

Policy Type: Professional Staff

Policy Title: Step Advancement

Who Does This Policy Affect: All Professional Staff

Purpose: The purpose of this policy is to explain step advancement on the salary schedule.

Policy Statement:

Any employee who has not reached the maximum step for that position will be advanced on the salary schedule one step for a year's service at the time the new fiscal year salary schedule becomes effective.

Any employee who has not worked a full year at the College, but whose date of employment is prior to the College's first working day in February, will be eligible for step advancement on the next fiscal year's salary schedule. This date also applies to all grade reclassifications.