

# Salary Bands

Wellesley College strives to develop and maintain salary bands that are broad, flexible and competitive with the market. Our salary structure and policies are designed to:

- Ensure consistency and fairness of treatment around pay for all College employees
- Increase the accountability of managers for employee pay actions
- Ensure salary is linked with the employee's role and his/her performance in that role and
- Take into consideration internal equity across our community.

We have seven broad salary bands, each of which is assigned to a role classification level. The minimum and maximum for each level are established by analyzing the external market for the position. There is also considerable overlap between the bands. This means that a senior position may be in the same salary band as an entry-level position or that a supervisor could be in the same salary band as an employee he/she supervises. This structure gives us specific parameters that can be applied to the position as well as flexibility across all jobs.

The salary band that applies to your position has the same number as your role classification level. For instance, if your position is assigned to classification level 3, your salary band will also be level 3.

## Market Range

Each role has a salary range based on competitive market rates for jobs in other organizations. Market ranges for roles that are unique to Wellesley College are determined by comparing the market rates for similar roles within the College. These market ranges are used as guidelines for new hires, transfers, and promotions so that the Hiring Manager can make responsible pay decisions.

## Guidelines on the Use of Salary Bands

- No College employee should be paid less than the minimum of the assigned salary band for his/her classification level or more than the maximum of the band.
- Employees near or at the maximum of the salary band assigned to their positions will be eligible for increases only to the maximum of the band. Increases beyond the maximum of the band will be distributed in lump sum payments based on performance.
- Market competitiveness will be checked on benchmark positions for which market information is available on an annual basis. Should the market indicate a need, the salary bands will be increased overall, thereby increasing the overall pay opportunity at the College.
- Band increases will not directly affect actual pay unless such movement renders a salary below the minimum of its assigned band.
- Salary bands will only be increased if and when the market demands it.