

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Employee Compensation		SOP #: HR.010.02
Effective Date	5/31/18	
Last Revision/Review	6/18/2021	

1. Purpose

To establish compensation plans for all BCOM employees.

2. Related Policy/Authority

Burrell Policy #B7590: Compensation Guidelines

3. Faculty/Staff Responsibilities

All employees.

4. Definitions/Abbreviations

CUPA-HR: College & University Professional Association for Human Resources

AAMC: Association of American Medical Colleges

5. Procedural Steps

1. The compensation comparability information may be collected from national CUPA-HR, AAMC and other applicable sources.
 - a. For Staff, CUPA-HR data will be compared to the median salary data, adjusted for experience in the position title; incumbents with less than 5 years of experience in the title duties will be targeted to the CUPA small school median. Positions not identified in CUPA-HR will be addressed through COM salary surveys, as required.
 - b. For Faculty, AAMC benchmarking data will be drawn from the AAMC Salary Survey of Private Institutions-25th percentile. It will be used as a guideline for setting faculty salaries, actual salaries may be adjusted for other factors.
 - c. Market target salaries will be prorated for FTE; the market target salary will be multiplied by the employee's actual FTE for the purpose of comparison.
 - d. Employee increases for market target salary (equity) adjustments will be budgetarily limited to 20% per year, per employee (unless otherwise approved by the Dean and/or President); an approved adjustment will be made over multiple years, as needed.
 - e. To be eligible for market target salary (equity) adjustments, an employee must be benefits eligible, employed at least 12 months prior to the effective date of the adjustment, and not have a fixed termination date within the following fiscal year.
2. At least every 3 years, or as needed based on specific programs, the Director of Human Resources shall be responsible for securing labor market information regarding employee compensation. The labor market data necessary for the comparability analysis shall be collected from schools who are similar in size and provision of services; and having similar job functions. Based upon the findings, an updated salary schedule may be proposed.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

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Human Resources; to be reviewed annually.

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8. Signature

Signature on File

Dawn Leake, Director of Human Resources

6/18/2021

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1/11/2021	5	Clarified eligibility requirements		
6/17/2021	5	Clarified eligibility requirements		