

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

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Policy Title: COMPENSATION

Policy Statement: The purpose of the college's wage and salary administration program is to pay all employees a fair and equitable wage for their services. It is also intended that the compensation program help attract and retain quality employees while providing appropriate control of payroll costs.

Procedures: Faculty: Faculty salaries are determined by the initial placement formula that is part of the current negotiated agreement. That agreement also governs faculty salaries for overload, supplemental contracts and summer contracts.

Staff: For determining administrative and staff salaries, the college utilizes a comprehensive compensation system which achieves the following objectives:

1. To insure that salaries are internally equitable and consistent within and between position categories.
2. To insure that salaries are competitive both within industry and labor markets.

Salaries are determined according to several factors, including qualifications and experience, required levels of responsibilities and supervisory responsibilities. All full-time positions at the college have been evaluated and graded. Salary ranges have been established as a result of those evaluations. Refer to the Job Description Policy/Procedure if an employee or supervisor would like a position reviewed.

Adjunct instructors: Compensated at \$700.00 per credit hour.

Direct payroll deposit: Any employee may have their monthly salaries automatically deposited into a financial institution of the employee's choosing. Please contact the Payroll Office for additional information. A monthly salary statement will be available to each employee.

The payroll period normally begins on the first day of the month and ends on the last day of the month. New employees will be advised when they will receive their first paycheck. Payday is by the last day of each month. Full-time employees are normally paid the 25th day of each month, unless unforeseen difficulties arise. If the 25th of the month falls on a weekend or school holiday, payday may be the last work day prior to the weekend or holiday.

Error in pay: Every effort is made to avoid paycheck errors. If an error is detected, the employee should contact the Payroll Office immediately. Steps will be taken to research the problem and to assure that any necessary correction is made promptly.

Wage garnishments: GCCC acts in accordance with the Federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from an employee's paycheck. Effective January 1, 2014 there is a \$10 per month fee to process garnishments. The monthly fee will be assessed per employee, regardless of the number of garnishments processed during the month.

Payroll deductions: The college is required by law to make certain deductions from employee paychecks. Among these deductions are federal and state income taxes, social security, Medicare taxes and, for some employees, KPERs. The amount of deductions varies for each employee depending upon earnings and the information furnished on forms W-4 and K-4. In addition, employees may authorize certain contributions or payments to be automatically deducted from their monthly paycheck. Employees may obtain a list of their payroll deductions by viewing their monthly salary statement on Paycom.

Contacts: Director of Human Resources

Approved Date: 2/1/2020

Policy History: [v1: 10/29/2013](#) [v2: 11/25/2013](#) [02/01/2020](#)

Keywords: payroll, deductions, garnishments, payday

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