

3358:11-5-02 Employment agreements/salary notices policy.

- (A) Salaried exempt employees.
 - (1) An employment agreement is a contract entered into and executed between Owens community college and a full-time non-bargaining unit salaried exempt employee. All employment agreements have a termination date, (June thirtieth) in alignment with the fiscal year budget.
 - (2) An employment agreement is conditioned upon the college's need for the position, the availability of sufficient budgeted funds, and the employee's satisfactory work performance and compliance with all rules and regulations; all of which shall be determined solely by the college. The employment agreement will be issued electronically from human resources.
- (B) Non-exempt employees. Salary notices are electronically issued to non-bargaining unit non-exempt staff as a confirmation of the hourly wage. A salary notice is a communication and does not imply any contractual arrangement.
- (C) Compensation. The board of trustees shall act on the president's recommendation for the initial appointment/compensation of full-time employees and for any subsequent compensation adjustment, provided there is an availability of sufficient budgeted funds.
- (D) Implementation. The vice president of business affairs/chief financial officer with the vice president of administration or human resources designee will implement such processes consistent with this rule.

Effective date: 05/13/2019

Promulgated under:	111.15
Statutory authority:	3358.08
Rule amplifies:	3358.08
Prior effective dates:	3/7/2002, 12/20/2008