



<b>Policy Title</b>	<b>Exempt Salary and Benefits Plan</b>
<b>Policy Number</b>	7001
<b>Category</b>	Human Resources/Personnel
<b>Applicability</b>	College-wide
<b>Responsible Office</b>	Office of Human Resources
<b>Effective Date</b>	September 2, 2025

## **I. Policy Statement**

Salaries for Exempt employees, as defined herein, are determined in accordance with the salary grades and classifications established by this Exempt Salary and Benefits Plan. Benefits for Exempt employees are provided as outlined within this Exempt Salary and Benefits Plan.

## **II. Rationale**

The Exempt Salary and Benefits Plan (“Plan” or “Policy”) of Suffolk County Community College (“College”) is designed to fairly compensate the College’s Exempt employees in a manner that is competitive with its national peer institutions, thus eliminating barriers to the recruitment of qualified applicants.

The goals of the Exempt Salary and Benefits Plan are as follows:

- Enhance the College’s ability to attract the most qualified external and internal candidates for Exempt positions;
- Enhance the College’s ability to retain Exempt employees whose skills are critical to the success of the College; and
- Recognize the greater scope, complexity and responsibility of Exempt positions in order to appropriately align their compensation and benefits within the job market.

## **III. Scope and Applicability**

This Exempt Salary and Benefits Plan applies to and is binding on all current College employees and candidates for employment who are classified as Exempt employees pursuant to this Policy.

## **IV. Responsible Office/Executive**

The Office of Human Resources has responsibility for the implementation and review of this Policy. Individuals with questions about this Policy should contact the Vice President for Human Resources for more information.

## **V. Definitions**

**Exempt employees** are full-time College employees who do not belong to and are not represented by a collective bargaining unit; are at-will employees who serve at the pleasure of the College President; are paid an annual salary; and are not eligible for overtime compensation.

## VI. Policy Elaboration

### A. Exempt Employee Classifications and Salary Grades & Ranges

Exempt employee titles are classified within seven (7) grades with corresponding salary ranges as follows:

Grade	Title	Range Minimum (Annual)	Range Midpoint (Annual)	Range Maximum (Annual)
7	Vice President of Academic Affairs Vice President of Business & Financial Affairs Vice President for Human Resources Vice President for Information Technology Services Vice President for Institutional Advancement Vice President for Planning & Institutional Effectiveness Vice President for Student Affairs General Counsel	\$156,301.60	\$208,408.20	\$260,514.80
6	Associate Vice President Executive Dean Controller Deputy General Counsel	\$135,917.60	\$181,217.40	\$226,517.20
5	Assistant Vice President Chief of Staff College Chief Diversity Officer College Dean for Enrollment Management	\$118,190.80	\$157,575.60	\$196,978.60
4	College Director of Legislative Affairs Director of Development Director of Procurement & Business Operations Executive Director of Risk Mitigation Human Resources Director	\$102,775.40	\$137,027.80	\$171,280.20
3	<i>No current titles are benchmarked into this grade.</i>	\$89,362.00	\$119,115.40	\$148,948.80
2	Assistant to the Vice President for Planning & Institutional Effectiveness	\$77,714.00	\$103,612.60	\$129,511.20
1	Assistant to the President	\$67,576.60	\$90,090.00	\$112,621.60

The salary ranges established by this Policy are intended to create a more flexible, fair, and competitive compensation structure that aligns with current best practices in human resources management. Ranges are considered a best practice for several reasons:

- Salary ranges provide the flexibility necessary to offer competitive pay, which is important for the College to attract and retain top talent in a competitive job market where skills and experience can vary widely;
- Clear salary ranges promote fairness and transparency, ensuring that pay is based on market data and job responsibilities;
- At the College's discretion, ranges are capable of adjustment in response to market changes or the College's financial situation, ensuring fair and competitive compensation over time;
- Ranges provide a clear path for career growth and salary increases, motivating and supporting long-term career development and retention.

## **B. Placement and Increases within Salary Ranges**

New hires are placed within the established range for their position, with consideration given to the following factors:

- **Relevant Experience:** Number of years and depth of experience directly applicable to the role;
- **Education and Credentials:** Level of education, certifications, or specialized training relevant to the position;
- **Skill Level and Competencies:** Demonstrated proficiency in core and job-specific competencies;
- **Market Conditions:** Current labor market competitiveness for the role or skillset;
- **Internal Equity:** Ensuring fairness relative to existing employees in similar roles and with comparable qualifications;
- **Guidelines for Offer Placement:** New hires are typically placed *between the minimum and midpoint* of the range. Offers *above midpoint* may be considered for exceptional qualifications, rare skill sets, or highly competitive roles, with the recommendation of the Vice President for Human Resources and approval of the College President. Offers *below minimum* are not permitted.

Exempt employee salary increases are determined by a number of factors. While not guaranteed annually, increases are determined at the discretion of the College with consideration given to the following factors:

- Budget availability and financial sustainability;
- Individual employee performance and contributions;
- Market competitiveness and external salary benchmarks;
- Internal equity and pay fairness;
- Changes in job responsibilities or promotions;
- Cost-of-living adjustments.

The goal is to ensure a fair, transparent, and fiscally responsible approach to compensation adjustments. Exempt employee salary increases will take effect on September 1.

At the College’s discretion, a market study may be conducted for some or all of the exempt positions. Based on the results of the market study, the salary ranges, grades, and/or classifications may be revised for the College to remain competitive for purposes of recruitment and retention.

**C. Exempt Benefits Schedule**

<b>Sick Leave</b>	On January 1 <sup>st</sup> of each year, a total of 10 days per year, up to five (5) of which may be used for immediate family sick leave.
<b>Sick Leave Payout at Retirement</b>	Upon retirement, sick leave will be paid one day for every two days of accrued time up to a total of 175 days paid, equal to 350 days accrued time.
<b>Personal Leave</b>	On January 1 <sup>st</sup> of each year, a total of five (5) days; unused personal leave at end of each year will be added to accrued sick bank.
<b>Bereavement Leave</b>	Four (4) days for immediate family members and two (2) days for other family members.
<b>Vacation</b>	<p>On January 1<sup>st</sup> of each year, a total of 20 vacation days per year with a maximum carryover of 60 vacation days*; 25 days per year after 10 years of service.</p> <p>*The maximum number of vacation days that can be carried over to the succeeding year is reduced from 60 days to 55 days as of December 31, 2025, and employees with unused vacation days greater than 55 days as of such date will be paid for up to five (5) unused vacation days at the applicable rate after audit and verification.</p> <p>*The maximum number of vacation days that can be carried over to the succeeding year is reduced from 55 days to 50 days as of December 31, 2026, and employees with unused vacation days greater than 50 days as of such date will be paid for up to five (5) unused vacation days at the applicable rate after audit and verification.</p>
<b>Vacation Payout at Separation</b>	All unused vacation will be paid upon separation.
<b>Longevity Payments</b>	As set forth in the Collective Bargaining Agreement between the County of Suffolk and the Guild of Administrative Officers of Suffolk County Community College
<b>Jury Duty</b>	Excused from work for jury service (salary less fee received for jury service)

<b>Holidays</b>	13 paid holidays per year.														
<b>Health Insurance Coverage</b>	Full family health care insurance under Suffolk County Employee Medical Health Plan (“EMHP”); coverage becomes effective on the first day of month after employee completes two full months of employment. For EMHP, see <a href="https://emhp.org/">https://emhp.org/</a>														
<b>Health Insurance Employee Contribution</b>	<p>Effective July 17, 2019, all employees must contribute a portion of their base salary towards the cost of the EMHP on the following schedule:</p> <table border="1"> <thead> <tr> <th>Effective Date</th> <th>Percentage of base salary</th> </tr> </thead> <tbody> <tr> <td>7/17/2019</td> <td>2%</td> </tr> <tr> <td>1/1/2021</td> <td>2.10%</td> </tr> <tr> <td>1/1/2022</td> <td>2.20%</td> </tr> <tr> <td>1/1/2023</td> <td>2.30%</td> </tr> <tr> <td>1/1/2024</td> <td>2.40%</td> </tr> <tr> <td>1/1/2025</td> <td>2.50%</td> </tr> </tbody> </table> <p>All contributions are made via payroll deduction on a pre-tax basis.</p> <p>The minimum contribution is \$1,500 per year and the maximum contribution is \$3,750 per year. Effective 12/31/2025, the maximum contribution will be \$4,000 per year.</p> <p>All benefits are in accordance with the EMHP Summary Plan Description, as amended.</p>	Effective Date	Percentage of base salary	7/17/2019	2%	1/1/2021	2.10%	1/1/2022	2.20%	1/1/2023	2.30%	1/1/2024	2.40%	1/1/2025	2.50%
Effective Date	Percentage of base salary														
7/17/2019	2%														
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1/1/2025	2.50%														
<b>Other health-related and supplemental benefits, including, but not limited to Dental coverage, Optical coverage</b>	As provided by the Suffolk County Municipal Employees Benefit Fund (SCMEBF) See: <a href="https://www.scmebf.org/">https://www.scmebf.org/</a> or call (631) 319-4099														
<b>Retirement Programs</b>	New York State Employees Retirement System (ERS) and TIAA/ORP. Employee contributions are based on Tier and annual salary.														
<b>Retirement Vesting Period</b>	ERS: Vesting in accordance with the retirement plan description. TIAA/ORP: Vested after 366 days														
<b>Pre-tax Retirement Savings and Deferred Compensation Plans</b>	IRC 403(b) retirement savings plan and IRC 457(k) deferred compensation plan														

<b>Flexible Spending Accounts</b>	Available through the County of Suffolk’s pre-tax flexible spending account program
<b>Life Insurance</b>	As provided for by SCMEBF: <a href="https://www.scmebf.org/">https://www.scmebf.org/</a>
<b>Short Term Disability Long Term Disability</b>	As provided by SCMEBF: <a href="https://www.scmebf.org/">https://www.scmebf.org/</a>
<b>Beneficiary Bereavement Benefit</b>	As provided for by SCMEBF: <a href="https://www.scmebf.org/">https://www.scmebf.org/</a>
<b>Tuition Reimbursement – Employee</b>	After one year of full-time employment, tuition and fee reimbursement for two courses taken per semester at Suffolk County Community College, subject to prior approval of supervisor, registration/enrollment requirements, and successful course completion.
<b>Tuition Reimbursement – Spouse and Dependents</b>	After one year of full-time employment, tuition reimbursement for spouse and dependents up to a maximum of 30 credits per year taken at Suffolk County Community College, subject to prior approval and registration/enrollment requirements, and successful course completion.
<b>Conference Attendance</b>	Approved work-related conference attendance reimbursed
<b>Meal and Lodging Reimbursement</b>	\$12 per meal; reasonable lodging reimbursement for travel in excess of 50 miles from home
<b>Transportation Mileage Reimbursement</b>	Mileage reimbursement at the IRS rate
<b>Overload Assignments</b>	With approval of the President
<b>Relocation Expenses</b>	As authorized per BOT Resolution 2005.69, the College President (or his/her designee) is authorized to approve up to 80% of the lowest responsible bid for reasonable moving expenses for household goods only for applicants accepting permanent employment at the College in exempt leadership positions, with the Board advised of any such occurrences.

**VII. Related Administrative Procedures**

N/A

## VIII. Cross-References

- [Policy 1000: Bylaws](#)

## IX. References

- Middle States Commission on Higher Education (MSCHE) [Standard II](#), [Standard VI](#)
- 8 NYCRR 604.2

## X. History / Revision Dates

Adoption Date: November 12, 2009 (Board of Trustees)  
Last Revised: June 12, 2025 (Board of Trustees)