

# 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		11/30/20

I. Purpose

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 members.

II. Pay Plan Policies

The purpose of a pay plan 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, Business Administration and Finance / CBO and the District Director of Human Resources are responsible for implementation of the approved pay plans for all job classifications adopted by the District Board of Trustees. The Trustees approve all pay plans and salary schedule changes at monthly District Board of Trustees meetings.

III. Objectives of Pay Plans

- A. Attract and retain qualified faculty and staff members to support the College's goals.
- B. Reduce turnover costs and promote long-term employment within the College.
- C. 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, easily understood, and aimed at practical implementation and maintenance.

IV. Pay Classifications

- A. Career
- B. Professional/Technical
- C. Administration
- D. Instructional Faculty

V. Pay Plan Criteria

The College ensures that each classification has pay-plan procedures that include the following criteria for Career, Professional/Technical, Administrative, and Instructional Faculty personnel:

- 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
  - 1. Promotions
  - 2. Reclassifications
  - 3. Transfers
- J. Contracts (Administrators and Instructional)
  - 1. Contract Periods
  - 2. Number of Days
  - 3. Daily Rate Calculations
  - 4. Contract Changes
- K. Temporary, Part-Time, and Student Employment
- L. Leave without Pay and Pay Increments
- M. Position Re-Evaluation
- N. Definitions
  - 1. Pay Period
  - 2. Normal Work Week
  - 3. Shift Differential
  - 4. Overtime
  - 5. Holiday Pay
  - 6. 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; February 22, 2010; and November 30, 2020.