

**OWENS COMMUNITY COLLEGE
INTERNAL OPERATING PROCEDURES**

Contracts/Salary Notices Policy

3358:11-5-02

Procedures and Guidelines

- (A) Salaried Exempt Employee Contracts.
 - (1) Employees should read the contract carefully, noting the obligations, duties, and conditions which govern them as employees. For all new contracts, employees will receive two copies of the contract via U.S. Postal Mail. One signed copy should be retained by the employee and the other signed copy must be returned to the human resources office, according to the guidelines issued with the contract. For all renewal contracts, employees will receive contract documents via the Owens email system. It is the individual employee's responsibility to sign, and return one copy of the contract to the human resources office for placement in their personnel file.
- (B) Non-Exempt Employee Salary notices. Salary notices are sent electronically to the employee via the Owens email system.
- (C) Salary adjustments. For Exempt and Non-Exempt employees. Salary adjustments are communicated to employees via the Owens intranet (Ozone).

These procedures were developed for implementation by the Vice President of Human Resources.

Any changes to this procedure must be submitted to the Board Secretary for President's Cabinet review (except changes in contact information).

This procedure conforms to the policy that has been approved by the Board of Trustees on December 9, 2008, and filed with the State of Ohio Electronic Rule Filing with the policy effective date of December 20, 2008.

12-10-08 pj