



# Policy Manual

<b>Title:</b> Total Rewards Strategy: Position Classification & Reclassification Policy for Professional Technical Staff and Administrators	<b>Number:</b> 6Hx2-3.24
<b>Legal Authority:</b> Fla. Statutes 1012.855, Executive Order 11246; Title 41, Chapter 60, Office of Federal Contract Compliance.	<b>Page:</b> 1 of 3

## GENERAL STATEMENT

The Division of Human Resources and Equity is responsible for the administration of the College’s classification and compensation plan for Professional Technical Staff and Administrators as developed by the Total Rewards Program. Specifically, the Human Resources and Equity Division is responsible for job evaluation, assignment to a job level guide, band, and title, and the classification/compensation of professional technical staff and administrators positions at the College. Job levels and job titles will be determined using the College’s system of job families and job level guides developed as part of the Total Rewards Strategy Program. A job level guide identifies discrete bands based on job scope and responsibility; complexity and impact; knowledge, skills and abilities; and competencies. The job level guides also identify the levels of educational attainment required for each band. Since job bands encompass broad salary ranges, they are designed to facilitate movement within the band based on progression within an existing classification that may involve enhanced skills and/or additional responsibilities.

Significant changes to a position may involve reclassification to a lateral, higher or lower band within the job level guide. In order for a professional technical staff or administrator position to be eligible for reclassification to a lateral, higher or lower band, the new duties of the position must meet the criteria established in the job level guide for the new band and must be comparable in scope, responsibility, complexity and impact to positions in the new band. Furthermore, employees must meet all eligibility requirements for the new band including the level of educational attainment required. All vacant positions will be reviewed by the Human Resources and Equity Division for appropriate placement in a job level guide and band prior to recruitment.

Examples of the need for requesting a reclassification review include merging or subsuming a significant set of duties and responsibilities from another position of equal or higher level with existing responsibilities or allocation of new areas of responsibility resulting in significant changes to a position description. The Division of Human Resources and Equity will prepare a written analysis of the reclassification request that may involve an on-site audit. Fundamental alteration of the majority of a position’s duties will require recruitment.

Reclassification of positions will be addressed through the College’s operating budget. The Vice President for Human Resources and Equity will review the allocation of funds for position classification among Vice President/Provost areas to ensure overall equity. Recommendations for reclassifications of all professional technical and administrator positions will be submitted to the President and Board of Trustees for final approval.

## THE POLICY and THE STUDENT.

**History:** Revised as Policy 3.34 on December 15, 1987; revised and re-numbered on May 21, 1997

<b>Approved by the Board of Trustees</b>	<b>Date</b> 12/01/09	<b>President’s Signature</b> 	<b>Date</b> 12/01/09
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The core values of Broward College reflect the importance of achieving student success and academic excellence and creating an educational environment based upon mutual respect, integrity, communication and engagement. As such, the College seeks to provide a twenty-first century approach to its Total Rewards offerings to attract and retain diverse and talented professional technical staff and administrators in support of vision, mission, and core values.

### **THE POLICY and THE STAFF.**

Requests for reclassifications of professional technical staff or administrators are submitted to the Division of Human Resources and Equity for evaluation, analysis and band placement. The Vice President for Human Resources and Equity shall review all requests and recommendations for reclassifications for internal equity and to ensure that employment recommendations are free from discrimination, harassment, and retaliation in accordance with federal, state and local laws and College policy. Pursuant to the College’s Diversity Policy, the Vice President for Human Resources and Equity shall perform analyses to evaluate consistency and progress across and within organizational units and to promote the availability of enhanced opportunities to protected classes in compliance with Executive Order 11246 and Title 41, Chapter 60 of the Office of Federal Contract Compliance Programs.

### **IMPLEMENTATION and OVERSIGHT.**

The President has the authority to issue procedures concerning this policy. The Vice President for Human Resources and Equity and his or her designee has responsibility for the implementation of this policy.

### **VIOLATION OF POLICY.**

Policy violations shall be investigated by the Vice President for Human Resources and Equity and/or his/her designee. Policy violations will result in appropriate disciplinary action up to and including termination.

### **DEFINITIONS**

- a. **Bands** - Groupings of positions in a job family based on job scope and responsibility; complexity and impact; knowledge, skills and abilities; level of educational attainment; and competencies required. Each band has a corresponding salary range.
- b. **Classification** –Assignment to a job based upon a discreet set of responsibilities, knowledge skills, and abilities for a given position based on established job criteria.
- c. **Essential job functions** – Essential requirements for educational background, employment experience, skills, licenses, and any other qualification standards that are job related and be

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able to perform those functions required with or without reasonable accommodation to accomplish the responsibilities of the job.

- d. **Job Family** – A group of jobs in which the work performed is generally of a similar nature. Each job family is comprised of job bands. See above job band definition.
- e. **Job Level Guide** - Methodology under the Total Rewards Strategy Program for assigning employees to a job band within a job family based on job scope and responsibility; complexity and impact; knowledge, skills and abilities; level of educational attainment; and competencies required.
- f. **Reclassification** – Change in position to a lateral, lower, or higher job within a band level of a professional technical staff or administrator position. The change is based upon an evaluation by the Division of Human Resources and Equity Compensation Unit to appropriately reflect significant, material and/or permanent changes (complete change, increases or decreases) in job duties and responsibilities as reflected in the job level guide. Such changes require that the position meet the criteria of the new band and that an incumbent meet the educational and other requirements of the band in question.

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