

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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SALARY SYSTEM ADMINISTRATION

Effective June 1, 2010

Procedure No. 3-04 (E)

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- (1) Faculty, management, and staff salary bands and pay ranges are approved upon recommendation of the President by the Board of Trustees. Pay ranges indicate a minimum to maximum salary. The Board of Trustees must approve any adjustments to the salary bands/ ranges.
  - (a) Staff and management jobs are placed in a salary bands based on the position description and market comparison study.
  - (b) Faculty members are compensated in accordance with salary ranges based upon the academic rank of the faculty member and in accordance with the CSEA Faculty Collective Bargaining Agreement (CBA).
- (2) Initial placement of new employees into appropriate pay ranges shall be in accordance to Policy/Procedure 3-03 (H).
- (3) From time to time the Board of Trustees may approve the funding of salary increases for all employees. Unless otherwise provided by action of the Board of Trustees, such salary increases shall be effective with the beginning of the college's fiscal year, and shall be contingent upon the availability of financial resources and satisfactory job performance.
- (4) Professional part-time employees who are appointed to full-time positions will be placed in the appropriate targeted hiring range in accordance with paragraph 3-03 (H).
- (5) Staff and management employees who are appointed to faculty positions will be placed In the salary range per the Collective Bargaining Agreement (CBA) appropriate to their academic rank upon the recommendation of the Provost and approval of the President.
- (6) Full-time faculty members will be assigned appropriate workload for the following three academic terms: Autumn, Winter, and Spring. If a full-time faculty member is awarded a course load supplemental contract to work Summer term, it will be at a rate of  $\frac{11}{34}$  of the annual value of the contract in effect during the immediate preceding Spring term.  $\text{July 1 Salary} \div 170 \text{ (Daily Rate)} \times 55 \text{ Days/Summer}$ .

***Last Effective Date: February 15, 1991***