

LAKESUMTERSTATECOLLEGE
ADMINISTRATIVEPROCEDURES

TITLE:POSITION UPGRADE

NUMBER:PROC5-20

REFERENCE:Board Rule5.01,5.07

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- c. The Earcompletewith:
1. A memoexplaining theneedfor an upgrade;
 2. An updatedjob descriptionwith an assignedlevelandsalary;
 3. Andall signatures(except thePresident's).

will be presentedby the HRDirectorto the President'sCabinetfor review.

If the President'sCabinetagreesto awardthe upgrade,the position'ssupervisorand the position incumbentwill be notified in writing byHuman Resourcesof the approval,the compensation detailandthe effective date of the upgrade.

- d. During budgetcyclepreparations,the upgradedposition shallbe reviewedby Human Resourcesandthe Cabinetto determineif the positionupgradeshouldbe madepermanent with the new fiscalyear.If the Cabinetdeterminesthe position upgrades to be made permanent,then the position incumbent's stipendwould beeliminatedandthe incumbent's basesalaryadjustedaccordingly. HRwould updatethe ClassificationandSalaryGuidewill be presentedto the DistrictBoardof Trusteesfor approval.