

6Hx19-2.29 Classification and Pay Plans for Personnel

This Board Policy establishes the classification and pay plans for Pasco-Hernando State College (College) personnel.

The College’s Classification Plan and Salary Schedules are approved annually by the District Board of Trustees (DBoT) as a component of the annual operating budget. 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 based on instructional rank with corresponding salary ranges.

Upon recommendation by the President, and with the approval of the DBoT, 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.

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 Initially Adopted: 8/25/75

Policy Review History: 10/7/75; 6/22/76; 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; 4/21/26

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 1012

Other References: FAC: 6A-14.002; 6A-14.041

Law Implemented: FS: 1001.64(1)(2)(4)(11)(18)(43)(44);
1001.65(1)(2)(3)(12)(16)(23); 1011.30; 1012.855