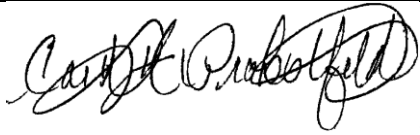


PROCEDURE

Subject	Compensation and Salary Schedules	Number: 2.56.01
Source	Human Resources	Reference (Rule#) 6HX14-2.56
President's Approval/Date:	 8/14/2017	

PURPOSE: State College of Florida, Manatee – Sarasota establishes salary schedules in order to provide a structure for compensation that is non-discriminatory and competitive with rates paid for similar jobs by other public and private employers, colleges, schools and universities in the College’s labor market. All policy decisions regarding compensation shall take into consideration the College’s overall economic condition and competitive position.

PROCEDURE:

1. The Human Resources department will make recommendations for salary schedules, in consultation with area Vice Presidents, as part of the annual budget process.
 - A. A market study will be conducted periodically to compare SCF salaries with the labor market with which we compete.
 - B. Recommendations will be made to the President’s Advisory Council (PAC), for changes to the salary schedules, based on budget considerations.
 - C. Salary Schedules are approved by the Board of Trustees as part of the annual budget process.

2. Area Vice Presidents, after discussion with the President, shall submit recommendations for new positions to the budget committee. All requests for new positions shall be submitted to the Human Resources department prior to going to the budget committee with recommended job descriptions. Job descriptions will be reviewed, submitted to the budget manager with recommended changes, and then scored for the appropriate job level by the Director of Human Resources and/or his/her designee. Salary and benefits cost based on current College policies and procedures shall be calculated by Human Resources.

3. Requests for position reclassification shall be made through the area Vice President annually during the budget process. All requests for reclassification shall be submitted to the Human Resources department with changed job descriptions prior to presentation to

the President's Advisory Council for approval. Job descriptions will be reviewed, submitted to the budget manager with recommended changes, and then scored for the appropriate job level by the Director of Human Resources and/or his/her designee. Salary and benefits cost based on current College policies and procedures shall be calculated by Human Resources.

4. Requests for new positions outside of the normal budget cycle must be made to the President.
5. Position reclassification requests may be made to the President's Advisory Council outside of the normal budget process if a position becomes vacant to allow managers an opportunity to evaluate department needs, and restructure if deemed appropriate. Procedure for submitting positions for reclass during the year should follow Section III, above.
6. Compensation rates for new hires in career and administrative positions shall be calculated by the Human Resources department using criteria stated in the Board of Trustees approved annual salary schedule. Any deviation from these criteria must be approved in advance by the President of the College. Compensation rates for new faculty shall be established through evaluation of credentials and experience in accordance with the College's standard policies, and recommended by the Vice President of Academic Affairs.
7. All other salary rates and schedules for stipends, OPS, miscellaneous services, and grant positions shall be established in consultation with the Human Resources department.