

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 5143

**TITLE:** DETERMINING CAREER SERVICE AND PROFESSIONAL EMPLOYEE STARTING SALARIES

**BASED ON POLICY:** 5.14 SALARY SCHEDULE AND COMPENSATION

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/HUMAN RESOURCES

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I.Purpose:

To set forth the method whereby career service and professional employee classifications starting salaries are determined

II.Procedure:

- A. The starting salary for career and professional employees shall be determined by the director, human resources based upon an assessment of the individual's related and verifiable experience and in accordance with the approved South Florida State College salary schedule.
- B. An employee who moves to a higher level shall be given credit for previous, related experience in determining the individual's new salary on the schedule. A minimum of a three percent (3%) increase, including all applicable salary adjustments, shall be granted.
- C. An employee who moves to a lower classification shall be given credit for previous, related experience in determining the individual's new salary.
- D. In all cases, increases in salary shall be subject to the availability of funds.

**HISTORY: Last Revised: 3/5/19**

**Adopted:** 5/17/85

**Reviewed:** 2/28/05, 2/28/08

**Revised:** 2/06/02, 3/5/19