

**CAROLINAS COLLEGE OF HEALTH SCIENCES  
POLICY AND PROCEDURE**

Section IV - Personnel

**SUBJECT:** COMPENSATION

**REVIEWER(S):** Dean, Administrative and Financial Services\*  
Provost  
Director, Continuing Education  
Program Chair, General Studies

**Related Policies to Consult:**

CHS Policies: [HR 2.01 Compensation](#)  
[HR 2.16 Employee Performance Appraisal](#)

**I. POLICY**

The College will strive to compensate all teammates equitably and competitively in accordance with the market. Consideration is given to level of academic and experiential preparation and past performance. Contractual arrangements with Carolinas Healthcare System are utilized to access professional human resources and compensation expertise. Compensation recommendations are discussed with the president prior to an offer being extended. The College's board of directors is regularly apprised of college personnel actions. Carolinas Medical Center, a sole member of CMHA, employs the faculty.

**II. PROCEDURE**

- A. The College maintains appropriate salary relationships among jobs through regular internal evaluations and external market analyses.
- B. The salary formula will be used when employing full-time, part-time, and PRN teammates.
- C. Compensation matters not addressed in this policy default to those of Carolinas HealthCare System as administered by Carolinas Healthcare System.
- D. Staff Positions - Non-faculty positions are subject to the "Compensation" policy of CHS with directly related experience credited up to the following limits:

<b>Directly Related Experience</b>	<b>Percentage into Range</b>
12 - 23 months	Up to 6%
24 - 47 months	Up to 12%
48 months	Up to 20%

Additional salary credit may be authorized by CHS Human Resources and the college president.

- E. Faculty Positions – Faculty positions are subject to adjustment within the approved range based on education and experience which exceed minimum job requirements. To be considered, education and/or experience must be related to the field of instruction.

1. Education which is beyond minimum job requirements & is related to field of instruction:

- Diploma/baccalaureate plus two years related experience\* = Base
- Baccalaureate plus 30 semester hours\* = Base + 5%
- Masters\* = Base + 10%
- Masters in the field (if minimum required for job) \*\* = Base
- Masters plus 30 additional semester credits\*\* = Base + 5%
- Doctorate\*\* = Base + 10%

\* Applies when a master's degree is not required.

\*\* Applies when a master's degree is required.

2. Experience related to the position offered

Managers may grant salary credit for experience up to the following limits, provided reasonable salary parity is maintained among other employees with comparable experience:

<u>Directly Related Experience</u>	<u>Percentage into Range</u>
12 - 23 months	Up to 6%
24 - 47 months	Up to 12%
48 months and more	Up to 20%

In determining credit for experience, the value the prior experience/education provides CCHS is considered. New hires that bring exceptional value to CCHS may warrant compensation at a higher rate than a current teammate with less experience. Experience or education irrelevant to the position may not be credited. Marginally related experience or education may be credited at a reduced rate.

3. Requests greater than 20%:
  - Requests to start a new teammate over 20% into the range require human resources management approval. Those reviews ensure the maintenance of internal salary equality within CCHS.
  - The formula will also be applied to transfers within Carolinas HealthCare system, whether promotion, lateral, or demotion.
  - The president may grant additional salary credit, as necessary, due to human resource scarcity.
4. Faculty teaching credit-bearing courses are exempt teammates and are expected to fulfill the job responsibilities outlined in their job summaries for their salary payment. Adjustments to salary may be made as arranged by the program manager for work performed beyond the scope of the job summary.
  - Full-time faculty members are expected to maintain a weekly 40-hour work schedule. Required on-campus hours will be determined by program need. Scheduled hours will include class, scheduled lab, open lab, and clinical hours; office hours; committee, level/course, and staff/faculty meetings.
  - Part-time and adjunct faculty members teaching credit courses are employed for specific courses; work schedules will vary according to course hour requirements for each program.
    - Salaries for most school of nursing part-time and adjunct clinical faculty are based on 20 hours per week of compensation. Number of scheduled hours may increase to 24 hours per week based on the clinical course assignment and other assigned duties. Temporary adjustments may be approved to meet workload needs of the program.
    - Compensation for general education part-time and adjunct faculty is based on assigned semester course workload. Faculty members are compensated for instruction, regular office hours, course administrative work, attendance at faculty or committee meetings, and other assigned duties. New faculty will be compensated \$100 for orientation and \$250 for new course preparation. Job code assignment and hourly rates which guide the initial salary:

<b>Related teaching experience</b>	<b>Payment per course (for 3-credit course)</b>	<b>Hourly pay rate which informs the calculation</b>
<b>Adjunct Faculty II (Master's degree)</b>		
0 years teaching	1,770	\$18.440
>0 to <1 years teaching	1,900	\$19.792
1 to 2 years teaching	2,000	\$20.833
3 to 4 years teaching	2,100	\$21.875
>4 years teaching	2,200	\$22.917
<b>Adjunct Faculty III (Doctorate in discipline-related field)</b>		
0 years teaching	2,050	\$21.350
>0 to <1 years teaching	2,200	\$22.917
1 to 2 years teaching	2,300	\$23.958

3 to 4 years teaching	2,400	\$25.000
>4 years teaching	2,500	\$26.042

5. Continuing Education non-credit course instruction compensation practices are as follows:
- Non-exempt faculty members are paid hourly rates commensurate with similar job families. A concurrent rate may be set up with the Continuing Education Department or the Center for Life Support Education.

F. The Compensation policy and procedure will be reviewed bi-annually.

**III. APPROVAL**

Name: \_\_\_\_\_ Title: President Date: \_\_\_\_\_