

Compensation Policy

Hagerstown Community College will maintain a competitive compensation program consistent with available fiscal resources and consistent with federal and state laws and regulations pertaining to wage and hour practices. The College Board of Trustees reviews and establishes the annual salary scales for all employees and is committed to maintaining competitive compensation for all employee groups as compared to similar public institutions in the state and region. To establish fair and competitive compensation, the College will periodically review salaries internally and externally.

~~The College recognizes that experienced and highly qualified teaching faculty and staff are essential for the success of Hagerstown Community College. Therefore, the College Administration is charged by the Board to establish and maintain fair and consistent compensation procedures to include:~~

- ~~▪—Definition of work week~~
- ~~▪—Adjustment to regular work schedules~~
- ~~▪—Weekly hours of work and core work hours~~
- ~~▪—Initial salary placement~~
- ~~▪—Overtime~~
- ~~▪—Compensatory time~~
- ~~▪—Demotion, promotion and lateral transfer~~
- ~~▪—Classification and reclassification standards~~
- ~~▪—Annual salary review and increases~~

~~All compensation policies and procedures are to be provided to all employees in written form. Updates to employee handbooks that contain these policies and procedures are to be provided to the Board members prior to their publication and circulation to employee groups.~~