

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: The Classification – Compensation Plan and Pay
Administration for Basic Occupations (Clerical and Support)

EFFECTIVE DATE: July 1, 2000

I. General Classification - Compensation Policy

The Classification/Compensation Plan at Southwest Tennessee Community College includes all classified positions and is incorporated as part of the Tennessee Board of Regents non-exempt Job Classification/Compensation Plan and is subject to all TBR guidelines and policies. The job classification plan was developed to ensure that positions are accurately classified in accordance with the complexities of job duties and serves as the basis for determination of the salary range for each position. Each class has been evaluated and allocated to an appropriate pay grade in accordance with the level and complexities of the duties and responsibilities as assigned to each class. This system of position classification attempts to provide equal pay for equal work, facilitate orderly promotional opportunities, and provide information concerning duties, responsibilities, titles and rates of pay for many clerical and supporting positions.

II. The Classification Plan

Maintenance of the Compensation Plan

Internal procedures for processing classification, job evaluation, and job audit requests received from departments are the responsibility of the Office of Human Resources. Changes to the plan not requiring TBR approval such as classifications, reclassifications, and job evaluations for allocation of positions to classes already established in the TBR overall plan shall be accomplished

Source of Policy: Transition Team VII
Human Resources

Related Policy: N/A

Approved: _____
President

Responsible Vice President for Business,
Administrator: Finance & Info Systems

TBR Policy Reference: N/A

TBR Guideline Reference: N/A

Date: July 1, 2000

following studies and recommendations made by the Office of Human Resources and submitted to the Vice Provost/Campus Executive Officer or his/her designee for approval. However, for the establishment of a new permanent classification in the overall TBR plan or for any revision of an established classification skill level, TBR system approval shall be required.

Class Specifications

Each individual position in the Classification Plan has been allocated to an established Class Specification. The Class Specifications are not to be confused with "job" or "position" description which are tantamount to a description of an individual position.

A Class Specification is, in essence, a description of a class of positions which may encompass several individual positions, i.e., the class of positions of Clerk-Typist.

The Definition statement consists of a brief overall statement of the kind and level of work included in the class.

The Examples of Work Performed statement is a listing only of typical duties. This statement does not attempt to be exhaustive, but merely gives samples of the various kinds of work to be found in a number of positions in the class. This portion of a Class Specification does not provide for an itemized description of all job tasks performed by a specific individual assigned to the class.

The Required Knowledge and Abilities paragraph is a recommendation of what is believed to be necessary minimum requirements as to knowledge and abilities to efficiently perform the various tasks of positions allocated to the class. Equivalency as to training and experience may be substituted for what is stipulated in the specification.

The specifications should be seen in totality as defining the various class characteristics.

Position Establishment and Revision Procedures

The Office of Human Resources has responsibility for the assigned duties and responsibilities on all classified positions including new positions to be established and current budgeted positions already established. Should duties and responsibilities of an established job change significantly over a period of time, the job should be reviewed for possible reclassification. Thus, when a department head or any other authorized person desires to establish a new position or revise an existing position in the classified area, they shall furnish through channels to the appropriate Vice Provost/Campus Executive Officer, Provost/Executive Vice President, the President or his/her designee, a detailed justification and proposal statement.

Reclassifications

The Director of Human Resources shall have responsibility for implementation of the policy/procedure on reclassification. A completed Position Classification Questionnaire must be submitted by the incumbent/department prior to the study.

Reclassification is appropriate when the tasks performed in a position are no longer reflected in the current job description but in the job description of another position. Reclassification may result in a change in skill levels only when the sum of the tasks performed are representative of another skill level. The focus of position reclassification is to the position and not the individual or incumbent. Position reclassification reviews shall consider only tasks and duty factors and shall not consider merit or incumbent based factors.

This procedure is available to all regular full-time and regular part-time positions. Requests should be submitted by the individual with immediate supervisory responsibility for the position or by the incumbent to his/her immediate supervisor.

Each supervisor or manager shall be responsible for reviewing and forwarding each request to the appropriate level or disapproving the requests based only on the criteria set forth below. Any request that passes based on the below criteria must be forwarded to the next level of the appropriate chain of command.

1. Requests for reclassification are to be submitted to the Director of Human Resources via the appropriate chain of command. Requests for reclassification must be acknowledged by Human Resources within fifteen (15) calendar days of the date of the original request or returned requesting correction/modification/clarification or disapproved to the supervisor or employee requesting the review. If no response is made to the requestor within fifteen (15) days, the request may be forwarded directly to the Office of Human Resources for review. Any such request must include a copy of the original request and indicate the date on which it was submitted. Requests disapproved within the chain of command may be forwarded to the Director of Human Resources for review. Request for reclassification must include the following:
 - A. Position description for currently classified position
 - B. Description of the tasks currently being performed.
 - C. Frequency with which each task is performed.
 - D. Length of time each task has been performed.

- E. List of other positions within the area of responsibility.
 - F. List of incumbents with the same position title as that of the position being considered for reclassification.
 - G. List of positions in the area with different titles that perform similar duties as that of the position being considered for reclassification.
2. Each request for reclassification will be reviewed based on the following criteria:
 - A. Tasks performed by the position
 - B. Frequency of tasks performed.
 - C. Duration, i.e., how long the tasks have been performed by the position.
 - D. Overlap with other positions.
 - E. Appropriateness, i.e., whether the tasks should be performed by another position at a different skill level or organizational level.
 3. The Director of Human Resources will review and research the requests and approve/disapprove/modify request based on the above criteria. All reclassifications will be forwarded to the President for review and approval.
 4. Reclassification will be approved only when the duties performed by the position are representative of another position currently established within the TBR system or substantially different from any established position as to warrant the creation of a new position.

Reclassification actions resulting in a decrease in skill level will not result in a decrease in an incumbent's pay. However, pay for future incumbents will be based on the new skill level. Reclassification action resulting in an increase in skill level and an increase in pay will become effective the pay period following the date the request is received by Human Resources.

Reclassification decisions will be forwarded to the responsible manager/supervisor through the appropriate chain of command.

III. The Compensation Plan

The Compensation Plan for the Basic Occupations shall consist of a schedule of monthly ranges of pay for each skill level and a schedule of occupational titles showing the level to which each class is assigned.

IV. Preparation of the Compensation Plan

A Compensation Plan for those classes shall be developed in accordance with the Tennessee Board of Regents' policies and guidelines within budgetary limitations of the College. The Office of Human Resources shall review all relevant compensation factors and options and make recommendations for approval of a comprehensive plan to establish rates of pay for services performed.

V. Administration of the Compensation Plan

Upon initial employment at the College, the rate of pay shall be the minimum rate for the skill level to which that initial position is assigned. Exceptions to this rule will be granted only when it can be documented that there are no available qualified applicants who can be obtained at the minimum rate. It is the responsibility of the hiring department to provide this documentation. The exception rate to be paid must be based on experience/qualifications and shall be granted only by the President or his/her designee, upon recommendation of the Director of Human Resources.

A salary adjustment can occur as a result of several possible actions, such as promotion, reorganization, demotion, or annual salary increases resulting from legislative/administrative actions.

An employee who is promoted/reclassified to a higher skill level shall have his/her amount of salary increase based on the following formula which allows that employee to be placed at the same position on the higher skill level as the position vacated based on the ratio times the difference between the new/proposed skill level:

$$N = [(C - B1)/(T1 - B1)] \times [(T2 - B2) + B2]$$

C = Current Salary

T1 = Top of current skill level

B1 = Bottom of current skill level

T2 = Top of new/proposed skill level

B2 = Bottom of New/proposed skill level

An employee who is demoted shall have his/her salary reduced by the same criteria as stated above. However, it may be further reduced to provide that the salary not be placed at a point higher than could have been reached had the incumbent been employed continuously in the lower position.

An employee who is transferred to a position in the same skill level to which his/her present position is assigned shall receive no change in salary.

When an employee's rate of pay reaches or exceeds the maximum of the salary range for the skill level; eligibility for further salary increases is prevented unless exception is granted by the President or his/her designee, mandated by legislative action, or directed by the Tennessee Board of Regents.

The rate for persons re-employed at the same or higher skill level within three years of their termination shall be either minimum rate for the assigned skill level or the salary at the time of termination, whichever is greater. The pay rate for persons re-employed in lower skill levels shall be assigned rates equitable with other salaries in that level.

Regular part-time positions covered by the Classification Plan shall be compensated at a rate consistent with the percentage of full-time employment.

VI. Definitions

The following terms, when used in this policy statement, shall have the following meanings:

"Class" means a group of positions with duties, responsibilities, and requirements sufficiently similar that the same title and schedule of compensation may be applied to each position in the group.

"Skill level" means a specific rank or rating which each position is assigned on the basis of job value.

"Promotion" means a change in status from a position in one class to a position in a class having a higher skill level and salary range.

"Demotion" means a change of status from a position in one class to a position in a class having a lower skill level and salary range.

"Transfer" means a change from one position to another having the same skill level.

VII. Maintenance of Records

All records concerning position classification will be maintained in the Office of Human Resources. The Director of Human Resources is responsible for ensuring that individual personnel files contain the correct title of the position to which the employee is assigned.