

**LAKE-SUMTER STATE COLLEGE
BOARD RULE**

TITLE: Classification and Salary Schedule

NUMBER: 5.02

AUTHORITY: Florida Statutes 1001.64 (18), 1001.65 (2)
1011.30, 1012.855

PAGE: 1 of 1

HISTORY: New - 8/1/68
Amended - 7/17/91, 6/19/96, 1/24/07, 4/17/07
Reviewed - 3/2/09

DATE ADOPTED:

4/17/07

REFERENCE:

Classification and Salary Schedule on LSSC web site
(click on Faculty & Staff, Human Resources, Salary Schedule)

Annually the President or designee shall present a Classification and Salary Schedule to the District Board of Trustees for approval.

The Classification and Salary Schedule will detail salary ranges or compensation rates by employee classification and grade/level. Formal job/position analysis will be used to establish job classifications and grades/levels of positions with similar position responsibilities and job factor ratings. Ranges or rates will be assigned to the classifications and levels to ensure equitable compensation treatment for regular full-time, adjunct and routine specialized temporary or part-time positions.

The Classification and Salary Schedule will also detail compensation calculation methods or processes for common employee situations such as: cost of living increases, promotions, reclassifications, faculty new hires, instructional overloads, critical hire positions, stipends for additional work responsibilities, and special employee accomplishments. The calculation methods or processes will be applied to ensure equitable compensation treatment in these situations.

Human Resources, as directed by the President, will complete salary market studies to propose changes to position classifications and their associated compensation ranges or hourly rates relative to similar market (benchmarked) positions. The President will present the recommended classification and compensation changes to the District Board of Trustees for approval. The Classification and Salary Schedule will be posted electronically on the LSSC web site.

The President, with approval from the Board of Trustees, may make necessary amendments to the Classification and Salary Schedule throughout the fiscal year.