

Exempt Compensation Review Request Procedure 230.2A

Purpose

LCC strives to offer fair and equitable compensation for exempt staff. We have implemented a market-based approach and will make an effort to provide compensation that takes into consideration factors including but not limited to: employee's experience, skills, education, proficiency, job duties, changes in job duties, & perceived change in market, while also maintaining fiscal responsibility. Outside of HR and Executive Leadership Team's (ELT) annual review of exempt compensation and market data, there are two avenues to request a salary review: Supervisor-Initiated Salary Review Request and Employee-initiated Salary Review Request. There are two times per year to submit the review request: March 31 (for implementation July 1) and November 15 (for implementation January 1). Review requests must be submitted by the deadline to be considered. Please note that some approved requests may be delayed due to budget limitations.

The following outlines the process for these review requests.

Supervisor-Initiated Salary Review Request

Supervisors may initiate the salary review of an exempt direct report. The steps for supervisor-initiated review request are as follows:

1. Supervisor reviews employee's position description (PD) and makes any necessary updates. New duties must be identified as such.
2. Complete the [Supervisor-Initiated Exempt Compensation Review Request Form](#) in its entirety.
3. Supervisor submits completed form and updated PD to respective Administrator (Vice President or President).
4. Administrator completes their section and submits form and PD to HR.
5. HR reviews the form and PD.
 - a. HR may follow-up with the supervisor, Administrator, and/or employee if there are questions.
 - b. HR reviews budget allocation for salary adjustments and prepares recommendation to the President.
6. President approves, denies, or postpones salary adjustment.
7. HR communicates the decision to the employee, supervisor, and Administrator.
8. If applicable, HR prepares letter and new contract for the employee. Some salary adjustments may warrant adjustments for other exempt staff. If that's the case, HR will communicate with impacted individuals and prepare appropriate notifications.

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Employee-Initiated Salary Review Request

Employees may initiate review of their salary themselves. The steps for employee-initiated review requests are as follows:

1. Employees complete the employee information section of the [Employee-Initiated Exempt Compensation Review Request Form](#) in its entirety.
2. Employee submits form to their supervisor for completion of the supervisor section. They may submit to the supervisor and HR at the same time.
3. Supervisor submits form to the respective Administrator (Vice President or President).
4. Administrator completes their section and submits form to HR.
5. HR reviews the form and the PD on file.
 - a. HR may follow-up with the supervisor, Administrator, and/or employee if there are questions.
 - b. HR reviews budget allocation for salary adjustments and prepares recommendation to the President.
6. President approves, denies, or postpones salary adjustment.
7. HR communicates the decision to the employee, supervisor, and Administrator.
8. If applicable, HR prepares letter and new contract for the employee. Some salary adjustments may warrant adjustments for other exempt staff. If that's the case, HR will communicate with impacted individuals and prepare appropriate notifications.
9. Supervisor will provide updated PD to HR if we don't have current PD on file.

ELT approved 2/5/25