

1492.00 VALUED SERVICE – SUPPORT STAFF POLICY

STAFF HIRED AFTER FEBRUARY 1, 1986

Regular full- or part-time support staff hired after February 1, 1986 will be provided an annual valued service payment according to the parameters outlined below.

Criteria for Eligibility

Regular full or part time support staff members who meet the following criteria are eligible for the annual Valued Service payment:

1. Have completed their eighth consecutive year of employment at NMC in a regular appointment.
2. Have served one year at the top of their current salary level.
3. Have completed at least 24 hours of professional development in the prior year (as evidenced in the Individual Development Plan annual summary in the Performance Feedback system initiated in 2004-05).
4. Were hired after February 1, 1986 and are not eligible for the longevity plan in effect prior to that date.
5. Employees eligible for Valued Service payments effective June 30, 2004 will continue to be eligible regardless of step placement on the revised salary schedule effective July 1, 2004.

Payment Amount

The support staff member will receive \$250 the first year eligible. Each year thereafter, the payment will increase by \$50, to a maximum payment of \$800.

Payment Method

The Valued Service payment will be made in a lump sum with the first regular pay in July.

If a staff member receiving this Valued Service payment is promoted, the payment amount will be included with their base pay in determining appropriate placement in the new level, such that the new salary will be no lower than their current combined earnings. The staff member would then re-qualify for the Valued Service payment in their new level, with the payment starting again at \$250.

AUTHORIZATION OF STAFF POLICY

President's authorization: Timothy J. Nelson Date authorized: 3/17/06