

PIEDMONT VIRGINIA COMMUNITY COLLEGE

VIII – HUMAN RESOURCES / PERSONNEL

POLICIES VIII–15.0 Wage Determination Policy

Policy #:	15.0
Effective:	10/16/17
Responsible Dept.:	Human Resources

1. PURPOSE:

This policy is to describe the rules and definitions governing the determining wage rate of part time (P-14) employees.

2. POLICY & PROCEDURES:

2.1 Master List or Wages and Positions:

The college shall maintain a Master List of Part Time Job Positions with a corresponding wage for the position (Appendix A).

2.2 Changing Existing Wages:

There shall be an annual review of minimum wages by the Human Resources department.

An individual position wage minimum may be adjusted when it has been demonstrated to be too high or too low for the position in the PVCC regional labor market. Acceptable documentation of need to adjust a wage should include but not be limited to: recent history of job applicant accepting/rejecting wage; survey of market rates on reputable websites such as salaries.com and indeed.com; survey of VCCS colleges.

The Human Resources department will present the review and recommendations to the President's Staff for action.

2.3 Increasing Wages by State Budget Allocations:

It shall be the policy to increase the wage scale on the occurrence of college approving the application of COV budgeted wage increase, or on VCCS permitted wage increases.

3. Wages for New Hires:

The existing minimum wage for a position shall apply in all instances of new hire or rehire except wherein the Hiring Manager demonstrates the individual processes skills or experience that are necessary to perform additional tasks and responsibilities not normally germane to that position.

3.1 Justification and Documentation of New Hire Wages above the Listed Minimum:

An individual must have additional or different skills or experience that will be applied in that job position to provide increased benefit to the college. The additional tasks and responsibilities and increased benefits to the college must be documented and approved by Division Vice President or candidate's President's Staff supervisor and the Human Resources Manager.

3.2 Limitation of Wage Increases:

The wage increase shall be limited to 20% of the current minimum.

Appendix A

FY 18 WAGE RATES EFFECTIVE 7/10/17 (3% INCREASE)

STAFF POSITIONS:	CODE:	RATE:	NEW RATE:
Administrative & Office Specialist I	19011	11.67	\$12.02
Administrative & Office Specialist II	19012	12.81	\$13.20
Administrative & Office Specialist III	19013	13.95	\$14.37
Public Relations and Marketing Specialist II	29092	20.40	\$21.01
Program Support Assistant	19011	11.67	\$12.02
Financial Aid Assistant	29144	28.68	\$29.54
Career Specialist	29143	13.95	\$14.37
Fitness Room Assistant	29141	11.67	\$12.02
Help Desk Assistant I	29141	11.67	\$12.02
Help Desk Assistant II	29141	12.81	\$13.20
Help Desk Assistant III	29141	13.95	\$14.37
Housekeeping Worker	79071	11.67	\$12.02
Grounds Keeper	79031	11.67	\$12.02
Security Officer	69111	11.67	\$12.02
Interpreter (Special Needs) Basic	89013	23.93	\$24.65
Interpreter (Special Needs) Certified I	89013	26.52	\$27.32
Interpreter (Special Needs) Certified II	89013	29.92	\$30.81
Media Services Assistant	29071	12.81	\$13.20
Graphic Technician	29073	19.86	\$20.46
Enrollment Services Assistant	29143	17.55	\$18.08
Test Proctor	29142	13.53	\$13.93
Box Office Manager	29073	23.93	\$24.65
Theater Technician I	29071	11.67	\$12.02
Theater Technician II	29071	12.81	\$13.20
Theater Technician III	29072	14.75	\$15.19
Theater Technician IV	29072	16.42	\$16.91
Media Specialist II	29072	18.36	\$18.91

Professional Librarian (MLS)	29052	25.00	\$25.75
Library Specialist	19011	11.67	\$12.02
Library Reference Assistant	19013	12.88	\$13.27
Academic Advisor	29143	16.38	\$16.87
Academic Advisor – Grant-Funded	29144	25.50	\$26.27
Career Coach	29144	20.40	\$21.01
Career Coach Supervisor	89044	31.75	\$32.71
Development Officer	29093	30.60	\$31.52
Tutor (Undergrad)	29141	11.67	\$12.02
Tutor (Bachelor’s Degree)	29142	12.24	\$12.61
Tutor (Master’s Degree)	29142	12.81	\$13.20
Instructional Assistant	29111	13.21	\$13.61
Laboratory Assistant	29111	15.57	\$16.03
Free-Lance Writer - Public Relations	29074	31.82	\$32.78
Special Needs Tutor (Undergrad)	29142	13.95	\$14.37
Special Needs Tutor (Bachelor’s or Above)	29142	15.30	\$15.76