

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Personnel Policies and Procedures
**POLICY/PROCEDURE: Compensation and Classification of
Non-Faculty Staff**

DATE: March 1, 1993
REVISION(S):

NUMBER: 2.20

Classified personnel are employed and paid in accordance with the College Appropriation Act approved by the Arkansas General Assembly and guidelines established by the Arkansas Department of Higher Education and other agencies of the state concerned with classified personnel.

The Appropriation Act sets the grade for specific positions and the number of such positions that are available to the College. A salary schedule, approved by the General Assembly, determines the pay level of all classified positions and the maximum level of a specific job title.

Each employee may be eligible for a pay increase on his/her anniversary date each year. Pay increases are determined by administrative action, giving consideration to legislative approvals, the availability of funds, and an evaluation of each employee's work performance. A pay increase may also be recommended for an employee who has been promoted to a position that carries a higher classification.

AUTHENTICATION (Signature):

COPP

President

3/1/93
(Date)

2.20