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

(A) Salaried exempt employees.

(1) A contract is an agreement entered into between the board of trustees of Owens community college and full-time non-bargaining unit salaried exempt employees. All contracts are “limited,” i.e., have a termination date.

(2) The contract is issued after the board, upon recommendation of the president, approves the contract.

(B) Non-exempt employees. Salary notices are issued to 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.

(C) Salary Adjustments. Salary adjustments are normally made on an annual basis. Salary adjustments are subject to the sufficiency of funds and official action of the board.

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

Effective date: 12/20/2008

Patricia M. Jezak
Certification

12/10/2008
Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 3/5/2002