

# Polk State College Procedure

Subject	Reference	Date	Number
Position Classifications	Board Rule 3.01 FS 1001.64 FS 1001.65	9/1/20	6019

## I. Purpose

This procedure supports the *Fair Labor Standards Act* (FLSA) and the compensation classification system used for Polk State College employment positions.

Internal and external compensation equity is an important part of an effective compensation program. Classification reviews validate the assignment of a job's compensation level. The most appropriate time for a classification review is when a new position is created or when there is a job vacancy.

Business changes can require the reclassification of current positions due to substantial changes in the responsibilities or scope of a position; therefore, Polk State College has developed a process to properly support job classifications.

## II. Justification

From time to time, especially during business changes, jobs may be reclassified to or from a lower or higher compensation level. Also, when vacancies occur in regular full-time and part-time positions, an appropriate administrator may request review of a particular position's classification prior to advertising for the position.

Classification is based upon the objective elements of a position. This includes features such as the nature, scope, responsibilities, span of control, and the accountability associated with a position. The relationship of the position to other positions in the department, campus, or college; the amount of supervision given or received; and the need for the individual to exercise independent judgment are also considerations.



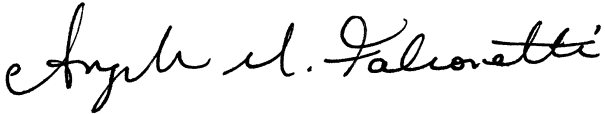
## III. Completion of the *Position Classification Request Form*

To initiate a classification review, the Budget Head must complete a *Position*

*Classification Request Form* (available online). This form is completed for any new staff position or when a current staff member's position description requires review due to significant changes in responsibility. Justification is required and should include relevant background related to the request, a summary of the changes to the position, and any other information necessary to validate the request. The Budget Head must also include an old and new job description, a current and proposed organizational chart, and relevant budgetary information.

The Budget Head must obtain approval from the associated College administrator before the form can be submitted to the Human Resources Department. The District Director of Human Resources and Human Resources Manager of Compensation review all information with the Vice President for Business Administration and Finance before any decision is made regarding the position classification. A recommendation is made to the President, who is responsible for the final approval of all position classification changes. After the President's approval, any position that has been created, reclassified, re-titled, or releveled must be submitted to the District Board of Trustees for approval as part of the *Salary Schedule Changes Report*.

**HISTORY:** Adopted: September 15, 1977; renumbered on November 3, 1980  
Revised: May 8, 1990; August 9, 2010; and September 1, 2020

	2020.09.01		2020.09.01
<b>Executive Responsible for Procedure</b>	<b>Date</b>	<b>President's Staff Member's Approval</b>	<b>Date</b>
			9/3/2020
<b>President's Approval</b>			<b>Date</b>