

Lakeland Community College

POLICY TITLE:	STAFF SALARY PLACEMENT
POLICY NO:	3354:2-20-32
ORIGINALLY APPROVED DATE:	07/05/01
REVISED DATE:	03/07/25; 03/06/03
EFFECTIVE DATE:	03/07/25
NEXT REVIEW DATE:	03/2030
RELATED PROCEDURE:	N/A
RESPONSIBLE OFFICE(S):	DEPARTMENT OF HUMAN RESOURCES
APPROVED BY:	BOARD OF TRUSTEES

A. Salary Step Placement

1. Newly-Hired Employee

- a. Generally, a newly-hired staff employee will be placed at the minimum starting salary for the pay grade to which his/her position is assigned. However, placement beyond the minimum starting salary, in recognition of knowledge, skills, abilities, or experience directly related to the assignment and exceeding the minimum qualifications, may be approved by the President upon recommendation of the Chief Human Resources Officer.
- b. Definition of Newly-Hired Staff Employee
 - i. An individual not having previously been an employee of the college.
 - ii. An individual who separated from the college for any reason, other than lay-off, and is re-employed at a later date.
 - iii. A laid-off employee whose reinstatement rights have expired.
 - iv. A current continuing-status college employee who applied and was subsequently hired for a position (either another continuing-status position or a temporary status position) in a higher classification.
 - a. In the event that salary placement, when done in accordance with Paragraph (A) above, results in a lower hourly rate than the employee earned in the previous assignment, the Chief Human Resources Officer will review and recommend an appropriate salary placement to the President.

2. Current College Employee Whose Status (vs. Position) Has Changed

- a. From Part-time to Full-time
 - i. In the event a continuing-status, part-time position is expanded to full-time, the part-time incumbent who applies and is subsequently hired for the new full-time position will retain the same hourly rate.
- b. From Temporary to Continuing
 - i. The hours worked as a temporary employee shall be counted toward the probationary requirement and hours needed for salary adjustment if the temporary status employee is subsequently hired for the same position when the position is converted to a continuing status.
- c. From Continuing to Temporary

- i. Salary placement will be as outlined in paragraph (A), with the considerations in sub-paragraph (d) noted above.
- 3. Current College Employee Whose Position is Reclassified
 - a. Reclassification to a Higher Pay Grade
 - i. An employee assigned to a position which is reclassified to a higher pay grade will be placed in the new pay grade at his/her current salary or the new salary grade minimum whichever is higher.
 - b. Reclassification to a Lower Pay Grade
 - i. An employee assigned to a position which is reclassified to a lower pay grade will be placed in the new pay grade at his/her current salary or the maximum salary for the pay grade if the current salary is more than the maximum of the new pay grade.
- 4. Current College Employee Who is Transferred
 - a. Salary placement shall not be affected by college-initiated transfers, whether voluntary or compulsory.