

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY NO. BP- 5.10

TITLE: SALARY PLAN for EMPLOYEES

SECTION 1. GENERAL

- 1.1 Scope This policy establishes the plan for the annual adjustment of employee salaries at Eastern West Virginia Community & Technical College.
- 1.2 Authority West Virginia Code §18B-8-3(a); §18B-9-4(b), 5(a)
- 1.3 Effective Date **September 19, 2001; Amended July 21, 2004; Revision April 20, 2005, Revision June 22, 2005**

SECTION 2. GENERAL PRINCIPLES

- 2.1 Only full-time, regular employees who have been employed with the College for at least nine months are eligible for adjustments to salaries.
- 2.2 Salaries will be adjusted or increased only once per fiscal year.
- 2.3 Funds allocated to salary increases will be made commensurate with increases in revenues.
- 2.4 Available funds for salary increases will be distributed to all three employee categories.
- 2.5 Salary increases will be based on evaluation of performance using institutionally adopted instruments.
- 2.6 Salary increases will be based on the salary goals established in the approved Compact and Master Plan.

SECTION 3. SALARY PLAN FOR CLASSIFIED EMPLOYEES

- 3.1 Move all current eligible classified employees at a uniform percentage of the distance from their current salaries toward salaries at the proper step for their respective classification and pay grade or at a uniform number of steps. Percentage or number of steps will be based on total funds available for salary increases; comparability to movement at peer institutions and the relationship of salaries of current employees to new hires.

- 3.2 Hire all new classified employees at the entry rate or higher for the pay grade assigned to the classification.
- 3.3 Base eligibility for current classified employees to receive increases on the completion of a standard institutional performance evaluation adopted for classified employees.

SECTION 4. SALARY PLAN FOR FACULTY

- 4.1 Move total of salaries for current, eligible faculty at a percentage of the distance from the sum of existing annual salaries toward a comparable composite of salaries based on the averages calculated at peer institutions (i.e., Northern and Southern). Percentage will be based on the total funds available for salary increases; comparability to movement at peer institutions and the relationship of salaries of current employees to new hires.
- 4.2 Base eligibility for current employee to receive increases on the completion of a standard institutional performance evaluation adopted for faculty and a merit recognition program adopted for faculty.
- 4.3 Dedicate a substantial portion of the total funds available for increases in faculty salaries to merit recognition as specified in the program adopted for faculty.

SECTION 5. SALARY PLAN FOR NON-CLASSIFIED EMPLOYEES

- 5.1 Move total of salaries for current, eligible non-classified at a percentage of the distance from the sum of existing annual salaries toward a comparable composite of salaries based on the averages calculated at peer institutions (i.e., Northern and Southern). Percentage will be based on the total funds available for salary increases; comparability to movement at peer institutions and the relationship of salaries of current employees to new hires.
- 5.2 Base eligibility for current employee to receive increases on the completion of a standard institutional performance evaluation adopted for non-classified and on a merit recognition program adopted for non-classified employees.
- 5.3 Dedicate a substantial portion of the total funds available for increases in non-classified employee salaries to merit recognition as specified in the program adopted for non-classified employees.

BOARD OF GOVERNORS, CHAIR

June 22, 2005

DATE