

APPENDIX III

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

(A) ~~Contracts~~ Salaried exempt employees.

- (1) A contract is an agreement entered into between the board of trustees of Owens ~~Community College~~ community college and ~~administrative and certain professional staff~~ full-time non-bargaining unit salaried exempt employees. All contracts are "limited," i.e., have a termination date. ~~They are issued for a fiscal year and, thus, may be either one year in length or a portion of a fiscal year in length (from starting date to end of the current fiscal year).~~
- (2) The contract is issued after the board, upon recommendation of the president, approves the contract. ~~Employees should read the contract carefully, noting the obligations, duties, and conditions which govern them as employees. Employees will receive two copies of the contract to sign. One signed copy should be retained by the employee and the other signed copy should be returned to the human resources office, according to the guidelines issued with the contract.~~

(B) ~~Salary notices~~ Non-exempt employees. Salary notices are issued to ~~hourly~~ 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. ~~It is mailed to the employee's home address.~~

(C) ~~Salary Adjustments~~. Salary adjustments are normally made ~~near the beginning of each calendar year~~ on an annual basis. Salary adjustments are subject to the sufficiency of funds and official action of the board. ~~Salary adjustments are communicated to employees through a salary notice.~~

(D) Implementation. The vice president of human resources will implement procedures consistent with this policy.

Effective date: XX/XX/XXXX

Certification

Date

Promulgated under: 111.15
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