

Ocean County College, Toms River, NJ

PERSONNEL NON-ACADEMIC STAFF
Pay Adjustment for Added Duties for
Managerial/Technical, Confidential
Managerial/Technical, and Confidential
Clerical Employees #3311

POLICY

Occasionally it becomes necessary to assign additional responsibility to an employee, either on a temporary or a permanent basis. When this occurs, the area Vice President and the Vice President of Human Resources shall evaluate the impact of the additional responsibility. Issues of consideration shall include: (a) additional duties added to the employee's responsibility, (b) responsibilities for which the employee is relieved, (c) comparative compensation information, and (d) any other information which is deemed relevant. Pay adjustments shall not occur for coverage of employees who are on approved vacation/sick leave, except in extraordinary circumstances that are approved by the President. The area Vice President and the Vice President of Human Resources shall submit a recommendation for justified pay adjustment(s), based on the evaluation to the President for his/her consideration. The Vice President of Human Resources shall notify the supervisor and the employee regarding the disposition of the President's decision.

Wherein the specifics of this policy are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of such relevant collective bargaining agreement shall take precedence.

ADOPTED: July 28, 1975
Revised: December 12, 1983
Revised: April 22, 1985
Revised: December 7, 1998
Revised: June 28, 1999