

**3358:11-5-02 Contracts/salary notices policy.**

- (A) Salaried exempt employees.
  - (1) A contract is an agreement entered into between the board of trustees of Owens community college and full-time non-bargaining unit salaried exempt employees. All contracts are “limited,” i.e., have a termination date.
  - (2) The contract is issued after the board, upon recommendation of the president, approves the contract.
- (B) Non-exempt employees. Salary notices are issued to non-bargaining unit non-exempt staff as a confirmation of hourly wage. The salary notice is issued after the board, upon recommendation of the president, approves the salary notice. A salary notice is a communications device and does not imply any contractual arrangement.
- (C) Salary Adjustments. Salary adjustments are normally made on an annual basis. Salary adjustments are subject to the sufficiency of funds and official action of the board.
- (D) Implementation. The vice president of human resources will implement procedures consistent with this policy.

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
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