

## Polk State College District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
6Hx21 3.16	Pay Plan for College Faculty and Staff	FS 1001.64	FS 1001.64		2/22/2010

The District Board of Trustees has the authority to establish employee compensation and directs the President to establish salary schedules for regular, temporary, and supplemental work assignments for faculty and staff.

The purpose of pay plans is to create 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.

The Vice President of Administration/CFO, along with the Human Resource Director, will be responsible for the implementation of the approved of Pay Plans for all job classifications adopted by the Board of Trustees. The Board of Trustees will approve all pay plans and salary schedule changes at monthly board meetings.

1) Objectives:

- A. To attract and retain qualified faculty and staff to support college goals
- B. Reduce turnover costs and promote careers within the college.
- C. To establish and/or maintain equitable relationships among positions
- D. Establish normal lines of promotion or progression to and from positions within the college
- E. Provide plans that are technically clear and easily understood and aimed a practical implementation and maintenance.

2) Pay Classifications:

- a. Career
- b. Professional/Technical
- c. Administrators
- d. Faculty

3) The College will ensure that each classification has pay plan procedures that include the following criteria:

**Career, Professional/Technical, Administrative Personnel and Instructional**

- a. Job Evaluations and Descriptions
- b. Appointments
- c. Teaching Assignments
- d. Starting Rates
- e. Salary Schedules for each Classification
- f. Salary Ranges and Progression
- g. Academic Classifications (Instructional)
- h. Administrator Level Criteria

- i. Salary Changes
  - i. Promotions
  - ii. Reclassifications
  - iii. Transfers
- j. Contracts (Administrators and Instructional)
  - i. Contract Periods
  - ii. Number of days
  - iii. Daily Rate calculations
  - iv. Contract Changes
- k. Temporary, Part-Time and Student Employment
- l. Leave without Pay and Pay Increments
- m. Position Re-Evaluation
- n. Definitions
  - i. Pay Period
  - ii. Normal Work Week
  - iii. Shift Differential:
  - iv. Overtime
  - v. Holiday Pay
  - vi. Work Time

**History**

Formerly Rule 3.20

Adopted: December 23, 1974; revised August 26, 1975; July 4, 1976; June 26, 1978; March 26, 1979; June 23, 1980; July 27, 1981; October 24, 1983; May 18, 1987; March 23, 1988; July 26, 1993; June 27, 1994; January 24, 2000; October 25, 2004; December 13, 2004 and February 22, 2010.

**Distribution:**

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