

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 5143

TITLE: DETERMINING CAREER SERVICE AND PROFESSIONAL EMPLOYEE STARTING SALARIES

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 method whereby career service and professional employee classifications starting salaries are determined.

II.Procedure:

- A. The starting salary for career and professional employees shall be determined by the director, human resources based upon an assessment of the individual's related and verifiable experience and in accordance with the approved South Florida State College salary schedule.
- B. An employee who moves to a higher level shall be given credit for previous, related experience in determining the individual's new salary on the schedule. A minimum of a three percent (3%) increase, including all applicable salary adjustments, shall be granted, not to exceed the salary range maximum.
- C. An employee who moves to a lower classification shall be given credit for previous, related experience in determining the individual's new salary. Individuals that voluntarily apply and are selected for a lower classification will have their salary determined by either the salary schedules initial salary determination section for career positions or for professional positions the salary or range posted.
- D. In all cases, increases in salary shall be subject to the availability of funds and must not exceed the appropriate salary range of the position.

HISTORY: Last Revised: 04/15/2025

Adopted: 5/17/85

Reviewed: 2/28/05, 2/28/08

Revised: 2/06/02, 3/5/19, 04/15/2025