

**3354:2-20-32 Staff Salary Placement/Salary Advancement**

<u>CONTINUING</u> <u>Admin. &amp; S/P</u>	<u>TEMPORARY</u> <u>Admin. &amp; S/P</u>	<u>TENURE-TRACK</u> <u>Faculty</u>	<u>NON-TENURE TRACK</u> <u>Faculty</u>
<u>Full-time</u>	<u>Full-time</u>	<u>Full-time</u>	<u>Temporary</u>
<u>Partial-year</u>	<u>Partial year</u>		<u>Part-time</u>
<u>Part-time</u>	<u>Part-time</u>		
<u>Staff</u>	<u>Staff</u>		
x <u>Full-time</u>	x <u>Full-time</u>		
x <u>Partial-year</u>	x <u>Partial-year</u>		
x <u>Part-time</u>	x <u>Part-time</u>		

**(A) Salary Step Placement****(1) Newly-Hired Employee**

(a) Generally, a newly-hired staff employee will be placed at the minimum starting salary for the pay grade to which his/her position is assigned. However, placement beyond the minimum starting salary, in recognition of knowledge, skills, abilities, or experience directly related to the assignment and exceeding the minimum qualifications, may be approved by the President upon recommendation of the Vice President for Human Resources and Organizational Development.

**(b) Definition of Newly-Hired Employee**

(i) An individual not having previously been an employee of the College.

(ii) An individual who separated from the College for any reason, other than lay-off, and is re-employed at a later date.

(iii) A laid-off employee whose reinstatement rights have expired.

(iv) A current continuing-status College employee who applied and was subsequently hired for a position (either another continuing-status position or a temporary status position) in a higher classification.

(a) In the event that salary placement, when done in accordance with paragraph (A) above, results in a lower hourly rate than the employee earned in the previous assignment, the Vice President for Human Resources and Organizational Development will review and recommend an appropriate salary placement to the President.

(2) Current College Employee Whose Status (vs. Position) Has Changed

(a) From Part-time to Full-Time

- (i) In the event a continuing-status, part-time position is expanded to full-time, the part-time incumbent who applies and is subsequently hired for the new full-time position will retain the same hourly rate.

(b) From Temporary to Continuing

- (i) The hours worked as a temporary employee shall be counted toward the probationary requirement and hours needed for salary adjustment if the temporary status employee is subsequently hired for the same position when the position is converted to a continuing status.

(c) From Continuing to Temporary

- (i) Salary placement will be as outlined in paragraph (A), with the considerations in sub-paragraph (d) noted above.

(3) Current College Employee Whose Position is Reclassified

(a) Reclassification to a Higher Pay Grade

- (i) An employee assigned to a position which is reclassified to a higher pay grade will be placed in the new pay grade at his/her current salary, or the new salary grade minimum whichever is higher. However, an employee who is an employee of the College effective July 1, 2000 shall not move to a lower pay grade as a result of the PriceWaterhouseCoopers study. As a position, which was moved downward as a result of the PriceWaterhouseCoopers study becomes vacant, it will be moved to the recommended lower grade.

(b) Reclassification to a Lower Pay Grade

- (i) An employee assigned to a position which is reclassified to a lower pay grade will be placed in the new pay grade at his/her current salary or the maximum salary for the pay grade if the current salary is more than the maximum of the new pay grade.

(4) Current College Employee Who is Transferred

- (a) Salary placement shall not be affected by College-initiated transfers, whether voluntary or compulsory.

(B) Salary Adjustment

(1) Full-time continuing Status Employees

- (a) Full-time continuing status employees (includes those continuing-status employees temporarily assigned to a temporary status position) having been compensated for 2,080 hours in the previous fiscal year, and receiving a performance rating of fully acceptable or better, are eligible for a salary adjustment of three percent (3%) effective July 1 of the subsequent fiscal year, as long as the employee does not exceed the maximum of the salary range.

(2) Part-time Continuing Status Staff Employees

- (a) Part-time continuing status employees receiving a performance rating of fully acceptable or better are eligible for a three percent (3%) salary adjustment effective July 1 of the subsequent fiscal year, as long as the employee does not exceed the maximum of the salary range.

(3) Temporary Status Employees

- (a) Temporary status employees are not eligible for salary adjustments unless the position is externally funded and such movement is required/allowed by the conditions of the funding source.

Replaces: 3/6/03

Effective: 03/06/2003

CERTIFIED ELECTRONICALLY

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Certification

03/13/2015

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Date

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