

West Virginia Northern Community College

Classified Employees Salary Rule

Rule Number: NC-2030

Effective Date: March 1, 2009

Date Approved by WVNCC Board of Governors: February 26, 2009

Authority Reference: WV Senate Bill 2005; WV Code §18B-9-3; WV Code §18B-9-4;
WV Code §18B-9-5; Title 135 Procedural Rule, WVCTC, Series 8

Replaces previous rule dated: Employee Salary Guidelines, November 18, 2004

Rule:

Classified staff salary increases will be in accordance with the uniform classification system. Assuming funding is identified for salary increases, the College will maintain full funding of the salary scale that is currently in force. State level action may supersede this rule.

Classified staff that reach the 15 year maximum on the salary scale may be provided salary increases in excess of the salary established by the salary schedule for their pay grade and years of experience only if all such employees at the College are receiving at least the minimum salary for their pay grade and years of experience as established for them by the salary schedule. Salary increases must be provided in a manner that is consistent with the uniform classification system and this salary rule. Salary increases may be based on any of the following or a combination of any of the following: across the board increase, percentage increase, and/or merit increase. Merit increases will be given in accordance with a Board of Governors approved Classified Staff Merit rule.

New classified employees will be hired at the proper pay grade and step.

If an employee's overall job performance is unsatisfactory, needs improvement, or if the employee is currently on an improvement plan or receiving disciplinary action, he/she will not qualify for a raise greater than the minimum step move amount and will remain ineligible until the next annual salary increase review.