



## **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

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### **PROCEDURE**

#### **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.

<b>Years of Aggregate State Service</b>	<b>Longevity Pay Rate</b>
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.

*Approved by Brunswick Community College Board of Trustees*  
October 19, 2017

*Procedure Revised by Brunswick Community College Board of Trustees*  
October 20, 2022