

July 17, 2003

04-011

BOARD RESOLUTION FOR ADMINISTRATIVE,  
SUPERVISORY AND CONFIDENTIAL SALARY AND  
BENEFITS ADJUSTMENTS FOR FY 2003-04 AND FY  
2004-05

PREPARED BY: Jerry Donnelly, Director, Human Resources Department

APPROVED BY: Randy McEwen, Vice President, Administrative Services  
Jesus "Jess" Carreon, President

REPORT: This resolution is to maintain a salary and benefits structure for Administrative, Supervisory and Confidential employees in line with a labor market of comparable Colleges and a mix of public and private sector employers for FY03-04. College staff have conducted a review of the comparable labor market changes for FY03-04 and found the all industries average adjustment to employee salaries to be 3.7% for FY 03. The most recent study (conducted in FY02-03) of PCC management salaries compared to our competitor market found that management salaries lagged the market by an average of 4%.

In light of the uncertainties of the PCC budget into the next biennium, this resolution recommends that the Board also simultaneously adopt adjustments for FY04-05. The FY 05 adjustment recognizes that management and confidential staff salaries will continue to lag our competitive labor market, but that the College cannot make further adjustments in light of the budgetary circumstances.

In addition to the market review of salaries the Human Resources staff and the President's Advisory Committee on Management and Confidential Staff Compensation and Benefits reviewed other issues where differences exist between the total compensation package offered for management and confidential staff compared to other employee groups. As a result of that review we are recommending a change in the number of vacation days provided to management and confidential staff from the current 20 days per year to 22 days per year.

RECOMMENDATION:

That the Board of Directors approve for FY 03-04:

- an adjustment of 1.5% to the salary schedule for Administrative, Supervisory and Confidential Employees, and a 4.0% adjustment to the salaries of each individual management, supervisory and confidential employee retroactive to the first pay period of FY 03-04.
- That the Board of Directors approve increasing the number of annual vacation days from 20 to 22, to be accrued on the same basis as current practices of the College.
- And, that the Board of Directors approve adjustment to the College contribution for health insurance to a maximum of \$450, effective with the October 1, 2003 payroll.

That the Board of Directors approve for FY 04-05:

- There shall be no adjustment to the salary schedule for Administrative, Supervisory and Confidential Employees, but there will be a 1.5% adjustment to the salaries of each individual management, supervisory and confidential employee effective with the first pay period of FY 04-05.
- And, that the Board of Directors approve adjustment to the College contribution for health insurance to a maximum of \$470, effective with the October 1, 2004 payroll.

Director Anderson moved for approval of Resolutions 04-001, 04-010 through 04-021 and 04-023 and it was approved unanimously.