

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Employee Classification and Compensation****EFFECTIVE DATE: July 1, 2000; Revised May 10, 2023; Revised January 22, 2024 (updating job title and reference to equity)****Purpose**

The purpose of this policy is to provide information on classification of employees and the compensation plan for Southwest Tennessee Community College (“Southwest” or “the College”).

Definitions

Academic Personnel (Exempt)- Faculty members who hold academic rank and who are directly engaged in instruction, departmental research, or public service. Academic personnel may be employed either on a nine, ten, eleven or twelve-month service basis (academic year), compensated over a twelve-month period, hereinafter described as academic personnel, or on a twelve- month service basis (fiscal year), compensated over a twelve-month period, hereinafter referred to as twelve-month academic personnel.

Adjunct faculty –Faculty whose temporary appointments are based on demand each semester.

Executive and Administrative (Exempt)- Personnel other than personnel primarily employed in instruction, research, or public service who primarily have executive and administrative responsibilities and whose positions require recognized professional achievement acquired by formal training or equivalent experience. This classification includes non-academic personnel who are exempt from the provisions of the Federal Wage and Hour Law.

Professional Non-Faculty (Exempt)- Personnel other than personnel primarily employed in instruction, research, or public service who primarily have professional responsibilities and whose positions require recognized professional achievement acquired by formal training or equivalent experience. This classification includes non-academic personnel who are exempt from the provisions of the Federal Wage and Hour Law.

Clerical, Support, Technical, Maintenance, and Operations Personnel (Non-exempt)- Personnel other than executive, professional, academic, administrative, and student workers.

Student Workers - Personnel whose primary purpose for being at Southwest is to be enrolled in an academic program of the College. Student workers are temporary.

Graduate Assistants and Graduate Instructors – Appointments where the specific terms may be academic year semesters, fiscal year, or based on a percentage. They can be part-time or full-time temporary appointments.

Class- Group of positions with duties, responsibilities, and requirements sufficiently similar that the same title and schedule of compensation can be applied to each position in the group.

Skill level- Specific rank or rating that each position is assigned based on job value.

Promotion- Change in status from a position in one (1) class to a position in a class having a higher skill level and salary range.

Demotion- A change of status from a position in one (1) class to a position in a class having a lower skill level and salary range.

Transfer- Change from one (1) position to another having the same skill level.

Policy

Classification

I. Employment Designation

Each employee is assigned one (1) of the following designations:

1. Regular Full-Time Employees - Personnel (executive, administrative and professional, academic, and clerical, support, technical, maintenance, and operations) who are employed on a continuing basis, expected to exceed one (1) year, and who have a regular work week of 37.5 hours or who are scheduled to carry a full teaching load or its equivalent. Regular full-time employees include full-time MODFY (modified fiscal year) employees. Regular full-time employees are eligible for benefits.
2. Regular Part-Time Employees - Personnel (executive, administrative and professional, academic, and clerical, support, technical, maintenance and operations) who are employed on a continuing basis, expected to exceed one (1) year and who have a regular work week of less than 37.5 hours or who are scheduled to carry less than a full teaching load or its equivalent. Regular part-time employees include part-time MODFY (modified fiscal year) employees. Regular part-time employees are eligible for prorated benefits.
3. Temporary Employees - Personnel whose initial period of appointment or expected service is less than one (1) year. This definition should not be confused with employees who are designated as probationary employees, who are regular full-time, who are regular part-time employees, or who are entitled to leave benefits of such employees. If temporary assignments are recurring, the College must make a decision to create and fund a regular position.
 - a. With the exception some situations for temporary faculty, temporary employees are ineligible for benefits. (For information regarding temporary faculty, [see Tennessee Board of Regents Policy No. 5.02.07.00.](#))
 - b. However, limited term appointments may be designated as positions eligible for benefits when budgeted.

- c. Temporary employee are not eligible for employment benefits (retirement, state insurance, annual and sick leave, holiday pay, or longevity credit).
4. MODFY (modified fiscal year) Employees - Regular, full-time, and part-time personnel whose service period is at least nine (9) months, but less than twelve (12) months. The actual length and work schedule can vary at the discretion of the President.

II. Breaks in Service

An individual who has worked as a temporary employee for the maximum time of one (1) calendar year must be completely separated and off payroll for fourteen (14) calendar days before becoming eligible for re-employment in a temporary position.

After one (1) year of employment as a temporary employee, the College should consider adding a position with benefits if the assignment is needed on a regular basis. The process for filling the position will follow TBR Guideline [P-010](#), Personnel Transactions and Recommended Forms.

III. Staffing Agency

Temporary employees contracted through a temporary staffing agency are not Southwest or TBR employees.

IV. Development Guidelines

Southwest Policy No. [5:01:00:00/0](#), General Personnel serves as the College's employment guideline, along with accompanying policies regarding employees. Consistent with the definitions included within this policy, appropriate employee designations and percent of employment will be determined through review by the Human Resources department of the length of the assignment and the continued need for services.

Compensation

V. Human Resources Information System (HRIS) codes for salary increase categories

1. Additional Across the Board (ATB) Increase- AATB- Increases across the board recommended in addition to state mandated ATB.
2. Additional Bonus- One (1) time payments recommended as an addition to state mandated bonus (will be reported as a group total).
3. Additional Temporary Duties- Increases associated with the assumption of additional duties on a temporary basis, e.g. stipend.
4. Athletic Increase- AATH- Principles for Compensation Increases:
 - a. Pursuant to a request to consider by TBR, Southwest will consider including coaches and staff as part of the College's compensation plan.

- b. Pursuant to TBR's request to consider, Southwest will consider awarding compensation increases to athletic coaches and staff at the same time as other faculty and staff in time for the Fall Quarterly Board meeting.
 - c. Because of the competitive nature of athletics, TBR will consider allowing Southwest to provide compensation increases for head coaches, other coaches, and the coaches' staff within the same discipline.
 - i. These compensation increases are considered exceptions. The Chancellor must review and approve the increases before implementation, if the position reports directly to the President.
 - ii. A request for approval to pay a supplement for a winning season does not require Chancellor approval.
 - iii. Contracts must be reviewed by the TBR Office of General Counsel for legality and content. Any changes in salary must be processed according with TBR [P-043](#).
5. Certified Administrative Professional (CAP)- CPSI- Increases of 9% given upon passing of all parts of the CAP examination according to state law.
 6. Counteroffers- COFF- An offer made to retain an employee who has been offered another job. Documentation of the offer must be secured before the counteroffer is made.
 7. Critical and Special Adjustments- CSAJ- Increases may be granted in extraordinary circumstances to retain a uniquely qualified employee where the College is in danger of losing the employee and failing to act at this time could result in harm to the College.
 1. Evidence of another job offer is not required, however, the President must document the special circumstances that justify the recommended salary increase.
 2. Special adjustment increases for employees who assume significant new job responsibilities and whose position title remains the same may be granted. Adjustments of this type are infrequent and usually relate to significant reorganizations within the College. The President must document the special circumstances that justify the recommended salary increase.
 8. Degree Certification Change Increase- DGCH- Increases for educational achievement, such as completing the requirements for the Bachelors, Masters, and Doctorate programs, or certifications designated by the College.
 9. Equity and Market Adjustments- EQIN- Individual increases intended to mitigate an internal College inequity or a documented, proven, external inequity.
 10. Faculty Promotions- FPRM- Increases associated with faculty promotion recommendations.
 11. Merit Increases- MERT- Increases based on the employee's job performance. Requires written documentation and an adequate plan to objectively measure the employee's performance.
 12. Non-faculty promotions- PROM- Increases resulting from applying for and being selected to fill a vacant position. Also, increases that are provided when an employee is assigned to a position in a

different class that has a higher pay grade than the employee's previous position and the assignment is not a result of a reclassification of the employee's existing position. A promotional appointment must occur within the guidelines in TBR [P-010](#).

13. Percent of Employment- CFTE- Increases attributable to an increase in the percent of time worked (such as moving from 75% to 100% time).
14. Reclassifications- RCLS- Increases given when an employee's duties and responsibilities change and may include an appropriate salary or title adjustment.
15. Technical Adjustments- OOPS- Technical Adjustments or omissions. Salary adjustment or omission to the previously approved salary for the employee.

VI. Compensation Procedures

A. All reportable salary increases are subject to approval by TBR.

1. Employees receiving a salary increase governed by this policy must be informed that the increase is subject to review and approval by TBR.
2. Salary increases are not final until approved by TBR, unless otherwise provided for in this policy.

B. Pursuant to TBR requirement in TBR [P-043](#), Southwest shall develop compensation plans that must be review and approved by TBR. The plans will be updated consistent with [P-043](#).

1. New or revised compensation plans that could include merit, equity, and market increases are due to TBR in the spring.
2. A committee comprised of representatives from Academic Affairs, Finance, and Human Resources, will review proposed compensation plans for clarity as well as internal and external equity.
3. Once agreed upon at the System Office, they will be submitted to Board Personnel and the Compensation Committee for approval at the summer quarterly Board meeting.
4. Recommendations for College increases under the compensation plans are submitted to the System Office during the summer.
5. Increases pursuant to the plans are approved at the fall quarterly Board meeting.

C. An executive level Interim Action report will be provided to TBR quarterly regarding applicable salary adjustments.

1. Salary increases for the following positions require TBR approval:
 - a. Vice Presidents or other executives reporting directly to the President (academic, business, student affairs, etc.) including all interim appointments;
 - b. Directors and chairs of the Centers of Emphasis and Excellence, including interim appointments;
 - c. Other positions that designated by the Chancellor.
2. The following increases require TBR approval:

- a. Faculty Promotions- Included as part of the Committee on Personnel and Compensation Agenda at the Summer Quarterly Meeting.
- b. New or Revised Compensation Plans- Included as part of the Committee on Personnel and Compensation Agenda at the Summer Quarterly Meeting.
- c. Compensation Plan adjustments- Included as part of the Committee on Personnel and Compensation Agenda at the Fall Quarterly Meeting.
- d. Additional Across the Board Increases- Included as part of the Committee on Personnel and Compensation Agenda at the Fall Quarterly Meeting.
- e. Additional Bonuses- Included as part of the Committee on Personnel and Compensation Agenda at the Fall Quarterly Meeting.

D. 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 following studies and recommendations made by the Office of Human Resources and submitted to the President or 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 approval is required.

E. 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 that could encompass several individual positions.

- 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.

F. Position Establishment and Revision Procedure

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 President or designee a detailed justification and proposal statement.

G. Reclassifications

The leader of the Human Resources department 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 Human Resources department 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 leader of the Human Resources department will review and research the requests and approve, disapprove, or 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.

H. 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 or qualifications and shall be granted only by the President or designee, upon recommendation of the leader of the Human Resources department.

A salary adjustment can occur as a result of several possible actions, such as promotion,

reorganization, demotion, or annual salary increases resulting from legislative or administrative actions.

An employee who is promoted or reclassified to a higher skill level shall have the 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 the 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 shall not occur unless exception is granted by the President or designee, mandated by legislative action, or directed by TBR.

The rate for persons re-employed at the same or higher skill level within three (3) 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 commensurate 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.

I. Maintenance of Records

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

Source of Policy: _____ Responsible Administrator: VP of HR

TBR Guideline Reference: P-043

Related Policy: 5:01:00:00 TBR Policy Reference: 5.01.01.00; 5.01.00.00

Approved:  Date: January 22, 2024
President