SUBJECT: Salary Progression - Faculty/Classified Personnel

I. Faculty

A new faculty member of the College will be paid according to the faculty salary schedule, depending on their educational achievement and experience. To be eligible for the top three levels (MA+30, MA+60, PHD) a majority of the additional hours must be earned in the instructor’s major, minor and/or related fields.

Increments are not automatic but depend on the recommendation of the administration based upon the current evaluation system. During times of financial exigency, step progression may be suspended.

II. Classified Personnel

A new employee of the College will normally be placed on “Step” 1 of the appropriate skill level. The employee will progress one (1) “step” on September 1 each year except the first year of employment if hired in June, July, or August. During times of financial exigency, step progression may be suspended.

An employee may be placed on the skill level not to exceed Step 2 when prior experience in work that is directly related to the job for which they are being hired is considered of direct benefit to the College. Such experience must be documented in writing by the hiring supervisor, the experience must be directly related to the job for which they are being hired, and must be justified in light of the experience of all other employees in like jobs. Approval for placing employees above Step 1 on the skill level must be obtained in advance from the President of the College or his designee prior to any commitment to the prospective employee. When an employee reaches the maximum salary in his skill level, this will prevent receipt of an annual salary increase unless an exception is granted by the President.