

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 5246

TITLE: PROMOTION OF CAREER EMPLOYEES

BASED ON POLICY: 5.24 COLLEGE EMPLOYEES: EMPLOYMENT, PROMOTION,
TRANSFER, DEMOTION, SUSPENSION, AND
DISMISSAL

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

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 3%.
 - 2. Any salary increase resulting in more than 3% must be approved in advance by the president, except when the minimum salary for the respective level is higher than the minimum 3%. 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 increased additional responsibilities assigned within the existing current position 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: 10/6/20

Adopted: 8/1/89

Reviewed: 6/25/07

Revised: 1/21/02, 1/25/17, 10/6/20