


# PROCEDURE

<b>Subject</b>	Salaries Page 1 of 3	<b>Number:</b> 2.42.01
<b>Source</b>	Office of Human Resources	<b>Reference (Rule #)</b> 6HX14.2.42
<b>President's Approval/Date:</b> 3/4/11		

## **PURPOSE:**

To provide guidelines for paying salaries in accordance with schedules approved by the President and the State College of Florida Board of Trustees

## **PROCEDURE**

- I. Determining Pay Levels  
Each administrative/professional and career employee position is assigned to a pay level depending upon the relative complexity and level of responsibility of the tasks involved in its job description and labor market competitive rates, based on the College approved job evaluation structure. Each pay level has a distinct salary range determined by an annual review of the salary schedule by the Office of Human Resources. Positions are established within the level structure based on recommendations by the Office of Human Resources and approval of the President.
- II. Establishing Beginning Salary
  - A. Administrative / Professional
    1. Salary calculations are established based on relevant experience, labor market for the position and internal equity with other comparable State College of Florida positions by the Human Resource Office in consultation with the Department Manager, Chair or Area Vice President
    2. Salary negotiations with the candidate will usually be conducted by Human Resources after consultation with the Department Manager, Chair, or Area Vice President.
  - B. Faculty
    1. The starting salary is calculated using established College guidelines for experience, education and market considerations for the discipline in consideration
  - C. Career
    1. New employees, or current employees moving to a higher level position, who meet minimum qualifications, will usually be placed at the minimum rate for the pay level, regardless of the fund source.

2. Additional credit will be allowed for related experience above the minimum experience qualification of the position, up to a maximum of 10 years prior experience over the minimum requirements for new employees. Current employees may receive more than the 10 years maximum experience for SCF experience, if it is relevant to the new position.
3. The Employment Manager may approve a step increment credit for each year of related experience above the minimum requirements up to 5 years additional related experience. The employee will be paid at the Mid-point (Market Rate) if the employee has 5 years additional related experience beyond the minimum experience requirements for the position.
4. An experience calculation of an additional 1% above the market rate for those with more than 5 years related experience beyond minimum requirements may be granted, up to 10% above the mid-point of the range, with the approval of the Executive Director of Human Resources.
5. Starting salaries greater than 10% above the mid-point of the range may only be granted by the President or designee. In some cases, relevant education above the minimum requirements may be substituted for experience on a year for year basis. Depending on the position, it may also be possible to substitute some experience for education requirements. All experience calculations and salary rates must be approved by the Executive Director of Human Resources, or designee.

### III. Promotion

#### A. Career

1. Career employee salaries will be calculated using criteria in II.C above, or 5% above for a one level promotion; or 10% for a promotion of two levels or more, whichever salary rate is greater.

#### B. Administrative/Professional

1. Administrative/Professional employees will be calculated evaluating relevant experience for the new position, new salary range, market rate and internal equity with comparable positions.

### IV. Reclassification

1. The change in position title and/or pay level is based upon a significant change in the job responsibilities. Reclassifications for positions currently filled by an incumbent are usually requested during the annual budget process. Reclassifications for vacant positions may be requested at the time of the vacancy, in order to accommodate more effective departmental structures to better meet College needs. The job descriptions for recommended reclassifications shall be scored by the Assistant Director of Human Resources and submitted to PEMT for approval by the Executive Director of Human Resources. Calculation of new salary rates for reclassification will be handled the same way as Promotions, as stated in section III. A. Salary changes for reclassifications during the annual budget process will usually become effective on July 1 of the next fiscal year. Salary changes for reclassification requests for vacant positions will become effective as approved by the President.

V. Temporary Reassignment

1. An employee who is temporarily reassigned will either retain his/her current salary level or receive up to a 10% increase based on the recommendations of the supervisor and the Office of Human Resources and the approval of the President.

VI. Reduction

1. An employee who is reduced in pay level will receive either the calculated salary as stated in section III. or a 5% reduction in salary for one level lower, or a 10% reduction in salary for two or more levels lower, whichever salary rate is greater, unless otherwise approved by the President.

VII. General

- A. Promotions, reassignments, or reductions will be effective the date the employee assumes the position or the date the position becomes vacant, whichever is later.
- B. Generally, employees must complete at least six months in their current position at a satisfactory level before they are eligible to apply for another position. The department manager may submit a request to waive this requirement to the Executive Director of Human Resources.
- C. Employees whose current performance level is below satisfactory are not eligible to apply for another position, without consultation between the hiring manager and the Executive Director of Human Resources, or designee.