



Eligibility for Salary Increases and Retention Payments

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Approved By and Date:

Board of Trustees 12/16/2019

Executive Leadership Team 09/18/2019

Policy:

Kilgore College may grant percentage increases to salaries if fiscal conditions allow. The College may also grant periodic retention payments if fiscal conditions allow. Eligibility for each of these will be determined according to the criteria in the Procedures section below.

Procedures:

Approved By and Date:

Executive Leadership Team 9/18/2019

Salary increases and the awarding of retention payments will be approved as part of the Board of Trustees' approval of the College's annual budget. Employees who begin work on or before June 1 are eligible for percentage salary increases that are effective September 1. Incumbent workers who change positions are eligible for the percentage salary increase based on the new position's salary as long as they are in the new position on or before September 1. Employees who begin work on or before September 1 are eligible to receive retention payments that are awarded in November.