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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. The following factors may indicate a need for a classification review:
 - a. Significant and permanent changes in the assigned duties and responsibilities
 - b. Changes to the required minimum qualifications (i.e., degree level, years of experience and/or industry licensure/certification)
 - c. Changes in the level of complexity of the assigned duties and responsibilities
 - d. Changes in the knowledge, skills, and abilities required to successfully perform in the position
2. A classification review request is initiated by the supervisor, with the concurrence of the appropriate Cabinet member to include the potential funding source as confirmed by the Budget Office, to Human Resources.
3. The classification review request will require a revised job description and the rationale for the request. 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, the findings will be evaluated in accordance with established practices to determine the pay grade of the updated position. The reclassification is based on the evaluation of changes to the duties, responsibilities and/or minimum qualifications of the position. The review process may include a desk audit of duties. The results will be presented to the Chief Human Resource Officer (CHRO) for review. The appropriate Cabinet member and supervisor will be notified of the results and will then be responsible for notifying the employee. Should the reclassification evaluation result in a pay grade increase that requires a salary adjustment, the appropriate Cabinet member, 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) pay grades. In most cases, a change in pay assignment of three (3) pay grades or more constitutes a new position that will require an open search process. The CHRO may, however, recommend more than a two (2) pay grade increase under extenuating circumstances and when in the best interest of the College. If a higher pay grade results, the duties of the position may be reallocated to meet the current pay grade.

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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 paygrade). This is predicated on identifying availability of potential 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
 - b. Internal Equity
 - c. External Market Conditions
3. An updated job description clearly demonstrating the additional duties and written rationale is required by Human Resources at the time of the request through the appropriate Cabinet member to the CHRO.
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 such as a Strategic Value Annuity (SVA).
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 Cabinet member, 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.
6. Supervisors should not communicate a pending SPI request to an employee until the request is approved by the appropriate Cabinet member and the CHRO.

C. 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

Adopted Date: May 25, 1988

Revision Date: June 27, 2012, March 3, 2015, December 12, 2016, May 8, 2019