

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
COMPENSATION AND CLASSIFICATION	03-0902	1 OF 5
<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>		<b>DATE REVISED</b>
6Hx7-3.3 Pay Plan		December 18, 2024



**Purpose**

The purpose of this procedure is to establish the process and authority for determining a position’s classification and personnel compensation.

**Procedure**

**A. General Provisions**

1. Salaries resulting from the computations based upon the provisions of this procedure shall be effective for the periods presented in sections B, C and D of this procedure.
2. An employee who is granted a leave of absence will, upon return from the leave, be offered, within a period of thirty (30) calendar days, the position held prior to the leave of absence or the first available position for which the employee is qualified at the salary closest to such held at the time the leave was granted.
3. No salary increases shall be granted beyond the maximum salary band and annual salary indicated on the District Board of Trustees (DBOT) approved Salary Structure, except full-time employees who are at the cap of their salary range will receive the one (1) percent increase when earned per APM 03-0911, “One-percent Salary Incentive for Courses Taken at Florida State College at Jacksonville” and those instances as approved by the Chief Human Resources Officer (CHRO).
4. Any payment of salary different from the amount to which the employee is entitled under the enacted salary structure shall be adjusted to reflect the amount to which the employee is entitled under Board Rules. Any such claim for adjustment shall be barred unless presented within twenty-four (24) calendar months from the date of incorrect payment.
5. Effective May 8, 2017, full-time exempt employees may teach a maximum of four (4) credit hours per semester as an adjunct with prior supervisor approval. All exceptions must be authorized in advance and approved by the College President or appropriate Vice President and the CHRO.
  - a. Full-time employees may not teach courses during regularly scheduled work hours and such instructional work shall be considered secondary employment. Secondary employment may be limited by the supervisor when deemed in the best interest of the College.
6. Effective January 1, 2017, full-time non-exempt employees may not hold a second position with the College.

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
COMPENSATION AND CLASSIFICATION	03-0902	2 OF 5
<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>		<b>DATE REVISED</b>
6Hx7-3.3 Pay Plan		December 18, 2024



**B. Administrative/Professional Employees**

1. The contract year shall be the fiscal year defined as the period from July 1 through June 30.
2. For appointments of administrative and professional personnel, the salary band assigned to the job classification, the length of contract and factors which may include but are not limited to market conditions, related experience and current salary shall determine the entry salary. The College President, or designee, is authorized to approve an appropriate salary, generally not to exceed the mid-point of the salary band assigned to the job classification.

**C. Career Employees**

1. The work year for career employees shall correspond to the fiscal year defined as the period from July 1 through June 30.
2. Regular and temporary part-time employees shall not exceed twenty-eight (28) hours per week in any/all position(s) held at the College. In conjunction with not exceeding twenty-eight (28) hours per week, part-time employees are limited to working less than 130 hours in a calendar month. All exceptions must be authorized in advance and approved by the appropriate Vice President, Associate Provost or Associate Vice President. Supervisors are responsible for establishing a work schedule in accordance with the number of hours budgeted for the position that may be less than twenty-eight (28) hours per week.
3. Prior to the beginning of the benefits plan year, the CHRO, or designee, will determine if any part-time employee exceeded the service hours limits during the look back period and meets the definition of a full-time employee. If a part-time employee exceeds the service hours limits and is deemed to be a full-time employee, health insurance must be offered under the Affordable Care Act (ACA). If a part-time employee elects health insurance coverage, the part-time employee's department will be responsible for providing funds to cover the employer portion of insurance premiums for the entire plan year.
4. The entry salary for newly hired career personnel shall be at the minimum of the salary range for the salary band assigned to the job classification. In consultation with the hiring manager, the Human Resources recruiter may approve a salary placement up to fifteen percent (15%) above the minimum, taking into consideration experience and/or education, internal equity within the assigned salary band, as well as the available budget where such action is deemed to be in the best interest of the College. Any exception above the 15% salary placement must be authorized by the CHRO, or designee.

**D. Other Employees**

1. Temporary instructional personnel shall not exceed twelve (12) credit hours per term effective January 1, 2015. All exceptions must be authorized in advance by the appropriate Vice President, Associate Provost or Associate Vice President.

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
COMPENSATION AND CLASSIFICATION	03-0902	3 OF 5
<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
6Hx7-3.3 Pay Plan	December 18, 2024	



E. Exceptions

1. Pursuant to APM 03-0911, full-time employees will be eligible for a one (1) percent increase as an educational promotion after the completion of eight (8) credit hours with a grade of "C" or better or the equivalent supplemental prescribed course for classes taken at the College. An employee may receive no more than a one (1) percent increase every three (3) years. Once an employee is awarded a one-percent incentive, no courses taken prior to that award date may be used in any subsequent one step application. The CHRO will develop procedures to implement this policy. Full-time employees who are at the cap of their salary range will receive the one (1) percent increase when earned.
2. Employees in positions identified as having strategic importance to the College may receive a "strategic value annuity (SVA)" in addition to their regular salary. All SVA's must be supported by a written justification to include the amount of the SVA provided to the College President and approved by the DBOT. This provision may not be utilized to provide a new SVA beyond June 30, 2023. The amount and renewal of each SVA currently in place shall be reviewed annually upon the recommendation of the College President and approval by the DBOT.
3. SVA's that are funded by external sources require the approval of the College President, or designee.
4. When an exempt employee is assigned additional duties to cover a position vacancy of equal salary band when an interim appointment is not possible, temporary additional compensation may be authorized not to exceed ten percent (10%) of the individual's monthly gross base salary. When in the best interest of the College, the CHRO may authorize additional compensation for an employee covering a lower salary band position. Such additional compensation, if authorized, shall be paid in semi-monthly increments for the duration of the coverage period, not to exceed six (6) months.
5. Employees awarded performance-based pay may receive a non-recurring pay adjustment, not to be added to base salary. Performance-based pay may be disbursed as a lump sum or over a specified period of time, as determined by the College President, but such payment shall not extend past the end of the fiscal year in which it was awarded. The total awarded performance-based pay shall not exceed the total amount budgeted and approved for this purpose within the fiscal year.
6. Subject to budget availability, a salary adjustment may be awarded to a fulltime non- instructional employee to retain their services when a verifiable offer of employment has been made by a competing employer for a comparable position at a higher salary, or annually based upon a documented increase in position responsibilities or job market equity factors.
  - a. A supervisor may recommend such an adjustment to the CHRO, or designee, for approval.
7. Temporary and regular part-time career personnel shall be paid at the hourly rate established by the minimum salary for their job classification on the salary classification structure. Temporary



## ADMINISTRATIVE PROCEDURE MANUAL

SECTION TITLE	NUMBER	PAGE
COMPENSATION AND CLASSIFICATION	03-0902	4 OF 5
<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
6Hx7-3.3 Pay Plan	December 18, 2024	

and regular part-time career personnel who move to a full-time career position in the College through appointment shall be assigned a salary commensurate with College related experience and internal equity of the new position that is within the salary range of the salary band assigned to the job classification. The CHRO, or designee, may approve a higher salary placement within the assigned salary where such action is deemed to be in the best interest of the College.

### F. Change of Employment Status

1. Full-time administrative, professional and career personnel who move to a new full-time position in the College through appointment, reassignment, voluntary or involuntary transfer, or reclassification shall be placed on the DBOT approved salary structure. Market conditions, related experience, current salary, internal salary equity and available budget shall be considered in determining the salary placement. Salary placement shall be determined by the Talent Acquisition Consultant after discussing with the hiring manager and/or supervising administrator. Salary placement will generally not exceed the midpoint of the salary band assigned to the job classification, except as necessary to assure an increase over the employee's current salary, when warranted. No salary shall exceed the salary range maximum.
2. Starting salaries for instructional personnel who move to full-time non-instructional position in the College shall be determined as prescribed in section F.1.a of this procedure.
3. College employees may be appointed on an interim basis to a vacant administrative, career or professional position. If the position being assumed is at a higher salary band than the salary band of the individual's regular position, the employee shall receive a temporary salary increase reflective of the additional responsibilities assumed. Such increases shall be approved by the CHRO, or designee, with appropriate justification. If the interim position being assumed is at a salary band with an equal or lower salary band than the salary band of the individual's regular position, the employee shall remain at the currently assigned salary.
4. Employees who move from a full-time position to a part-time position in the College that has the same title and same responsibilities shall keep their current hourly rate of pay.
5. Employees who move from a full-time position to a part-time position, at a lower or higher salary band, shall be assigned to an hourly rate commensurate with College related experience and internal equity of the new position that is within the salary range for the salary band assigned to the new job classification on the salary structure, which may result in a decrease in the current hourly rate of pay.

### G. Reclassifications

1. If a position is reclassified upward to a new salary band, the individual in the position may be upgraded to the new position if the individual is qualified.



## ADMINISTRATIVE PROCEDURE MANUAL

SECTION TITLE	NUMBER	PAGE
COMPENSATION AND CLASSIFICATION	03-0902	5 OF 5
<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
6Hx7-3.3 Pay Plan	December 18, 2024	

2. If the reclassification of a position results in a lower salary band, due to a change in the job description, and the individual in the position prior to reclassification is retained in that position, the individual's salary shall remain unchanged if at or below the maximum new salary band; or, if above the maximum, placed at the maximum new salary band. No salary shall exceed the salary range maximum, except as prescribed in section A.3. of this procedure.
3. Reclassification of positions shall result only from changes in the duties and responsibilities, a redistribution of work assignments which significantly alter the duties and responsibilities of a position or revision of the job description.

### H. Formal Market Survey of Positions

1. If a position is slotted upward to a new salary band as a result of a formal market survey, the incumbent will receive an increase only if the individual's current salary is below the minimum of the new salary band. In such a case, the individual will be placed at the minimum of the new salary band, subject to available budget.
2. If a position is slotted in a lower salary band as a result of a formal market survey, the incumbent will receive a decrease in salary only if the individual's current salary is above the maximum of the new salary band. In such a case, the individual will be placed at the maximum of the new salary band.

REFERENCES: Affordable Care Act (ACA), F.S. 1001.02, 1001.64, 1001.65

Adopted Date: June 8, 2021

Revision Date: June 28, 2023, December 18, 2024