

POLICY NO. 616
Area: Human Resources

Date adopted: September 26, 2002

Certified by _____
Dr. Adolphus Andrews
Executive Vice President and
Chief Financial Officer

Revisions approved:

**Subject: ANNUAL SALARY INCREASE ELIGIBILITY—
CONTRACT EMPLOYEES**

If it is determined that an annual salary increase will be provided to University employees, an employee must have been employed at the University at least six months prior to the annual salary increase effective date to be eligible for the salary increase award. For example, historically Central State University has provided annual salary increases as of November 1. Under this scenario, an employee must have been appointed prior to May 1 to be eligible for the annual increase.

Incumbents who have changed positions within the University less than six months prior to the annual salary increase are eligible to receive the increase based upon their pay rate at the time the salary increase is awarded.

Employees hired less than six months before the annual salary increase award will not be eligible for an annual salary increase until the subsequent year.