
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

TITLE: POSITION UPGRADE

NUMBER: PRO 5-20

REFERENCE: Board Rules 5.01, 5.07

PAGE 1 OF 2

I. GENERAL INFORMATION

A position shall be upgraded (placed on a higher salary grade or level) and receive appropriate compensation only if:

- a. Budgeted funds are assigned to the upgraded position.
- b. Approved by the President.

In most instances position upgrades occur in midyear and additional compensation is awarded as a stipend. If the position upgrade is approved by Cabinet to continue in the following fiscal year, then the stipend would be eliminated and position incumbent's base salary adjusted accordingly.

II. DEFINITION OF POSITION UPGRADE

- a. A Position Upgrade occurs when a position is moved to a higher salary grade or level in the salary schedule. This applies to any regular (receives benefits) or grant-funded part- time or full-time position. The position must currently exist on the organization chart and have a budgeted salary assigned.
- b. A supervisor seeking to upgrade a position must submit an Employee Action Request (EAR) request from his/her Department Vice President or the College President. The EAR must have the following attachments:
 - 1. A memo explaining the need for the upgrade and its proposed salary amount;
 - 2. A job description denoting changes from previous job description.

The Ear must also display the correct accounting information and VP signature.

- a. Upon the Vice President or President's approval, the EAR (along with the memo and job description) shall be submitted to the Human Resources Director. The HR Director shall review the job description and assign the appropriate position level and salary. If necessary, the HR Director may submit it for a position and salary reclassification recommendation to a consultant chosen by the College President. (The consultant should discuss the request and changes in the position with the requestor.)

- c. The Ear complete with:
 - 1. A memo explaining the need for an upgrade;
 - 2. An updated job description with an assigned level and salary;
 - 3. And all signatures (except the President's).

will be presented by the HR Director to the President's Cabinet for review.

If the President's Cabinet agrees to award the upgrade, the position's supervisor and the position incumbent will be notified in writing by Human Resources of the approval, the compensation details and the effective date of the upgrade.

- d. During budget cycle preparations, the upgraded position shall be reviewed by Human Resources and the Cabinet to determine if the position upgrade should be made permanent with the new fiscal year. If the Cabinet determines the position upgrade is to be made permanent, then the position incumbent's stipend would be eliminated and the incumbent's base salary adjusted accordingly. HR would update the Classification and Salary Guide will be presented to the District Board of Trustees for approval.

New: 04/27/04

Revised: 9/29/09