

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

ADJUSTMENT OF FULL-TIME STAFF SALARIES

Effective:

Policy No. 3357:13-16-491

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POLICY:

Pay increases for full-time employees will be made on a calendar year basis, as of January 1 each year. The proportion of the established pay rate earned by a full-time employee will be determined by the total months worked full-time by that employee during the previous calendar year.

PROCEDURE:

Full-time employees will earn pay raises in a proportion determined by the number of months of full-time employment at NCSC during the preceding calendar year, using the following formula: the number of months worked full-time by the employee divided by the number of months in the employee's contract. However, the percentage of raise shall not be less than the percentage of increase added to any base salary in the college applying to this employee.

EXPLANATION:

A. Twelve-month and classified staff

1. All full-time, twelve-month contract and all full-time classified staff employed full-time for the twelve-month period before a January 1 pay increase shall receive 12/12 of the determined pay raise.
2. Full-time twelve month contract and full-time classified staff employed full-time for less than twelve months prior to any January 1 shall receive 1/12 of the determined pay raise for each month worked full-time prior to that January 1.

B. Nine-month contract employees

1. Full-time staff with nine-month contracts who are employed full-time for any nine months during the calendar year previous to a January 1 pay increase shall receive 9/9 of that increase.

2. Full-time staff employed under nine-month contracts who are employed full-time less than nine months prior to any January 1 shall receive 1/9 of the determined pay increase for each month employed full-time during the twelve months before that January 1.
- C. Comparable examples would apply to any employee with a contract having a duration of other than twelve or nine months.

Replace with current practice.