$ 46,349.79	\$ 47,912.03	\$ 49,561.86
28	\$ 35,674.68	\$ 36,923.30	\$ 38,215.61	\$ 39,553.16	\$ 40,937.52	\$ 42,370.33	\$ 43,853.29	\$ 45,388.16	\$ 46,976.75	\$ 48,620.93	\$ 50,322.66	\$ 52,083.96
29	\$ 37,422.74	\$ 38,732.54	\$ 40,088.18	\$ 41,491.26	\$ 42,943.46	\$ 44,446.48	\$ 46,002.11	\$ 47,612.18	\$ 49,278.61	\$ 51,003.36	\$ 52,798.47	\$ 54,636.07
30	\$ 39,256.46	\$ 40,630.43	\$ 42,052.50	\$ 43,524.34	\$ 45,047.69	\$ 46,624.36	\$ 48,256.21	\$ 49,945.18	\$ 51,693.26	\$ 53,502.52	\$ 55,375.11	\$ 57,313.24
31	\$ 41,180.02	\$ 42,621.32	\$ 44,113.07	\$ 45,657.03	\$ 47,255.02	\$ 48,908.95	\$ 50,620.76	\$ 52,392.49	\$ 54,226.23	\$ 56,124.15	\$ 58,088.49	\$ 60,121.59
32	\$ 43,198.82	\$ 44,774.04	\$ 46,401.04	\$ 48,082.22	\$ 49,820.07	\$ 51,617.19	\$ 53,475.13	\$ 55,395.72	\$ 57,380.33	\$ 59,432.22	\$ 61,556.83	\$ 63,793.55
33	\$ 45,311.55	\$ 46,910.55	\$ 48,547.02	\$ 50,224.45	\$ 51,999.44	\$ 53,838.45	\$ 55,734.14	\$ 57,689.15	\$ 59,705.99	\$ 61,798.27	\$ 63,970.50	\$ 66,238.19
34	\$ 47,531.95	\$ 49,163.41	\$ 50,830.68	\$ 52,537.23	\$ 54,287.45	\$ 56,085.61	\$ 57,935.29	\$ 59,840.13	\$ 61,804.73	\$ 63,831.75	\$ 65,938.76	\$ 68,132.36
35	\$ 49,864.05	\$ 51,504.41	\$ 53,185.74	\$ 54,912.75	\$ 56,690.05	\$ 58,522.99	\$ 60,417.99	\$ 62,372.73	\$ 64,394.14	\$ 66,480.58	\$ 68,640.47	\$ 70,880.47

Faculty Grades based upon credits in teaching discipline:

29= Bachelor's

30=Bachelor's +15 towards Master's

31=Bachelor's +30 towards Master's

32=Master's

33=Master's+15 towards Terminal

34=Master's+30 towards Terminal

35=Terminal