



<p align="center"><b>Policy Title</b></p> <p align="center">Employee Compensation and Benefits Policy</p>	<p align="center"><b>Original Adoption Date</b></p> <p align="center">7/20/1972</p>	<p align="center"><b>Policy Number</b></p> <p align="center">HR-223</p>
<p align="center"><b>Responsible College Division/Department</b></p> <p align="center">Human Resources</p>	<p align="center"><b>Responsible College Manager Title</b></p> <p align="center">Vice President of Administration</p>	
<p align="center"><b>Policy Statement</b></p> <p>Formal compensation programs are utilized and reviewed annually. Salary and benefit surveys are conducted periodically to maintain competitive compensation practices. A formal job evaluation process is used to evaluate and classify all jobs. Employees may request job evaluation using the established process/procedure.</p> <p>The following fringe benefits are available to managers who work a base schedule of at least 1,560 hours each fiscal year, instructors who work a base schedule of at least the identified full course load, and support staff who work a base schedule of at least 1,560 hours each fiscal year: Dental Insurance, Medical Insurance, Health Reimbursement Account (HRA)/Wellness Incentive, Alternative Benefit Plan Option, Life Insurance, Long-Term Disability Insurance, Social Security, Wisconsin Retirement System, and approved Tax-Deferred/Tax-Sheltered Annuity programs.</p> <p>Benefits are available for staff members that work a base schedule of 1,200 hours but less than 1,560 hours each fiscal year and are described as follows: Life Insurance, Social Security, Wisconsin Retirement System, and approved Tax-Deferred/Tax-Sheltered Annuity programs.</p> <p>Benefits are available to staff members that work a base schedule of 600 hours but less than 1,200 hours each fiscal year and are described as follows: Social Security and approved Tax-Deferred/Tax-Sheltered Annuity programs. Additional fringe benefits may be added.</p>		
<p align="center"><b>Reason for Policy</b></p> <p>The college recognizes that attractive compensation plans, which include compensation and benefits, are necessary to attract and retain qualified individuals to carry out the business of the Lakeshore Technical College (LTC).</p>		
<p align="center"><b>Cross References and Legal Review</b></p> <p><b>Created/Adopted:</b> 7/20/72; 2/15/73; 8/19/76; 7/1/14</p> <p><b>Reviewed/Revised:</b> 3/19/81; 9/21/89; 11/16/89; 5/17/90; 8/18/93; 9/21/94; 7/01/02; 3/25/04; 9/12/13; 1/25/19</p> <p><b>Legal Reference:</b> Wisconsin Statutes 38.28(5); 38.12(3); 38.04</p> <p><b>Cross Reference:</b></p> <p><b>Legal Counsel Review and Approval:</b> N/A</p> <p><b>Board Policy:</b> III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits</p>		
<p align="center"><b>Definitions</b></p>		

See [Employee Compensation Programs Procedure](#)