

LAKESUMMIT STATE COLLEGE  
ADMINISTRATIVE PROCEDURES

TITLE: POSITION UPGRADE

NUMBER: PROC-20

REFERENCE: Board Rule 5.01, 5.07

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- c. The request will be completed with:
1. A memo explaining the need for an upgrade;
  2. An updated job description with an assigned level and salary;
  3. All signatures (except the President's).

The request will be presented by the HR Director to the President's Cabinet for review.

If the President's Cabinet agrees to award the upgrade, the position's supervisor and the position incumbent will be notified in writing by Human Resources of the approval, the compensation details and the effective date of the upgrade.

- d. During budget cycle preparations, the upgraded position shall be reviewed by Human Resources and the Cabinet to determine if the position upgrade should be made permanent with the new fiscal year. If the Cabinet determines the position upgrade is to be made permanent, then the position incumbent's stipend would be eliminated and the incumbent's base salary adjusted accordingly. HR would update the Classification and Salary Guide which will be presented to the District Board of Trustees for approval.