

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	POSITION REVIEW, CLASSIFICATION AND COMPENSATION	03-0701	1 OF 2
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7 3.3 Pay Plan	December 18, 2024	

Purpose

The purpose of this procedure is to identify the processes used to determine the classification and/or compensation of a position within the College.

Procedure

A. Classification Review

1. One of more of the following factors may indicate the need for a classification review. In all cases, the incumbent or future employee must meet the minimum qualifications for new classification.
 - a. Significant and permanent changes (at least 50%) in the assigned duties and responsibilities, to include a redistribution of work assignments or level of decision-making responsibilities.
 - b. Changes in the level of complexity of the assigned duties and responsibilities.
2. A classification review request is initiated by the supervisor, with the concurrence of the appropriate Associate Vice President/Associate Provost/Vice President/Provost/Chief to include the funding source as confirmed by the Budget Office, to the Office of Human Resources.
3. The classification review request will require a revised job description and/or Position Description Questionnaire (PDQ). If organizational changes have occurred, copies of previous and revised organizational charts should be included. If the change in one position affects other positions, requesting departments may also need to provide information about similar positions within the department.
4. Upon completion of the review of the revised job description and/or PDQ, the findings will be evaluated in accordance with established practices to determine the salary band of the updated position. The reclassification is based on the evaluation of one or more of the factors noted above, as verified by Human Resources through standard compensation and classification evaluation methods. The results will be presented to the Chief Human Resource Officer (CHRO), or designee, for review. The appropriate Associate Vice President/Associate Provost/Vice President/Provost/Chief and supervisor will be notified of the results and will then be responsible for notifying the employee. Should the reclassification evaluation result in a salary band increase that requires a salary adjustment, the appropriate Associate Vice President/Associate Provost/Vice President/Provost/Chief, or designee, will need to identify available funds from the current fiscal year budget or budget funds for the next fiscal year to move forward with reclassification.
5. The reclassification of a position is typically limited to two (2) salary bands. In most cases, a change in pay assignment of three (3) salary bands or more constitutes a new position that will require an open search process. The CHRO may, however, recommend more than a two (2) salary band increase without an open search process under extenuating circumstances and when in the best interest of the College. If a higher salary band results, the duties of the position may be reallocated/redistributed to other employees to meet the current salary band.

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
POSITION REVIEW, CLASSIFICATION AND COMPENSATION	03-0701	2 OF 2
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7 3.3 Pay Plan	December 18, 2024	



B. Special Pay Increase (SPI)

1. A Special Pay Increase (SPI) provides an increase to the employee’s base salary in their current position and title without a corresponding change in the employee’s position (classification and salary band). This is predicated on identifying the availability of funding as confirmed by the Budget Office.
2. SPIs may be provided for the following reasons:
 - a. Change in duties which require greater skills, new knowledge, a greater level of authority and responsibility, or other changes in duties which enhance the value of a position at the College but may not warrant a salary band increase
 - b. Internal Equity
 - c. External Market Conditions
3. An updated job description and/or PDQ clearly demonstrating the additional duties and written rationale is required by Human Resources at the time of the request through the appropriate Associate Vice President/Associate Provost/Vice President/Provost/Chief to the CHRO, or designee.
4. An increase to base salary due to market conditions may be defined as being based on an external market review (for comparable jobs) or on internal equity within the College as determined by a Human Resources sanctioned salary survey or internal review. An employee shall not be provided an SPI for work being performed and paid for in accordance with another policy or practice.
5. Upon completion of the review, the findings will be evaluated by Human Resources in accordance with established practices to determine if an increase is appropriate. Should the review result in the recommendation for a salary increase, it is incumbent upon the appropriate Associate Vice President/Associate Provost/Vice President/Provost/Chief, or designee, to identify available funds from the current fiscal year budget and/or budget funds for the next fiscal year to move forward with the SPI.

C. Supervisors should not communicate a pending Classification Review or SPI request to an employee until the request is approved by the appropriate Associate Vice President/Associate Provost/Vice President/Provost/Chief and the CHRO, or designee. An approved reclassification or Special Pay Increase is made effective at the beginning of the pay period following the approval process. No retroactive or backdating of adjustments are permitted.

REFERENCES: F.S. 1001.64, 1001.65, 1012.855

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