

Policy Manual



Title: Total Rewards Strategy: Position Classification & Reclassification Policy for Professional Technical Staff and Administrators	Number: 6Hx2-3.24
Legal Authority: Fla. Stat §1012.855, Executive Order 11246; Title 41, Chapter 60, Office of Federal Contract Compliance.	Page: Page 1 of 2

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. 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.

Significant changes to a position may involve reclassification and/or recruitment within the job level guide. To be eligible for reclassification 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.

Reclassification of positions will be addressed through the College's operating budget in conjunction with the Finance Department.

A final recommendation as supported by the Division of Human Resources and Equity will be forwarded to the Senior Vice President for Administrative Services and Board of Trustees for final approval.

THE POLICY and THE STUDENT

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 Division of 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 Division of 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.

History: Revised as Policy 3.34 on December 15, 1987; revised and re-numbered on May 21, 1997; revised on October 23, 2012.

Approved by the Board of Trustees	Date 10/23/2012	President's Signature 	Date 10/23/2012
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IMPLEMENTATION and OVERSIGHT.

The President has the authority to issue procedures concerning this policy. The Associate 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 Associate 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 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.
- 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.

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