



EMPLOYEE PAY

POLICY

The President has the authority to establish and adjust the salaries of all personnel within the College with the exception of the President. Salaries are determined by a salary plan approved by the Board of Trustees. In most cases, salary increases are granted one time per year, at the beginning of the fiscal year, and are based on action by the NC Legislature and budget appropriation

PROCEDURES

Pay

All employees receive their regular paycheck on the last workday of the month, including employees whose employment is terminated during the month.

Longevity

Upon completion of at least 10 years of qualifying service with the Brunswick Community College in a full-time or permanent part-time position, employees are eligible for Longevity Pay. This is an annual payment based on an employee’s years of service and his or her annual salary.

Years of Aggregate State Service	Longevity Pay Rate
10 but less than 15 years	1.50%
15 but less than 20 years	2.25%
20 but less than 25 years	3.25%
25 or more years	4.50%

Longevity is paid each year during the month that includes the eligibility date (dates of eligibility after the 15th of the month are paid in the following month). Longevity is not considered a part of the employee’s annual base salary for classification and pay purposes.

Promotions and Salary Increases

Final decisions concerning promotions, transfers, and salary increases are made at the discretion of the President. Such decisions are made after consultation with the employee's supervisor. The President will inform the Board of Trustees at their next regular meeting of any promotions or transfers.



Salary Increase for Earned Educational Degree

The College supports its faculty and staff in their educational pursuits. As such, educational attainments are considered for annual merit pay salary increases, pending the availability of funds.

Merit increases for educational attainments will be awarded for the fiscal year following a degree attainment (July 1), unless withholding the increase would violate the Minimum Faculty Salaries by Education Level established by the State Board for that fiscal year. Degrees must be through an accredited institution, are not retroactive to years when such funding was not available, and are awarded **based on budget availability**. Employees will be eligible for only one level of each degree and the degree must relate to the employee's approved professional development plan.

Annual salary merit pay increases considered for educational attainments are:

\$250 = Associate's

\$500 = Bachelor's

\$750 = Master's

\$1,000 = Doctorate

October 19, 2017