



S. Termination of Services

Except in extreme emergency or illness, faculty/staff members are expected to give at least ninety (90) days notice of intention to resign or retire, unless otherwise stated in his/her letter of appointment. Under ordinary circumstances, notice for faculty members shall become effective at the end of a long semester or a summer term.

XII. REMUNERATION PROGRAM

It is HLSCC's desire to pay wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, reflective of individual and College performance, and compliant with all applicable governmental requirements.

A. Application

HLSCC applies the same principles of fairness to all employees.

BASIS FOR DETERMINING PAY

All employee's pay is influenced by five factors:

- The nature and scope of the job.
- What other employers pay their employees for comparable jobs.
- Your qualifications and experience.
- Your individual performance.
- The College's overall budgetary provision.

Based upon an employee's performance exceeding the standards for his/her position, the employee may earn additional remuneration, subject to the College's ability to pay.

EXTERNAL COMPARABILITY

HLSCC may examine our marketplace on a periodic basis in an effort to determine comparability. Changes in pay may be made as needed and as the College can afford such changes, in an effort to maintain market comparability. An individual's pay will depend on his/her sustained performance over time.

INDIVIDUAL PAY

Each employee will have an annual performance review with his/her supervisor. The overall performance rating will influence your potential wage or salary adjustment. Through improving your individual performance and by increasing job responsibilities and moving to higher level jobs, you have significant impact on your pay.



B. Payroll Taxes and Social Security

All employees of the College are required by law to contribute to the Payroll Taxes plan and the Social Security scheme. Payments are deducted from employees' earnings and paid into the plans by the College. Employees should seek further information about payments and benefits from the Human Resources Department.

C. Pay Period

Full-time faculty and staff shall be paid on a semi-monthly basis; fifty percent less the required deductions is remitted for each period. Pay dates are on the 15th and 28th of each month. When a pay period falls on a weekend, payday will be the preceding Friday.

All adjunct and guest faculty shall receive payment twice in the semester. The first payment shall be at approximately mid-term, and the final payment shall be made at the end of the semester. All records and grades must be completed and submitted in order to receive the final payment.

D. Termination and Separation Pay

VOLUNTARY

The College expects that an employee will give at least 90 days' notice, unless otherwise stated in his/her appointment letter, in the event he/she intends to leave the College's employment. The employee will receive pay for actual time worked. If employed by the College for more than three (3) months, at the time of separation, the employee will receive payment for any accrued but unused vacation leave, less the required deductions, in his/her final cheque. Any amount of advanced paid leave time given as a loan or a cash advance which has not yet been earned will be deducted from the employee's final cheque at the time of separation. All other outstanding institutional charges will also be deducted.

Employees may not accrue, or be eligible for, monetary benefits that have not been earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.

INVOLUNTARY OR LAY OFF

If the College releases an employee for any reason other than a policy violation and, if the employee has been employed by HLSCC for more than two (2) full years, he/she should receive separation pay.

When an employee leaves the College, he/she will receive pay for actual time worked. If employed by the College for more than three (3) months, at the time of employment termination he/she will receive payment for any accrued but unused vacation leave, less the required deductions, in the final cheque. Any amount of advanced paid leave time given as a loan or a cash advance which has not yet been earned will be deducted from the employee's final cheque at the time of termination.