



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> ANNUAL SALARY INCREASES	<b>Number:</b> 6.22	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64 FAC: 6A-14.060, 6A-1.052	<b>Board Adoption/Revision Approval Dates:</b> 6/16/99, 6/27/00, 10/22/02, 6/27/06	

Full-time employees must normally have a year of service before becoming eligible for an increase in pay. In order to qualify, an employee must work at least one day more than half the workdays as determined by their contract or assigned work year schedule.

Annual pay increases for full-time personnel may be given subject to adequate funding and based on the recommendation of the President and approval of the District Board of Trustees.

### **Limits on Eligibility for Annual Salary Increases**

Persons employed to teach full-time on a month-to-month basis as needed normally do not receive annual increases.

Employees on leave more than half of the scheduled workdays (as determined by their contracts or assigned work year schedule) in one year, with or without compensation, are not eligible for a pay increase the following year. Employees on approved sabbatical leave are exempt from this provision.

Employees whose overall rating in an annual evaluation is determined to be unsatisfactory will not be eligible for an annual pay increase during the fiscal year following the unsatisfactory evaluation rating.

Work performed during an overtime assignment shall not be recognized in calculating years of service.

Only one year of service may be recognized within one fiscal year.