

MANUAL OF POLICY

POLICY NUMBER: II-51 **PAGE** 1 of 5

POLICY TITLE: SALARY ADMINISTRATION:
PROFESSIONAL EXEMPT CONTRACTUAL/
PROFESSIONAL EXEMPT NON-CONTRACTUAL/
SUPPORT NON-EXEMPT

LEGAL AUTHORITY: FLORIDA STATUTES, SECTION 1001.64 and 1001.65

DATE OF LAST REVIEW: 7/18/2006, 6/19/2007 and 7/21/2009

DATE OF BOARD ACTION: 7/16/1996, 7/15/1997, 7/21/1998, 11/17/1998, 7/20/1999, 6/20/2000, 6/22/2001, 10/23/2001, 6/28/2002, 6/24/2003, 6/22/2004, 10/19/2004, 6/21/2005, 7/18/2006 and 7/21/2009

I. PURPOSE:

The purpose of the Salary Administration Policy is to establish compensation practices and guidelines that are fair, equitable and consistent with any federal, state or local laws and regulatory statutes; and to provide a salary enhancement program that supports the institution's continued efforts to improve compensation within the College's limited resources.

A. Employment

1. In the employment of full-time personnel, Human Resources will recommend the starting salary of an employee to the College President, or designee for final approval.
2. Professional exempt contractual personnel appointed to Grades 20 through 24 may be granted multi-year contracts, not to exceed three years. The first such multi-year contract may include a special salary adjustment as recommended by the College President. Subsequent multi-year contracts shall not include additional special salary adjustments.
3. Professional exempt contractual personnel who earned a continuing contract, based on their teaching experience and academic rank prior to July 1, 1975, shall retain this contract status.
4. Professional exempt contractual employees are placed on contracts and, retain their positions at the discretion of the College.

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B. Salary Increases

1. Salary increases may be awarded contingent upon the availability of funding, as recommended by the College President and approved by the District Board of Trustees.
2. The College President or designee may approve salary adjustments for personnel in recognition of superior performance. Written justification must be provided. If approved, such adjustments shall normally become effective at the beginning of the fiscal year or on a date otherwise designated by the College President, or designee.
3. Salary increases for College personnel are recommended by the appropriate College Provost, Campus President, or Vice Provost for approval by the College President, to be effective as approved by the Board of Trustees.
 - (a) A supervisor in consultation with Employee Relations may withhold or defer the recommendation of a salary increase for an indefinite period of time to permit an employee to improve his/her performance.
 - (b) Salary increases may be granted until the employee reaches the maximum of the salary range.
 - (c) Individuals who began full-time employment on or before May 15 of the prior fiscal year and have received a minimum performance rating of satisfactory may be eligible for a salary increase. Individuals must be in active service at the time of issuance of check.

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4. Salary increases for personnel employed in specially funded programs will conform to the College's salary increase guidelines. Such increases are contingent upon availability of program funds unless otherwise authorized by the College President. Special funded positions shall conform to the existing classification structure of the College.
5. Professional exempt contractual, professional exempt non-contractual and support non-exempt employees returning from any leave without pay may be granted the salary adjustment adopted by the District Board of Trustees during the approved period of absence provided they worked at least fifty percent (50%) plus one day of their assigned work year.

Such change is effective with the first time and attendance payroll period following the return date.

C. Special Provisions

1. The College President or designee, may waive any provisions within the Salary Administration Policy.
2. Supplements
 - i) The College President may approve an additional salary up to \$9,000 per year to designated professional exempt contractual positions in Grades 20 to 24 based on the needs of the College.
 - ii) The College President may approve supplemental salary up to \$12,000 per year for designated professional exempt contractual

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positions in Grades 20 to 24.

- iii) The College President may approve an additional salary up to \$10,000 for positions identified as “Hard to Hire” or other purposes based on the needs of the College.

D. Senior Management Service Class

Based on established guidelines of the Florida Retirement System (FRS), the assignment of senior management personnel is at the discretion of the College President.

E. Consultants

Active full-time and part-time employees of the College are not eligible to be contracted under an Agreement for Services.

F. Employment After Retirement

Re-employment consideration of retired College personnel shall be governed by the

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rules for re-employment eligibility as established by the Florida Retirement System (FRS).

See Procedure 2831: Compensation Practices for Non-Instructional

	7/21/09
CHAIRMAN	DATE