ANNUAL ADVANCEMENT WITHIN THE SALARY RANGES

It is the policy of the College to promote the progression of employees through assigned salary ranges. The amount of monies available for employee raises in a given year to be allocated to within-range advancement shall be established by the Board of Trustees.

See the following page for procedure.

Adopted March 23, 1989
Reformatted February 9, 2011
ANNUAL ADVANCEMENT WITHIN THE SALARY RANGES

A raise within the appropriate salary range, either through a step increase or through a percentage progression, will be given in accordance with the following:

Eligibility Date
The eligibility date shall be the end of each fiscal year of service until the maximum of the salary range is reached. Some conditions apply including those described below.

Professional Employees
An employee who commences work between January 2 and June 30 cannot receive a step increase for the ensuing fiscal year that begins July 1 until after the completion of six (6) months of service. If the employee is on leave-without-pay status for over twenty (20) work days, no time spent in leave-without-pay will count towards service.

Paraprofessional Employees
An employee who commences work between January 2 and June 30 is not eligible to progress through the range for the ensuing fiscal year that begins July 1 until after the completion of six (6) months of service. If an employee is on leave-without-pay status for over twenty (20) work days, no time spent in leave-without-pay status will count towards service.

Effective Date
The effective date for the pay increase shall generally be the beginning of the payroll period following the eligibility date.

Factors Which Do Not Affect Eligibility for Pay Advancement
The following factors shall not affect the eligibility for either a step advancement or percentage progression through a salary range:

- Pay adjustments resulting from the adoption of the annual budget,
- Transfer within a class,
- Military leave without pay necessitated by a draft or reserve call-up,
- Leave-without-pay for twenty (20) work days or less,
- A period of paid leave,
- A professional leave,
- Reclassification to a class of the same pay range or lower,
- Reclassification from paraprofessional to professional status.

Adopted March 23, 1989
Reformatted February 9, 2011