I. Purpose:

To set forth the method in which a career employee will be granted a promotion and a corresponding salary increase.

II. Procedure:

A. A career employee’s position classification may be changed to that of a higher classification provided the request for such a change is properly documented in keeping with South Florida State College Administrative Procedure 5080 Reclassification of Position.

B. With the proper supporting documentation, the director, human resources may notify the immediate supervisor that the career employee’s increase in classification has been authorized.

1. The salary of the career employee will be increased by a minimum of three percent.

2. Any salary increase resulting in more than three percent must be approved in advance by the president, except when the minimum salary for the respective level is higher than the minimum three percent. In such cases, the career employee’s salary shall be raised to the minimum for the respective new level, including consideration of directly related experience.

C. A career employee may be moved to a higher classification when the employee’s talents can be better utilized in a higher classification. This may be due to increased training received by the employee preparing him/her for increased responsibility.
1. All promotions of this nature must be approved by the president.

2. The affected employee’s salary will be handled in the same manner as enumerated in item B of this procedure.

D. A career employee may receive a change in salary without a change in classification or promotion. The supervisor submits the request for an increase through administrative channels up to and including the president. Such requests must be based upon additional responsibilities assigned which, while not affecting the classification rank, do result in a revised, upgraded job description and expectations of performance. The director, human resources must concur that the increase is commensurate with similar positions and recommend the action.

HISTORY: Last Revised: 1/25/17

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