

# Polk State College Procedure

Subject	Reference	Date	Number
Position Classifications	Board Rule 3.01 FS 1001.64, FS1001.65	8/9/10	6019

## I. Purpose

This procedure is intended to support the classification of Polk State College employment positions. Internal and external compensation equity is important part of an effective compensation program. Classification reviews validates the classifying of positions within a compensation levels. The most appropriate time for classification reviews is on the occasion of an employee vacancy or creation of a new position. Also, business changes can require the reclassification of current positions due to changes in the responsibility or scope of a position. Therefore, Polk State College has developed a process to support properly the classifying of positions.

## III. Procedure

- a. From time to time, especially during business changes, Polk State College employment positions may need reclassifying from or to a lower or higher compensation level. Also, when vacancies occur in permanent full-time and part-time positions, the appropriate key administrator is responsible for conducting a position rejustification review as part of the replacement employment process.
- b. This study, along with appropriate documentation, must be completed before a decision to fill a new vacancy can be made.

## IV. Completion of the Position Classification Request Form


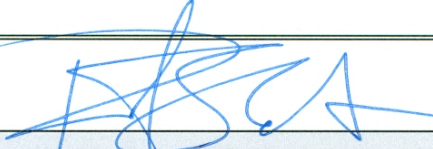
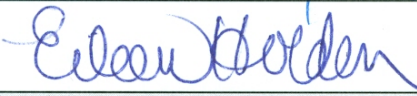
To request a classification review, the Position Classification Form is required to be completed by Budget Heads for all new college positions or when a current position is requested to be reviewed due to significant changes in the position. Justification is required and should include relevant background related to the request, a summary of the changes to the position and any other additional information to validate the request.

The requestor must also include an old and new job description, a current and proposed organizational chart and budgetary information. Approvals are required by the associated Administrator before being submitted to Human Resources. The Human Resources Director will review all information with the VP Administration/CFO before any final decision is determined regarding the position classification.

Attachment: Position Classification Request

HISTORY: Adopted: 9/15/77, renumbered: 11/3/80;  
Revised: 5/8/90 and 8/9/10

DISTRIBUTION: All Holders of PSC Procedure Manual

	8/9/10		8/9/10
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			8/9/10
President's Approval			Date