

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 5142

TITLE: SALARY DETERMINATION FOR EMPLOYEES IN GRANT-FUNDED POSITIONS

BASED ON POLICY: 5.14 SALARY SCHEDULE AND COMPENSATION

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR
ADMINISTRATIVE SERVICES/HUMAN
RESOURCES

I. Purpose:

To set forth the system that will be used to determine the salaries of employees hired in grant funded programs

II. Procedure:

- A. The individual preparing the grant proposal will be responsible for obtaining from the director, human resources the salary ranges applicable to the positions included in the grant proposal. These salary figures will then be used in the preparation of the budget for the grant.
- B. In the formal grant review/preparation process, the grants coordinator or controller will sign the grant approval sheet for the Business Office. This will be done only after the director, human resources has provided the salary input.
- C. Where actual hiring salary is in excess of the budgeted salary, the grant manager shall initiate budget amendment(s) to redistribute grant budgeted funds to cover the salary and fringe benefit costs. The grants coordinator or controller will process said budget amendment(s) for the SFSC District Board of Trustees and grantor agency approval as appropriate.
- D. No salary will be offered in excess of funds available and approved.

HISTORY: Last Revised: 3/5/19

Adopted: 5/17/85

Reviewed: 12/15/04, 12/15/07

Revised: 8/1/89, 12/4/01, 3/5/19