

 Policy #: A-13	Effective Date: 3/25/03	Page #: 1 of 1
Ref #: 1301.31(a), 1301.32(c)(3),(d)(2)	Policy Council Approval Date: 8/28/07	Revision Date: 4/10/07

COMPONENT: ADMINISTRATION

SUBJECT: WAGE & SALARY SCALE

PERFORMANCE OBJECTIVE: To establish and maintain a compensation system that passes external comparability and internal consistency.

OPERATIONAL PROCEDURE:

1. The wage and salary scale is based upon position and related education at entry, while pursuing education and/or upon completion.
2. In order to be eligible for education increases staff must be currently enrolled in a degree program, be in good academics standing with school, and have attained required credit hours. Staff must submit official transcripts to their supervisor within 30 days of completion of coursework to be eligible for an increase. Failure to submit transcript within the designated time frame will result in the increase being effective upon date of receipt and not date coursework completed, therefore, the staff person will not be eligible for retroactive compensation.