

6Hx19-2.29 CLASSIFICATION AND PAY PLANS FOR PERSONNEL

The purpose of this Board Rule is to establish Board policy for the classification and pay plans for college personnel.

Definitions for the various categories of college personnel are contained in District Board of Trustees (DBoT) Rule 6Hx19-2.26, *Personnel Definitions*. The College's *Classification Plan and Salary Schedules* are approved annually by the DBoT as a component of the annual operating budget. The class titles for various positions and the established pay group for each class are contained in Internal Management Memorandum #2-12, *Salary and Classification Plan*. Each approved position has an official *Job Description* that defines its general duties and responsibilities.

Compensation for the college's full-time personnel will be based upon one of the following five salary schedules:

1. Executive Personnel
2. Administrative Personnel
3. Professional/Technical Personnel
4. Organizational Support Staff Personnel
5. Instructional Personnel

Executive personnel have a pay plan that includes salary ranges. The salaries and contract terms for individuals in the executive personnel pay plan are negotiated individually with the President.

Administrative personnel, professional technical personnel, and organizational support staff personnel each have separate pay plans that contain Pay Groups and corresponding salary ranges.

Instructional personnel have a pay plan that includes Instructional Levels I, II +30, II, and III with corresponding salary ranges.

Upon recommendation by the President and with the approval of the DBoTs, an employee may receive a salary increase. Under normal circumstances, an employee must be employed by the college on or before December 31st to be eligible for a salary increase.

All new employees, except those who are classified and paid on the Instructional Pay Plan, will begin at the base salary for their respective salary schedule. The President may establish procedures to recommend a starting salary above the base where the individual has extraordinary qualifications applicable to the position or other extenuating circumstances.

The starting salary for new instructional personnel is established in accordance with Board Rule 6Hx19-2.28, *Criteria for Appointment to Instructional Salary Schedule*.

An employee who is employed on less than a full-time basis or in the category of "Other Personal Services" (OPS) will be paid at the rate established for the base salary in the appropriate salary schedule, except under extenuating circumstances as approved by the President.

Rule Adopted:

8/25/75; 5/17/76; 8/21/78; 11/19/79; 8/17/81; 6/15/87; 11/16/87; 10/17/95;
10/21/97; 7/17/01; 11/18/08; 5/20/25

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Reviewed by the President's Administrative Leadership Team – Non-Substantive/Editorial: 6/11/18

Legal Authority:

General Authority – Florida Statutes: 1001.64; 1001.65; 1012
Other References – Florida Administrative Code: 6A-14.002; 6A-14.041

Law Implemented:

Florida Statutes: 1001.64(1)(2)(4)(11)(18)(43)(44);
1001.65(1)(2)(3)(12)(16)(23); 1011.30; 1012.855

Proposer: Andrea Brvenik, Acting President