

Policy: **Classification & Compensation**

Policy Number: **I-4**

Responsible for Policy: Human Resources

Approval Date: September 2011

Most recent review: Fall 2012

Date of most recent revision (if applicable): N/A

Policy Statement

For the efficient management of the institution's enterprises, Finger Lakes Community College will maintain a sound classification and pay plan in order to effectively determine the job classes required to properly conduct business, the level of training and experience required for proper work performance, and a compensation program that is internally equitable, externally competitive and sensitive to market conditions.

Reason for Policy

The College's classification and compensation program is the foundation of state and local merit system programs and other state regulations applicable to Finger Lakes Community College. It is essential that all "professional service" positions are properly classified and allocated to a job group or starting salary range by the Office of Human Resources.

Applicability of the Policy

All members of the College community should be familiar with this policy.

Definitions

Classification (Position Classification, Classify, Reclassify, Reclassification) - a grouping together under common and descriptive titles of positions that are substantially similar in the essential character and scope of their duties and responsibilities and in the qualification requirements therefore (NYS Civil Service Law §2).

Professional service positions: in community colleges in the professional service as defined by NYS Education Law §6306: whose principal functions are teaching or the supervision of teaching in addition to academic administration, student activities, student personnel services, and other professions required to carry on the work of the community colleges. NYS Civil Service Law §35 authorizes community college boards of trustees to designate positions as professional service subject to final approval by the SUNY Chancellor.

Classified Service: All offices and positions designated as either in the exempt class, non-competitive class, labor class, and competitive class (NYS Civil Service Law §40). At a community college, most positions are in the competitive class where appointments and promotions are based on candidates' performance on a competitive examination. NYS Civil Service Law §17 authorizes the Ontario County Department of Personnel to classify Finger Lakes Community College positions designated in the Classified Service.

Related Documents

- NYS Civil Service Law, §§2, 22, 35, 115
- NYS Education Department Regulations, 8 NYCRR Part 604.3

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Procedures

The programs and services delivered by Finger Lakes Community College are complex, varied, and constantly evolving. Finger Lakes Community College is engaged in enterprises ranging from credit and non-credit classroom instruction and distance learning, academic and student support programs, business and financial services that support academic and student programs, programs that support the institution's human resources, technology services that support the entire campus, advancement programs that keep the institution moving forward, and public affairs/governmental relations programs that connect the campus to the greater community. Classified service positions are classified by the Ontario County Department of Personnel in conjunction with the Office of Human Resources prior to recruitment for and appointment to Finger Lakes Community College positions.

1. Academic department chairs and administrative department heads who request to either change the classification of a current encumbered or unencumbered position or to create a new position, regardless of payroll status (i.e. permanent versus part-time, temporary or seasonal), must complete an Employment Requisition form.

Requests pertinent to new positions in the classified staff must include completed MS222 (New Positions Duties Statement) to request an MS 220 (Reclassification Statement) to upgrade a current position. Human Resources personnel must also complete the Ontario County Position Creation Worksheet.

Requests pertinent to administrative personnel must include a completed Employment Requisition form. Adjunct faculty assignments are created electronically and are not required to follow these procedures.

2. The responsible Vice President transmits to the Director of Human Resources the aforementioned forms and data. The Director of Human Resources shall classify and reclassify all positions determined as appropriate for professional service by the Board of Trustees or already designated as such by the Board of Trustees using the job data provided on the form(s) specified in #1 above. In addition, the Director of Human Resources shall allocate and reallocate professional service positions to an appropriate job group or starting salary range. The Director of Human Resources shall review for initial classification and reclassification purposes positions determined as appropriate for classified service using the job data provided on the forms specified in #1 above. The Director of Human Resources shall transmit this data to the Ontario County Department of Personnel for a final classification determination and allocation to an appropriate salary grade.

Forms/Online Processes

- Employment Requisition Form – <https://www.intranet.flcc.edu> >Forms and Guidelines >Human Resources
- Ontario County New Position Duties Statement (MS 220)
- Ontario County Reclassification Statement (MS 222)
- Ontario County Position Creation Worksheet

Appendix

- None