

**3358:11-5-01 Salary administration program policy.**

(A) Purpose. It is the objective of Owens community college to establish and maintain salary levels which reflect position responsibilities; are competitive with other employers in the same employment market; are capable of attracting, retaining, and motivating competent employees; and are within the budgetary resources of the college.

(B) Responsibility for the salary administration program.

- (1) The board of trustees of Owens community college approves the salary administration program and reviews and approves the president's recommendations regarding all salaries and salary adjustments.
- (2) The president will determine which positions are covered by this program and will recommend to the board of trustees salaries for new employees and salary adjustments for current employees.
- (3) The vice president for human resources administers the program.

(C) Salary ranges.

- (1) The president will establish salary range guidelines which reflect current competitive rates of pay each year in the relevant employment market and which are compatible with the budgetary resources of the college.
- (2) Contract length effect. In order to compensate for different lengths of work years, the salary grade rate ranges may be modified to consider the number of days actually worked. Yearly contracts will be computed to a number of hours; therefore, a twelve-month contract will be considered as two thousand eighty hours, which includes vacations and paid holidays. Schedules for lesser work periods include paid holidays but do not include paid vacation. As a result, the following will be applied to the full-year schedule.

Contract Length		No. of Hours
12.0 months ( 260 days)	=	2,080
11.0 months (220 days)	=	1,760
10.5 months (210 days)	=	1,680
10.0 months (200 days)	=	1,600
9.5 months (190 days)	=	1,520
9.0 months (180 days)	=	1,440

(3) Salary range revision.

- (a) The salary ranges may be adjusted annually if competitive data indicates the general salary line has shifted. The salary structure as a whole may be revised, rather than individual salary ranges, to preserve internal relationships of positions.
- (b) Adjustments to the salary structure will not be passed on to the employees in the form of a general increase unless specifically authorized by the president and the board of trustees.

(D) Merit-based reviews and adjustments.

- (1) All merit-based adjustments will be related to job performance. Employee salaries will be reviewed and adjusted periodically to ensure that each employee's salary reflects his/her contribution to the progress and viability of the college and is within the budgetary resources of the institution.
- (2) Pay adjustments.
  - (a) Individual performance is the only basis for a merit increase. Length of service or time spent in a position does not, by itself, justify an increase. Employees who fail to meet expectations or whose performance or attitude is unacceptable are not eligible for merit increases.
  - (b) The primary advantages of the merit plan are:
    - (i) The higher performing employee receives a greater percentage increase than a lower performing employee.
    - (ii) The salary can be moved to a proper relationship with other employees based on performance.
    - (iii) Salary range increases are considered in the merit calculation in a systematic manner.
  - (c) In no event shall an employee receive a pay increase which places that employee's calculated hourly rate above the maximum rate of their range. The budgeted amounts of annual increases shall be determined in consideration of available funds for such purposes as determined by the president.

**3358:11-5-01**

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Effective date: 12/20/2008

Patricia M. Jezak  
Certification

12/10/2008  
Date

Promulgated under:	111.15
Statutory authority:	3358.08
Rule amplifies:	3358.08
Prior effective dates:	3/5/2002