



Policy

Policy Title: Employment, Compensation, and Benefits

Number: B3004

Policy Type: Board – Executive Limitations

Responsible: President

Related Policies: [B2001](#), [B2002](#), [B2003](#)

Linked Procedures: None

Related Laws: None

Related Standards: None

HLC Criterion: 1C2, 1C3, 2A2, 3C, 5A, 5B

Policy Statement

The President shall create and sustain a compensation and benefit system that enables the College to attract and retain high-quality employees without jeopardizing the fiscal integrity of the College.

Accordingly, the President shall not:

1. Unilaterally change the terms of his/her employment contract with the College.
2. Promise or imply permanent or guaranteed employment.
3. Establish compensation and benefits that:
 - a. Create obligations over a term that cannot be sustained by projected revenues.
 - b. Exceed parameters established by the Board.
 - c. Cause unfunded liabilities to occur.
 - d. Violate federal or state law.
 - e. Fail to consider regional labor market conditions.
 - f. Fail to consider job hierarchy, responsibility, complexity, skills required, experience levels, and performance expectations (i.e., grade levels).
4. Fail to implement processes to address conflicts of interest in hiring of employees, consultants, and contract workers.
5. Fail to disclose any known conflict of interest to the Board prior to hiring. If any conflict of interest becomes known after the date of hire, the President will notify the Board at the next regularly scheduled Board meeting.
6. Fail to submit an annual human resource monitoring report that addresses factors related to employee compensation and benefits.
7. Fail to periodically monitor employee compensation and benefit levels relative to regional market factors and provide the Board with a summary of the results.

Change Log		Governance Unit: Board of Trustees
Date	Description of Change	
03-07-22	Initial Adoption	
06-15-23	Minor grammatical edits; Added monitoring expectations; clarified expectations related to establishing compensation and benefits.	
04-18-24	Board Reviewed, No Changes	
04-17-25	Board Reviewed, No Changes	