

Salary Schedule



PALM BEACH STATE
COLLEGE

Office of Human Resources

Revised September 1, 2023

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Introduction

The Palm Beach State College Salary Schedule is established pursuant to District Board of Trustees Policy 6HX-18-5.301. The schedule serves as the guide in determining employee compensation.

The salary schedule recognizes the United Faculty of Palm Beach State College as the sole and exclusive bargaining agent for all regular full-time instructional faculty, counselors, librarians, and career certificate program (CCP) instructors in matters concerning, salaries, benefits, working conditions and other terms and conditions of employment.

Personnel actions submitted to the District Board of Trustees for approval in conformance with this salary schedule will be considered routine personnel actions. However, the salary schedule is continuously updated throughout the year by the classification and compensation department to reflect additions, deletions or changes to positions, classifications, pay rates, or procedures. The Chief Human Resources Officer or designee may approve such changes and exceptions to this document in accordance with District Board of Trustees Policy 6Hx-18-5.301.

A. Compensation Philosophy

Palm Beach State College wage and salary program is designed to meet the following objectives:

“Palm Beach State College is committed to a fair, consistent, compliant, flexible, and market competitive classification and compensation system. Our classification and compensation program is designed to attract and retain highly talented and diverse workforce to meet the College’s missions and goals; the program supports a changing organization with a competitive and financially sustainable compensation system.”

B. Non-Unit Compensation Policies and Procedures

1. Salary Structure

Each non-unit full-time position is assigned a pay grade within the salary structure based upon an analysis of the market rate for that position, as well as an analysis of the job responsibilities and a comparison of the position to others within Palm Beach State. Each grade consists of a salary range containing a minimum, midpoint, and maximum. This represents the approved salary range of compensation for jobs assigned to that pay grade.

The **Midpoint Differential** percentage between pay grades reflects, as closely as possible, the relative value of positions to Palm Beach State and is sufficient to provide continuing incentive for promotional advancement.

The **Pay Grade Range Spread** is the difference between the minimum and the maximum pay rate which is sufficient to permit recognition of individual differences in education, training, experience, and performance among individuals.

2. Salary Grade Minimum and Maximum

Employees should not be paid less than the minimum or more than the maximum of the salary range of the position. Upon recommendation of the classification department, an exception can be made by the Chief Human Resource Officer such as pay falling out of range due to a salary structure adjustment, grant budget not supporting the range, unsuccessful review that warrants a hold of a general increase, or administrative error.

3. Job Description

Generic job descriptions serve to define the essential duties and responsibilities of positions within the college and are used to:

- communicate the job expectations to the employee
- aid, and maintain compliance with all laws and regulations
- facilitate compliance with *American with Disabilities Act*
- recruit qualified and talented candidates to fill vacancies
- establish fair, competitive salary ranges
- develop career paths and opportunities for job growth
- design training and development plans
- appraise staff performance against established standards

The Office of Human Resources is responsible for creating and maintaining the job descriptions in concert with management. On-going review is designed to ensure that the College's job descriptions contain information that accurately reflects each position, and must have the following components:

- Job Code, Job Title, FLSA (Exempt or Non-Exempt Status), Pay Grade, Job Summary
- Duties and Responsibilities (Essential Functions)
- Minimum Requirements and Preferred Qualifications: Education and Experience, Licenses, Registrations, Certifications, or Special Requirements, Knowledge, Skills and Abilities, Management Level, Job Family, Job Classifications
- Work Environment and Physical Demand
- Disclaimer Statement
- Employee and Supervisor Signatures

The classification and compensation department may conduct periodic reviews and desk audits to ensure the accuracy and completeness of job descriptions for positions within the College. Classification will

collaborate with the supervisor regarding the determination in accordance with the job analysis guidelines and classification process.

Whenever a job vacancy occurs, the department head may request changes to an existing position. Reclassification requests should be budget neutral. Any exception to this must be approved by the Vice President of Finance and Administration.

4. Salary Structure Review

The compensation structure is reviewed by the classification and compensation department. Where market data and analysis of Palm Beach State College's current pay grades indicate the necessity for revision, the Chief Human Resources Officer will submit a recommended revised salary structure to the President for approval.

5. Wage Increases

General wage increases are reviewed each fiscal year and are approved by the District Board of Trustees. If a general increase is approved for an employee group such as full-time and part-time regular or fixed-term employees, typically all affected employees must have been hired more than six months prior to the effective date to receive the full wage increase. Employees hired less than six months but greater than three months prior to the effective day of the increase may receive one-half of the wage increase. An employee hired three months or less prior to the effective date will not receive a wage increase. When the minimums of the salary ranges are increased, adjustments will be made to the wages of affected employees as of the approved effective date. With appropriate documentation, "unsuccessful" job performance may result in denial of any wage increase.

Increases for grant-funded employees are dependent upon grant funding. If a grant does not have sufficient funding at the time of the effective date of the wage increase, the increase may be delayed to an effective date when funds are available under the grant. The increase may not occur at all if funds remain insufficient under the grant.

A wage increase to an employee may be awarded at any time during the fiscal year, contingent upon available funds upon recommendation of the President and at the discretion of the District Board of Trustees. This wage increase may be in addition to or in lieu of a regular wage increase.

6. Starting Salary and Offers of Employment

The talent acquisition department, in consultation with the supervisor and department administrator, extends employment and salary offers for regular positions. The starting salary for OPS positions are posted within the Salary Schedule at the minimum of the grade and do not fluctuate. The starting offer for regular full-time and part-time employees who meet the minimum requirements of a position shall be paid at the minimum of the salary range. When there are a limited number of applicants or an applicant exceeds the minimum amount of experience, education, or training, starting rates may exceed the minimum salary for regular positions. The guidelines for salary offers above the minimum are as follows:

- ❑ A starting salary of up to 10% of the minimum for salary grades 50 through 58, and up to 15% for salary grades 59 through 63 may be given with approval of Human Resources.
- ❑ Offers which exceed the above must be approved by the Director of Total Rewards or designee, Chief Human Resources Officer, Vice President of Finance and Administration, or the President.

7. Promotional Increases

A promotional increase occurs when a regular employee moves to a position in a higher pay grade than the one presently assigned. When a promotion is made, the employee's background and experience will be evaluated by the talent acquisition department to ensure the employee meets the qualifications. For each grade of promotion, the employee will receive a pay increase up to 8.5% or will be brought to the minimum of the pay grade, whichever is greater. The total promotional increase for employees who move three or more pay grades will be determined through a pay equity evaluation performed by the classification and compensation department.

An employee must remain in the new position for a minimum of six months before the employee is eligible for another promotion outside of their current department. Promotions will be effective at the beginning of the next applicable pay period. Exceptions to this policy must be approved in advance by the Director of Total Rewards or Human Resources designee.

8. Lateral Transfers

A lateral transfer is the transfer of a regular employee from one position to another in the same pay grade. Responsibilities and duties have changed but are similar in scope and complexity. Employees who transfer laterally will not receive a pay increase.

An employee must remain in the new position for a minimum of six months before the employee is eligible for another lateral transfer or promotion outside of their current department. Transfers will be effective at the beginning of the next applicable pay period. Exceptions to this policy must be approved in advance by the Director of Total Rewards or Human Resources designee.

Positions may change campus location based on the needs of the department or college. Location changes do not impact salary.

9. Demotions

A demotion occurs as a result of a regular employee's transfer to a position at a lower pay grade. In such instances, the employee's current base rate of pay will be decreased up to 7.5% per pay grade not to exceed the maximum of the lower range. Demotions will be effective at the beginning of the next applicable pay period. Exceptions to this policy must be approved in advance by the Director of Total Rewards or Human Resources designee.

10. Job Analysis

The job analysis process for non-bargaining unit positions is outlined in the Job Analysis Guidelines and Classification Process to ensure that the process is managed consistently, fairly, equitably and in accordance with the compensation philosophy and governing policies. Job analyses are conducted for filled and vacant positions for the purpose of reclassification, classification of a new job, job title change, reorganization, market adjustment and Fair Labor Standards Act designation. A job analysis will be reviewed and effective on an as needed basis for each job vacancy. A job analysis will be conducted for filled positions if there is a substantive change in level of accountability and responsibility. Reclassification requests should be budget neutral. Any exception to this must be approved by the Vice President of Finance and Administration.

11. Job Overlap

Job overlap occurs when two people occupy the same regularly budgeted position. Overlap is permitted for a time period not to exceed one month to allow the employee transitioning out of the position to train the incoming employee. A request for an overlap must be submitted to Human Resources prior to a resignation being approved or termination being submitted in Workday. Exceptions for job overlap lasting more than one month may be considered under, but not limited to, the following circumstances: sabbatical leave, military leave, medical leave, or expenditure of time off due to DROP termination. A request for an overlap period exceeding one month must be approved by the Director of Total Rewards.

12. Interim Assignment

When a regular employee is temporarily assigned to a position at a higher pay grade and the assignment exceeds three months, excluding vacations and other short-term situations, the employee's salary may be temporarily increased up to 8.5%. If full duties are assumed, the increase may be brought to the minimum of the new pay grade. Additional compensation will not be approved for interim assignments at the same or a lower pay grade than the employee's current position. Bargaining unit members assuming duties as a supervisor (Associate Dean, Library Director, Grant Manager, etc.) are not part of the bargaining unit during the assignment and corresponding full-time staff compensation and benefits will apply.

Requests for temporary assignments to a position at a higher pay grade must be approved in advance by the appropriate cabinet member, and the Director of Total Rewards. Interim assignments will be effective at the beginning of the next applicable pay period. Exceptions to this policy must be approved in advance by the Director of Total Rewards or Human Resources designee.

Upon completion of the temporary assignment, the employee resumes the former pay level adjusted for any general increase that may have occurred.

13. Compensation Management Policy

A listing of approved job titles is available in this document and in Workday. No employee should receive a job title that has not been approved.

Before any salary action may be approved, the job description must be prepared and approved, with a pay grade established by the classification and compensation department in accordance with the College's compensation structure.

All job classifications and pay grade placements for Grades 65 and above must be approved by the Chief Human Resources Officer. If the classification or placement is not supported by the position's budget, further approval by the Vice President of Finance and Administration is required.

No agreement may be made to an employee for payment of work outside of the salary schedule unless pre-approved by the Chief Human Resources Officer or designee.

14. Responsibilities of Supervisors

Communication with the individual employee regarding that employee's job responsibilities, job description, pay grade and salary range is the responsibility of the supervisor.

- ❑ Supervisors should consult the classification and compensation department when considering changes to a job's content to determine if the change does or does not warrant a reevaluation within the reclassification policy.
- ❑ Supervisors ensure accurate attendance and payroll reporting including, but not limited to, hours worked and absences related to sick leave, annual leave, family medical leave, leave without pay and/or work related injuries.

15. Responsibilities of the Office of Human Resources

The Office of Human Resources is responsible for:

- ❑ Recommending any changes to the compensation philosophy and policies.
- ❑ Monitoring the organization's compliance with all pertinent federal, state and local laws and regulations related to salary administration.
- ❑ Maintaining consistency and equity on an organization-wide basis
- ❑ Conducting market analysis and making appropriate adjustments.
- ❑ Processing personnel changes.

16. Rounding Factor

Due to computer calculations and rounding factors, the actual amount of salary paid may vary slightly from the Salary Schedule (generally less than \$1.00).

17. President

The President's salary is determined by the District Board of Trustees in accordance with the performance evaluation.

18. Senior Management

Senior Management is designated in accordance with the rules of the Florida Retirement System.

19. Workweek

The College workweek begins Saturday at midnight and ends at 11:59 p.m. the following Friday.

20. Varying Hours and Schedules

Some positions at the College, including Facilities, Security, Information Technology, Student Services, and other areas are subject to varying schedules, including hours worked on weekends, holidays, and during College closings. Refer to Section B, subsection 24 for applicable overtime and compensation provisions.

21. Payroll and Benefit Overpayment

Any amounts owed to the College for any obligations, or overpayments that were made, may be deducted from the employee's paycheck. If payment is made by the College to the employee in error, the employee agrees to immediately advise the College of the error and return the overpayment in a timely and mutually agreed upon manner.

22. Exempt and Non-Exempt Status

The Fair Labor Standards Act (FLSA) provides guidelines on employment status, child labor, minimum wage, overtime pay and record-keeping requirements. The act establishes wage and time requirements, sets the minimum wage that must be paid and mandates when overtime must be paid. Employees not covered by this act are considered exempt; those covered by it are non-exempt.

Non-Exempt employees are covered under the overtime provisions of the FLSA. Such employees are entitled to receive overtime for all hours worked beyond 40 in a workweek. Alternatively, provisions for public employers allow for hours in excess of 40 per week to be paid in the form of compensatory time which must be used or paid according to subsection 23 within 90 days of accumulation. Refer to Section B, subsection 23 for non-exempt overtime payment calculations.

Department heads and supervisors are responsible for accurate and complete records for non-exempt employees, related to overtime and compensatory time earned and taken, and submitting the records to the payroll office. Use of electronic devices to perform duties of the job (cell phone, internet, and email via phone, tablet, laptop desktop any other device) counts as work time.

Exempt employees are individuals who are exempt from the overtime provisions of the FLSA because they are classified as an executive, professional, administrative, computer, or highly compensated employee and meet the specific criteria developed by the FLSA for exemption. Exempt employees are paid on a salary basis and are not eligible for overtime or compensatory time for any duties performed as part of regular assignment, regardless of the time worked. Exempt employees may receive additional pay or compensatory time for preapproved work performed under the provisions of Section B, subsection 25(B)

which requires preapproval of the Vice President of Finance and Administration. Approved employees would need to complete a request for payment in Workday.

23. Overtime Pay

Overtime payment is due for non-exempt employees who actually worked more than 40 hours in a workweek. When calculating one and one-half times the overtime for time worked in excess of 40 hours, only physical time is used in this calculation. Non-productive hours include time off (ex. vacation, sick, compensatory time, etc.), leave time (ex. FMLA, Military, etc.), and college closings are not included in this calculation. The department administrator or designee must schedule and approve all overtime in advance.

All overtime and compensatory time worked or utilized must be authorized by the supervisor in advance. Non-Exempt employees who have not utilized their overtime or compensatory time within 90 days, will automatically be paid on the following check.

Overtime and compensatory time balances will be paid to employees:

- prior to salary increases
- prior to change status from non-exempt to exempt
- prior to interdepartmental transfer or another campus
- prior to change in position
- prior to the fiscal year end of June 30
- upon resignation or termination from the College
- when the compensatory time balance exceeds 80 hours

24. Weighted Average for Overtime Pay

When a non-exempt employee works in more than one position at different rates of pay, and exceeds 40 hours in a work week, the weighted average for overtime is used. According to the Federal Regulations (29 CFR 778.115) when an employee in a single workweek works at two or more different types of work, for which different straight time rates of pay have been established, the regular rate for that week is the weighted average of such rates. That is, the total earnings (except statutory exclusions) are added together, and this total is then divided by the total number of hours worked at all jobs. Overtime pay is calculated at one and one-half times this rate for overtime. Any exceptions to this policy would need approval from the classification and compensation department.

Weighted average for a multiple job work week=

$$\frac{((\text{Hourly rate of job 1} \times \text{hours worked}) + (\text{hourly rate of job 2} \times \text{hours worked}))}{\text{Total hours worked}}$$

The weighted overtime average rate = result from above X 1.5

Example

A full-time non-exempt employee works 35 hours per week in a regular position earning \$10.22 per hour. Within the same week, the employee works 11 hours in another position earning \$12.51 per hour. The employee is working 6 overtime hours.

$$((\$10.22 \times 35) + (\$12.51 \times 11))/46$$

$$(\$357.70) + (\$137.61) / 46$$

$$\$495.31 / 46$$

\$10.7676 weighted average

$$\$10.7676 \times 1.5 = \$16.15 \text{ weighted overtime rate}$$

Since the employee was already paid straight time for the calculation above, one half of the overtime rate times the overtime hours is extra amount due to the employee.

$$\$357.70 + \$137.61 + \$48.45 = \$543.76$$

25. Compensation for Closings, Breaks, or On-Call Coverage

A. Defined

Emergency College Closing (ECC) is defined as a mandated closing due to a hurricane or other unforeseen disaster. Emergency closings are unplanned events approved by the President or designee in accordance with the emergency operations plan.

Delayed Opening is an emergency college closing of a building or campus where operations are postponed beyond the normal scheduled business hours due to an unforeseen disaster or event.

Early Closing is defined as an emergency college closing of a building or campus prior to the normal scheduled business hours due to an unforeseen disaster or event

Holiday College Closing (HCC) is defined as those dates identified as official holidays and other paid non-duty days approved by the District Board of Trustees. The holiday-closings that may be observed include Martin Luther King, Jr. Day, Spring Holiday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, and Thanksgiving Break.

Spring Break and Winter Break are defined as extended closing dates as approved by the District Board of Trustees.

On-Call Coverage (OCC) is different from being required to work during an ECC or HCC, as the on-call coverage may not require any work to be performed unless the need arises. Regular non-exempt employees may be assigned to a published on-call shift that falls outside of normal business hours. Work that is performed outside of normal business hours, which was scheduled in advance or could be reasonably anticipated, does not fall under the on-call coverage provision.

B. Compensation Provisions

The following provisions will apply to the appropriate personnel:

Emergency College Closing (ECC)

- ❑ The Vice President of Finance and Administration must approve all personnel required to report for duty during an emergency closing.
- ❑ Administrators are excluded from receiving additional compensation for working during an emergency closing.
- ❑ Approved and scheduled personnel who are required to work will be compensated as follows:
 - are regular full-time, non-exempt and work during an ECC will be paid 2.5 times their salary.
 - are regular full-time, exempt and work during an ECC will be paid 2.0 times their salary.
 - are regular part-time and work during an ECC will be paid 2.5 times their salary.
 - Non-exempt employees required to work less than three hours during an Emergency College Closing (ECC), which is not a delayed opening or early closing event, will receive a minimum of 3 hours pay for the day. This includes responding to issues remotely or electronically.
- ❑ Upon being closed due to an ECC for three or more business days, personnel who were scheduled prior to the closing for paid vacation, personal, or sick time that is concurrent to the closing will have the time off reversed for the closed days. This excludes personnel on extended leaves of absence.

Holiday College Closing (HCC)

- ❑ The Vice President of Finance and Administration must approve all personnel required to report for duty during a holiday college closing.
- ❑ Regular full-time, non-exempt employees required to work during an HCC will receive: (1) holiday pay; and (2) one and a half times their straight hourly pay per hour worked, receiving a minimum of three hours pay for the day; or compensatory time on a one and a half times basis for every hour worked, receiving a minimum of three hours.
- ❑ Regular full-time, exempt employees required to work during a HCC will receive: (1) holiday pay; and (2) straight time pay per hour worked; or compensatory time on an hour for hour basis for every hour worked.
- ❑ Regular part-time employees required to work during an HCC will receive one and a half times their straight hourly pay per hour worked, receiving a minimum of three hours.

Spring and Winter Break

- ❑ The Vice President of Administration and Business Services must approve all personnel required to report for duty during spring or winter break.

- ❑ Regular full-time, non-exempt employees required to work will receive: (1) holiday pay; and (2) one and a half times their straight hourly pay per hour worked, receiving a minimum of three hours pay for the day; or compensatory time on a one and a half times basis for every hour worked, receiving a minimum of three hours.
- ❑ Regular full-time, exempt employees required to work, as approved by Vice President of Finance and Administration, will receive: (1) holiday pay; and (2) straight time pay per hour worked; or compensatory time on an hour for hour basis for every hour worked.

Regular part-time employees required to work will receive one and a half times their straight hourly pay per hour worked, receiving a minimum of three hours.

On-Call Coverage (OCC)

- ❑ Regular non-exempt employees who are on-call outside of normal business hours will receive a minimum of 2 hours of pay or compensatory time for the day if they are called to work for any amount of time during on-call duty-where such work is performed remotely or electronically.
- ❑ Regular non-exempt employees who are on-call outside of normal business hours will receive a minimum of 3 hours of pay or compensatory time for the day if they are called to work for any amount of time during on-call duty where the employee must travel to campus to perform the duties.
- ❑ Regular full-time and part-time exempt employees required to work in an on-call capacity outside of normal business hours will receive compensatory time on an hour for hour basis.

26. Additional Assignments for Full-Time Staff

In order for full-time, non-bargaining unit personnel to be considered for additional assignment(s), the employee must receive prior approval by the employee's current reporting structure up to their cabinet member and the classification and compensation department.

A. Instructional Assignments

Full-time exempt employees who are assigned to teach as credit adjuncts may teach no more than a total of 2 courses in any combination of sessions within each fall, spring, and summer term. Employees who teach non-credit or CCP courses may teach no more than a total of 120 hours in any combination of sessions within each fall, spring, and summer terms. The instructional assignment must be conducted outside of the employee's normal working hours. Any exceptions to teaching loads must be approved by the employee's cabinet member, academic dean, and the classification and compensation department.

B. Additional Duties

A full-time employee may receive additional compensation for assuming the duties of another position if the following criteria are met:

- Requests must be submitted and approved in advance by the cabinet member and the Director of Total Rewards
- The duties are those of a higher pay grade (same and lower pay grades are not compensated)
- The assignment exceeds three months (excluding vacations and short-term situations)
- The duties are outside the scope of the regular position
- Special projects and committee work are not eligible

An employee receiving an assignment for additional duties will remain in their regular position and will receive a temporary adjustment to their salary up to 8.5% as determined by the classification department. An additional duties assignment will be effective at the beginning of the applicable pay period. Exceptions to this policy must be approved in advance by the Director of Total Rewards or Human Resources designee. Upon completion of the additional duties assignment, the employee resumes the former pay level adjusted for any general increase that may have occurred.

27. Regular Part-Time Positions

Regular part-time positions work 27.5 hours or less per week, based upon the allotted budgeted hours approved. Personnel in this category participate in the Florida Retirement System and receive Social Security benefits. Personnel working on a regular part-time assignment may also be employed in a temporary assignment as long as they are not working in excess of 27.5 hours per week. Exceptions may be made for work hours to exceed 27.5 hours per week on a temporary basis with prior approval from the supervising administrator and the compensation and classification department. All new regular part-time assignments must be approved through the budgetary process.

Regular exempt part-time employees, who also teach as a credit or noncredit adjunct, cannot work more than 27.5 hours per week in the combined assignments. Lecture instructors will be credited 2 hours for every 1 hour in the classroom, lab instructors will be credited for 1.5 hours for every hour in the classroom, and lecture/lab combination instructors will be credited for 1.8 hours for every hour in the classroom. The Instructional Hours per Week Conversion Table has been developed to outline the number of hours applied to each class per week.

Hours in the Classroom	2	3	4	5	6
Lecture Hours Credited	4	6	8	10	12
Lab Hours Credited	3	4.5	6	7.5	9
Lecture and Lab Hours Credited	3.6	5.4	7.2	9	10.8

Regular part-time staff teaching loads must be approved in advance by the employee’s supervising administrator and the classification and compensation department. Teaching assignments must be outside of the part-time employee’s normal working hours.

28. Temporary Positions

Temporary positions may be scheduled up to 27.5 hours per week. Personnel in this category who have another temporary assignment cannot work more than 27.5 hours per week in the combined assignments. Temporary personnel, who also teach as a credit or noncredit adjunct, cannot work more than 27.5 hours per week in the combined assignments.

As defined by the Florida Retirement System (FRS), temporary positions are limited to a calendar six-month period. FRS calculates any fraction of a month as a full month for this purpose. Adjunct, tutor, work study and on call positions are exempt from the FRS six-month rule. However, employees in on call positions (and other OPS funded positions) become FRS eligible if they work more than 2,080 hours in aggregate temporary positions. Any temporary employee who has accumulated 2,080 hours working in temporary positions is a mandatory participant in the Florida Retirement System and receives Social Security benefits to be absorbed by the department budget.

All temporary assignments, except Adjuncts and tutors, are reviewed and approved by the classification and compensation department. Job titles and pay rates utilized for temporary assignments are contained in this document or created by the classification and compensation department. Talent acquisition will ensure that personnel selected for temporary positions meet the minimum requirements of the position. Temporary personnel do not receive employee benefits other than a matching 1.45% Medicare tax but are required to contribute 7.5% of salary into an investment account using pre-tax dollars, which is called the FICA Alternative Plan. Personnel employed on a temporary basis, as defined by the Florida Retirement System Rules, are not eligible to receive retirement benefits.

Using a temporary employee to temporarily fill a budget-approved vacant position before starting the recruitment process is not permitted. The intent behind the use of temporary positions should be utilized on a one-time basis, and such positions or assignments are not repeated. Temporary positions do not reoccur for the same assignment; therefore, a different individual cannot be hired into the same assignment. Any exceptions must be made in writing and approved by the supervising administrator and classification and compensation department.

Use of temporary positions are not permitted to be moved between supervisors. A new position must be created.

29. Guidelines for Minors in the Workplace

Minors, ages 16 and 17, who have not graduated from high school or received a high school equivalency diploma may not work during school hours unless they meet the hour restrictions outlined by Florida Statute. Minors may work up to 20 hours per week; however, they cannot work before 6:30 a.m. or later than 11:00 p.m. and for no more than 8 hours a day when school is scheduled the following day. On days when school does not follow, there are no hour restrictions. Minors under 18 may not work in hazardous occupations such as operating motor vehicles, working with electrical apparatus, corrosive materials, or power-driven machines. Contact classification and compensation department for additional information.

30. Payroll Dates

All exempt employees are paid through the 15th and the end of the month and are compensated on those dates. All non-exempt and hourly employees are paid biweekly every other Friday according to the published pay dates. If the pay date falls on a bank holiday or weekend, employees will be paid the day prior to the bank holiday or weekend.

Due to drop-and-add each term and the processing of assignments, adjunct instructors and full-time faculty overloads will receive their first paycheck the second pay period following the start of the class.

Full-time instructional faculty members are given the opportunity to select their method of pay prior to the beginning of each academic year according to the collective bargaining agreement. Faculty selecting or changing their pay method need to complete a request in Workday at least 10 days prior to the first paycheck of the academic year.

31. Optional Payment

Depending upon funding availability and approval of the District Board of Trustees, an appreciation payment may be given to full-time employees as of a date to be specified.

C. Listing of Full-Time and Part-Time Positions by Job Title

FLSA: Exempt (EX) and Non-Exempt (NE), refer to Section B, subsection 22 for guidelines.

* Grant positions. Refer to Section N, *Grant-Funded Positions*, for further information.

Position Title	Pay Grade	FLSA
Accountant I	60	EX
Accountant II	62	EX
Accountant, Payroll	61	EX
Administrative Assistant, Campus Safety	560	NE
Administrator, Access Management	63	EX
Administrator, Benefits	600	NE
Administrator, Credit Card	580	NE
Administrator, Database II	63	EX
Administrator, Enrollment Systems	60	EX
Administrator, Finance Systems	61	EX
Administrator, Human Resources Information Systems	61	EX
Administrator, System	60	EX
Advisor, Accessibility	58	EX
Advisor, Admissions	58	EX
Advisor, Career Development	58	EX
* Advisor, Early Learning Outreach	58	EX
Advisor, Enrollment	58	EX
Advisor, Financial Aid	58	EX
* Advisor, Post Secondary	58	EX
Advisor, Post Secondary Transition	58	EX
Advisor, Student Development	58	EX
Advisor, Student Onboarding	58	EX
* Advisor, Workforce Assessment	58	EX
Analyst, Academic Services	58	NE
Analyst, Applications	62	EX
Analyst, Benefits	60	EX
Analyst, Budget	60	EX
Analyst, Business	61	EX
Analyst, Classification and Compensation	61	EX
Analyst, Data	61	EX
Analyst, Data and Prospect Research	58	EX
Analyst, Enterprise Solutions	61	EX
Analyst, Enterprise Solutions Development	62	EX
Analyst, Financial Aid	58	EX

Salary Schedule

Position Title	Pay Grade	FLSA
Analyst, Financial Aid II	59	EX
Analyst, Information Security	61	EX
Analyst, Network and Telecommunications I	590	NE
Analyst, Network and Telecommunications II	61	EX
Analyst, Network and Telecommunications III	62	EX
Analyst, Payroll Systems	60	NE
Analyst, Programmer I	61	EX
Analyst, Programmer II	62	EX
Analyst, Research Senior	59	EX
Analyst, Revenue and Student Accounts	61	EX
Analyst, Telecommunications Senior	63	EX
Architect, Data	64	EX
Architect, Enterprise Business Process	63	EX
Architect, Enterprise Integrations	63	EX
Assistant Controller	64	EX
Assistant Dean, Student Services	63	EX
* Assistant Director, Early Learning	63	EX
Assistant Director, Facilities	65	EX
Assistant Director, Procurement Operations	63	EX
Assistant Manager, Facilities Planning	63	EX
Assistant, Administrative I	540	NE
Assistant, Administrative II	550	NE
Assistant, Associate Administrative	560	NE
Assistant, Client Technology I	550	NE
Assistant, Client Technology II	560	NE
* Assistant, DCF Program	560	NE
Assistant, Executive Administrative	570	NE
Assistant, Instructional Support	540	NE
Assistant, Library	540	NE
Assistant, Office	540	NE
* Assistant, Program	560	NE
Associate Dean	64	EX
Associate Dean, Academic Readiness and Retention	64	EX
Associate Dean, Health Sciences	64	EX
Associate Dean, Nursing	64	EX
Associate Dean, Online and International Education	64	EX
Associate Dean, Public Safety	64	EX
Associate Dean, Trade and Industry	64	EX
Associate Dean, Workforce Development	64	EX

Salary Schedule

Position Title	Pay Grade	FLSA
Associate Registrar	61	EX
Associate Registrar, Senior	63	EX
Associate Vice President, Academic Affairs	66	EX
Associate Vice President, Enrollment and Retention	66	EX
Associate, Accounting III	560	NE
Associate, Payroll	550	NE
Building Inspector	610	NE
Buyer	570	NE
Buyer, Senior	590	NE
Carpenter II	600	NE
CCP Coordinator, Criminal Justice	59	EX
Chief Building Official	63	EX
Chief Communications and Public Affairs Officer	67	EX
Chief Human Resources Officer	69	EX
Chief Information Officer	67	EX
* Coach, Career Success	58	EX
* Coach, Early Learning Skills	59	EX
* Coach, Employment	58	EX
Coach, Faculty Development	60	EX
Controller	67	EX
Coordinator, Academic	60	EX
Coordinator, Academic Curriculum	60	EX
Coordinator, Academic Scheduling and Catalog	60	EX
Coordinator, Architectural	61	EX
Coordinator, Arts Center Outreach	580	NE
Coordinator, Athletics	580	NE
Coordinator, Career Certificate Program (CCP)	59	EX
Coordinator, Clinical	600	NE
Coordinator, Clinical Simulation	600	NE
Coordinator, College Card	570	NE
Coordinator, Compliance	60	EX
Coordinator, Construction	600	NE
Coordinator, Corporate and Continuing Education	59	EX
Coordinator, Digital Media	59	EX
Coordinator, Dual Enrollment	60	EX
Coordinator, EMS Clinical	60	EX
Coordinator, IT Service Desk	590	NE
Coordinator, Law Enforcement Advanced Training	59	EX
Coordinator, Learning and Professional Development	60	EX

Salary Schedule

Position Title	Pay Grade	FLSA
Coordinator, Learning Lab	58	EX
Coordinator, Media Technology	590	NE
Coordinator, News and Media Relations	59	EX
* Coordinator, Program Grant	59	EX
Coordinator, Project Reports	620	NE
Coordinator, Psychomotor	60	EX
Coordinator, Quality Improvement	60	EX
Coordinator, Scholarship	590	NE
Coordinator, Selection Center	590	NE
* Coordinator, Social Services	580	NE
Coordinator, Special Projects	570	NE
Coordinator, Student Activities	580	NE
Coordinator, Student Conduct	60	EX
Coordinator, Student Development Training	60	EX
Coordinator, Student Employment	580	NE
Coordinator, Title IX	62	EX
Coordinator, Warehouse Receiving	550	NE
Custodian	540	NE
Custodian, Lead	550	NE
Dean, Academic Affairs	66	EX
Dean, Business and Computer Science	66	EX
Dean, Curriculum	66	EX
Dean, Health Sciences	66	EX
Dean, Student Development	66	EX
Dean, Student Services	66	EX
Dean, Student Success	66	EX
Dean, Workforce Education and Development	66	EX
Dental Clinician	56/210	NE
Developer, Business Intelligence	63	EX
Developer, Enterprise Solutions	61	EX
Developer, Web	61	EX
Director, Advising and Career Operations	64	EX
Director, Applications Support Services	65	EX
Director, Assessment	63	EX
Director, Athletics	64	EX
Director, Budget	64	EX
Director, Business and Community Relations	64	EX
Director, Client Support Services	65	EX
Director, College Recruitment	63	EX

Salary Schedule

Position Title	Pay Grade	FLSA
Director, Corporate and Continuing Education	63	EX
Director, Corporate Partnerships	63	EX
Director, Criminal Justice	63	EX
Director, Donor Relations and Advancement Events	63	EX
* Director, Early Childhood Education	64	EX
* Director, Early Childhood K-12 Programs	63	EX
Director, E-Learning	63	EX
Director, EMS	63	EX
Director, Enrollment Systems	63	EX
Director, Enterprise Systems	65	EX
Director, Facilities	67	EX
Director, Financial Aid Campus Services	64	EX
Director, Financial Aid Operations	64	EX
Director, Fire Recruit	63	EX
Director, Honors College	63	EX
Director, Human Resources	65	EX
Director, Human Resources and Equity Officer	65	EX
Director, Information Technology Programs	65	EX
Director, Library Learning Resources Center	64	EX
Director, Marketing	65	EX
Director, Payroll	64	EX
Director, Procurement	66	EX
* Director, Program Grant	61	EX
Director, Quality and Customer Services	65	EX
Director, Research and Analytics	63	EX
Director, Resource and Grant Development	64	EX
Director, Security and Risk Management	65	EX
Director, Student Account Services	64	EX
Director, Student Development	63	EX
Director, Student Learning Center	64	EX
Director, Student Life	63	EX
Director, Student Well-Being	63	EX
Director, Teaching and Learning	64	EX
Director, Technology Infrastructure	65	EX
Director, Theatre	62	EX
* Director, Title V Program Grant	61	EX
Director, Total Rewards	65	EX
* Director, Veterans Program Grant	61	EX
Director, Youth Programs	60	EX

Salary Schedule

Position Title	Pay Grade	FLSA
Dispatcher, Campus Safety	550	NE
District Fire Official	63	EX
Electrician	600	NE
Engineer, Information Security	63	EX
Engineer, Systems I	61	EX
Engineer, Systems II	62	EX
Evaluator, Automotive Technology	580	NE
* Evaluator, Occupational Skills	600	NE
Executive Assistant, President and Board	60	NE
Executive Dean, Center	66	EX
Executive Director, Community Engagement and Special Assistant to the President	67	EX
Executive Director, Financial Aid	65	EX
Executive Director, Planning, Research and Effectiveness	65	EX
Executive Director, Theatres	64	EX
General Counsel	68	EX
General Counsel, Associate	66	EX
Graphic Designer	57	EX
Graphic Designer, Senior	58	EX
Groundskeeper I	540	NE
Groundskeeper II	550	NE
Groundskeeper Lead	570	NE
Head Coach	59	EX
Instructional Designer	60	EX
Instructional Designer, Early Learning	60	EX
Lab Tutor	56	EX
Librarian	590	NE
Lieutenant, Campus Safety	63	NE
Maintenance Worker	540	NE
Major Gifts Development Officer	63	EX
Manager, Academic and Student Services	61	EX
Manager, Advancement Communications	63	EX
Manager, Alumni Engagement and Annual Giving	63	EX
Manager, Auxiliary Services	63	EX
Manager, Benefits	63	EX
Manager, Budget	63	EX
Manager, Campaign and Special Gifts	63	EX
Manager, Campus and Offsite Facilities	63	EX
Manager, Career Center	61	EX
Manager, Classification and Compensation	64	EX

Salary Schedule

Position Title	Pay Grade	FLSA
Manager, Client Services	61	EX
Manager, Cloud Administration	64	EX
Manager, Computer Resources	63	EX
Manager, Construction Project	61	EX
Manager, Curriculum and Accreditation Resources	61	EX
Manager, Cybersecurity Systems Network Lab	63	EX
* Manager, Early Learning Instructional Design	61	EX
* Manager, Early Learning Micro-Credential	61	EX
* Manager, Early Learning Outreach and Advising	61	EX
* Manager, Early Learning Scholarships	60	EX
* Manager, Early Learning Skills Coach	61	EX
* Manager, Early Learning Training and Development	61	EX
Manager, Employee Relations	63	EX
Manager, Enrollment Processing	60	EX
Manager, External Affairs	61	EX
Manager, Facilities	62	EX
Manager, Facilities Planning	65	EX
Manager, Faculty Development	61	EX
Manager, Financial Aid	60	EX
Manager, Financial Aid Clock Hour	61	EX
Manager, Financial Aid Compliance and Training	62	EX
Manager, Financial Aid SAP and Verifications	60	EX
Manager, Financial Aid Scholarships and Grants	61	EX
Manager, Foundation Finance	63	EX
* Manager, Grant	60	EX
Manager, Grant Compliance	63	EX
Manager, Health and Safety	63	EX
Manager, Instructional Design	61	EX
Manager, International Admissions and Recruitment	61	EX
Manager, IT Service Desk	60	EX
Manager, Learning and Professional Development	63	EX
Manager, Media Technology and Instructional Services	63	EX
Manager, New Student Onboarding	61	EX
Manager, Nursing Career Pathway	62	EX
Manager, Online Technology	61	EX
Manager, Payroll	62	EX
Manager, Procurement Contracts	62	EX
* Manager, Program Grant	60	EX
Manager, Reports	63	EX

Salary Schedule

Position Title	Pay Grade	FLSA
Manager, Restricted Funds Accounting	63	EX
Manager, Return to Title IV and Loans	60	EX
Manager, Risk	63	EX
Manager, Student Accessibility	60	EX
Manager, Student Account Services	62	EX
Manager, Student Activities	60	EX
Manager, Student Development	61	EX
Manager, Student Learning Center	61	EX
Manager, Student Learning Center and Test Center	61	EX
Manager, Talent Acquisition	64	EX
Manager, Testing Center	60	EX
Manager, Treasury, Payables, and Disbursements	63	EX
Manager, Veteran Affairs	61	EX
Manager, Visual Communications	61	EX
Manager, Website	63	EX
Mechanic, Air Conditioning I	600	NE
Mechanic, Air Conditioning II	610	NE
Mechanic, Irrigation	570	NE
Mechanic, Maintenance I	560	NE
Mechanic, Maintenance II	570	NE
Mechanic, Maintenance Lead	580	NE
Mechanic, Vehicle Equipment	580	NE
Mechanic, Vehicle Equipment Lead	590	NE
Officer, Campus Safety	540	NE
Painter I	560	NE
Painter II	570	NE
Painter III	580	NE
Paralegal	600	NE
Partner, Business and Education Development	60	EX
Partner, Human Resources Business	61	EX
Partner, Talent Acquisition	60	EX
Photographer	560	NE
Plumber	600	NE
Program Director	60	EX
* Program Manager, Operations	60	EX
Programmer, Control Systems	61	EX
Programmer, Senior Systems	63	EX
Project Manager	62	EX
Provost and Dean	68	EX

Salary Schedule

Position Title	Pay Grade	FLSA
Quality Assurance, Lead	62	EX
Recruiter, College	58	EX
Registrar, Campus	60	EX
Registrar, College	65	EX
Report Writer	61	EX
Representative, Accessibility	550	NE
Representative, Admissions Processing	540	NE
Representative, Financial Aid II	550	NE
Representative, Human Resources	550	NE
Representative, Inventory	560	NE
Representative, Inventory Reporting	560	NE
Representative, IT Service Desk	550	NE
Representative, Student Account Services	560	NE
Representative, Student Development	550	NE
* Representative, Student Support Services	550	NE
Representative, Test Center	550	NE
Sergeant, Campus Safety	560	NE
Specialist, Absence and Time	570	NE
Specialist, Accounts Payable	570	NE
Specialist, Admissions	560	NE
Specialist, Admissions and Registration	560	NE
Specialist, Air Conditioning and Energy Management Systems	620	NE
Specialist, Application Support	580	NE
Specialist, Art Gallery	570	NE
Specialist, Billing and Deductions	570	NE
Specialist, Biotechnology Lab	570	NE
Specialist, Budget Accounting	600	NE
Specialist, Client Technology I	570	NE
Specialist, Client Technology II	580	NE
Specialist, Client Technology III	590	NE
Specialist, College Relations and Marketing	58	EX
Specialist, Counseling Center	580	NE
Specialist, Criminal Justice Quality Control	580	NE
* Specialist, Curriculum Development	610	EX
Specialist, Early Childhood K-12 Program	570	NE
* Specialist, Early Learning Operations	570	NE
* Specialist, Early Learning Scholarship I	570	NE
* Specialist, Early Learning Scholarships II	580	NE
Specialist, EMS Program	58	EX

Salary Schedule

Position Title	Pay Grade	FLSA
Specialist, Enrollment and Student Services	570	NE
Specialist, Enrollment I	560	NE
Specialist, Enrollment II	570	NE
Specialist, Enrollment Management	570	NE
Specialist, Facilities	560	NE
Specialist, Film Production	570	NE
Specialist, Finance Department	570	NE
Specialist, Financial Aid	560	NE
Specialist, Health Sciences Program	58	EX
Specialist, Horticulture	560	NE
Specialist, Gift Processing	560	NE
Specialist, Information Technology	570	NE
Specialist, Instructional Support	550	NE
Specialist, Instructional Technology	590	NE
Specialist, Instructional Technology Design	580	NE
Specialist, IT Asset Management I	570	NE
Specialist, IT Asset Management II	580	NE
Specialist, IT Service Desk	560	NE
Specialist, IT Service Desk and Operations	560	NE
Specialist, Key Management	570	NE
Specialist, Laboratory	560	NE
Specialist, Media Technology II	570	NE
Specialist, Multimedia	58	EX
Specialist, Online Student Support	580	NE
Specialist, Online Technology	590	NE
* Specialist, Outreach Program	58	EX
Specialist, Payroll Support	580	NE
Specialist, Procurement	560	NE
Specialist, Program	58	NE
Specialist, Purchasing Card	560	NE
Specialist, Records	560	NE
Specialist, Science Department	570	NE
Specialist, Student Activities	560	NE
Specialist, Student Life	560	NE
Specialist, Talent Acquisition I	560	NE
Specialist, Talent Acquisition II	580	NE
Specialist, Technical Production	55	NE
Specialist, Test Center	570	NE
Specialist, Testing Lab	580	NE

Salary Schedule

	Position Title	Pay Grade	FLSA
*	Specialist, TRiO	570	NE
	Specialist, Veteran	560	NE
	Specialist, Website	580	NE
*	Specialist, Workforce Program	58	EX
	Supervisor, Accounts Receivable	590	NE
	Supervisor, Admissions	59	EX
	Supervisor, Box Office	560	NE
	Supervisor, Employee Records	590	NE
	Supervisor, Graphic Communications	580	NE
	Supervisor, Maintenance	63	EX
	Supervisor, Online Student Support	60	EX
	Supervisor, Technical Production	59	EX
	Supervisor, Theatre House	550	NE
	Supervisor, Warehouse	570	NE
	Technician, Access Control	580	NE
	Technician, Air Conditioning	580	NE
	Technician, Architecture Lab	560	NE
	Technician, Electronic Systems I	600	NE
	Technician, Electronic Systems II	610	NE
	Technician, EMS	600	NE
	Technician, Fire	600	NE
	Technician, Graphic Communications	550	NE
	Technician, Graphic Design Laboratory	560	NE
	Technician, Horticulture I	540	NE
	Technician, Horticulture II	550	NE
	Technician, Lab	550	NE
	Technician, Library I	560	NE
	Technician, Library II	570	NE
	Technician, Photography Lab	560	NE
	Technician, Trade and Industry Lab	580	NE
	Technician, Warehouse Receiving	540	NE
*	Trainer, Early Learning	59	EX
	Vice President, Academic Affairs	69	EX
	Vice President, Academic Innovation and Strategy	69	EX
	Vice President, Advancement	69	EX
	Vice President, Finance and Administration	69	EX
	Vice President, Student Services and Enrollment Management	69	EX

D. Non-Unit Salary Ranges

Pay Grade	40 Hours		35 Hours		Pay Grade	Hourly	
	Minimum	Maximum	Minimum	Maximum		Minimum	Maximum
54	\$31,200	\$44,918	\$27,300	\$39,304	540	\$15.00	\$21.60
55	\$32,829	\$49,298	\$28,726	\$43,136	550	\$15.78	\$23.71
56	\$35,363	\$54,104	\$30,942	\$47,341	560	\$17.00	\$26.01
57	\$38,804	\$59,379	\$33,953	\$51,956	570	\$18.66	\$28.55
58	\$42,583	\$65,168	\$37,260	\$57,022	580	\$20.47	\$31.34
59	\$46,721	\$71,522	\$40,881	\$62,582	590	\$22.46	\$34.38
60	\$51,197	\$79,962	\$44,797	\$69,966	600	\$24.61	\$38.45
61	\$55,208	\$89,790	\$48,307	\$78,567	610	\$26.54	\$43.17
62	\$60,613	\$98,545	\$53,036	\$86,226	620	\$29.14	\$47.38
63	\$66,503	\$108,152	\$58,190	\$94,633	630	\$31.97	\$52.00
64	\$73,005	\$118,697	\$63,880	\$103,860	640	\$35.10	\$57.07
65	\$80,120	\$130,271	\$70,105	\$113,986	650	\$38.52	\$62.63
66	\$84,786	\$150,354	\$74,188	\$131,561	660	\$40.76	\$72.28
67	\$93,041	\$165,014	\$81,411	\$144,388	670	\$44.73	\$79.33
68	\$102,119	\$181,103	\$89,354	\$158,466	680	\$49.10	\$87.07
69	\$112,084	\$198,760	\$98,073	\$173,916	690	\$53.89	\$95.56
70	\$123,020	\$218,140	\$107,642	\$190,872	700	\$59.14	\$104.88

E. Temporary Personnel (OPS) Pay Schedule

For the rates of positions not listed, consult the Office of Human Resources for classification after funding has been approved by the appropriate Provost or Vice President.

* Grant positions. Refer to Section N, *Grant-Funded Positions*, for further information.

	Position Title	Hourly Rate
*	Advisor, Temporary Post-Secondary	\$20.47
	Assistant, Temporary Office	\$15.00
	Assistant, Temporary Program	\$15.78
	Assistant, Temporary Summer Program	\$15.00
*	Instructor, Temporary Upward Bound (non-certified)	\$18.66
*	Instructor, Temporary Upward Bound (certified)	\$25.00
	Intern	MISC
	Peak Admissions	MISC
	Peak Advising	MISC
	Representative, Temporary IT Service Desk	\$15.78
	Representative, Temporary Student Services	\$15.00
	Representative, Temporary Test Center	\$15.78
	Specialist, Temporary Client Technology	\$18.66
	Specialist, Temporary Curriculum Development	\$26.54
	Specialist, Temporary IT Service Desk	\$17.00
	Specialist, Temporary Laboratory	\$17.00
	Specialist, Temporary Student Activities	\$17.00
	Specialist, Temporary Summer Youth	\$17.00
	Technician, Temporary Lab	\$15.78
*	Temporary Academic Grant Support	\$15.00
	Temporary Clerical	MISC
	Temporary Employee Trainer	MISC
	Temporary Graphic Designer	\$18.66
	Temporary Professional	MISC
	Temporary Technical	MISC
	Temporary Trainer	MISC
	Temporary Translator	\$22.46
	Temporary Tutor	\$15.78
	Temporary Van Driver	18.66

F. On-Call Pay (OPS) Rates

On-call positions are filled by employees who are called in to work for brief periods and whose work ceases when the work is completed. In general, these positions are utilized in support of theatre, film, music productions, college events, and student assessment and testing.

* Grant positions. Refer to Section N, *Grant-Funded Positions*, for further information.

	Position Title	Hourly Rate
	Administrator, Temporary Test	\$20.47
	Administrator, Temporary Criminal Justice Test	\$24.61
	Administrator, Temporary Fire Test	\$24.61
	Assistant, Temporary Box Office	\$15.00
*	Observer, Temporary CDA	\$20.47
	Specialist, Temporary Technical Production	\$15.78
	Supervisor, Temporary Theatre House	\$15.78
	Temporary Costumer	\$20.30
	Temporary Entertainer	\$23.85
	Temporary Exhibitor	\$24.36
*	Temporary Early Learning Assessor	\$24.61
	Temporary Interpreter	\$20.47
	Temporary Interpreter RID or NAD Cert	\$26.54
	Temporary Model	\$24.61
	Temporary Musician	\$30.45
	Temporary Photographer	\$17.00
	Temporary Scenic Designer	\$15.78
	Temporary Test Proctor	\$15.78
*	Temporary Test Proctor, DCF	\$20.47
	Temporary Theatre Crew	\$15.00

G. Business Titles

Business titles that differ from the job profile title may be used with prior approval from classification. Employees serving in an interim or temporary assignment are denoted as such in the business title.

All adjunct positions shall utilize the standard business title naming convention which includes the job profile title followed by a comma and the academic discipline. Abbreviations should not be used in the business title. Hourly adjunct positions will be identified with “- (H)” at the end of the business title. See below for examples:

Adjunct Instructor, Mathematics

Adjunct Instructor, Criminal Justice - (H)

H. Credit Adjunct Pay Rate

(AA, AS, AAS and Prep)

Degrees must be granted from a regionally accredited school. Credit/Lecture/Lab/Clinical pay per contact hour (determined by total contact hours x rate of pay). Note that credit contact hours include three (3) hours of orientation on both the lecture and lab.

The effective rates for the current fiscal year can be found in Appendix B.

When a course offers a combination of lecture and lab, the rate of pay for the course will be based on either the lab or lecture rate, wherever the greater amount of time (more than 50%) is allocated. If the lecture and lab hours for one course are equal, the higher rate of pay will be applied. Refer to the examples below:

<u>Course</u>	<u>Credits and Hours</u>	<u>Rate of Pay</u>
CEN1123C Microprocessors	4 credits (3 lecture hours, 2 lab hours)	Lecture Rate
ARC 1301C Architectural Design I	3 credits (1 lecture hour, 4 lab hours)	Lab Rate
ART 1230C Graphic Design I	3 credits (2 lecture hours, 2 lab hours)	Lecture Rate

Adjunct instructors, who only teach credit and prep classes, can teach no more than 27.5 per week without preapproval from the academic dean and the classification and compensation department.

Lecture instructors will be credited 2 hours for every 1 hour in the classroom, lab instructors will be credited for 1.5 hours for every hour in the classroom, and lecture/lab combination instructors will be credited for 1.8 hours for every hour in the classroom. The Instructional Hours per Week Conversion Table has been developed to outline the number of hours applied to each class per week.

Hours in the Classroom	2	3	4	5	6
Lecture Hours Credited	4	6	8	10	12
Lab Hours Credited	3	4.5	6	7.5	9
Lecture and Lab Hours Credited	3.6	5.4	7.2	9	10.8

Personnel in this category, who have a temporary assignment in addition to the credit and prep teaching assignment or teach a combination of credit and noncredit classes, must follow the guidelines in Section B, subsection 27 (Regular Part-time Positions) or Section B, subsection 28 (Temporary Positions), whichever is applicable.

Adjunct instructors, who teach a combination of credit and noncredit classes, must follow the guidelines in Section B, subsection 27 (Regular Part-time Positions) or Section B, subsection 28 (Temporary Positions), whichever is applicable.

The Office of Human Resources and the Vice President of Academic Affairs will work on a case-by-case basis, with administrators who oversee independent studies, lab, and concurrent courses.

Exceptions to this policy must be approved by the Academic Dean and the Director of Total Rewards or designee.

I. Non-Credit Adjunct Pay Rate

(CTE, CCE and Avocational)

Noncredit adjunct instructors, who teach Corporate & Continuing Education (CCE) and/or Avocational courses, cannot work more than 27.5 hours per week. Personnel in this category, who have another temporary assignment, cannot work more than 27.5 hours per week in the combined assignments.

The Office of Human Resources and the Vice President of Academic Affairs will work on a case-by-case basis, with administrators of CTE programs regarding hours for CTE adjunct instructors.

Adjunct instructors, who teach a combination of credit and noncredit classes, must follow the guidelines in Section B, subsection 27 (Regular Part-time Positions) or Section B, subsection 28 (Temporary Positions), whichever is applicable.

Exceptions to this policy must be approved by the Academic Dean and Director of Total Rewards or designee.

Salary for non-credit adjunct instructors is determined by total contact hours x rate of pay. The current fiscal year pay rates can be found in Appendix B.

Exceptions to adjunct rates need to be requested in writing and must be approved by the Vice President of Finance and Administration and the Chief Human Resources Officer before any commitment is made to an instructor. The rationale for paying above these published rates must be made in writing.

Courses using vendors/consultants for instructional purposes must receive the approval of the dean and associate dean if an instructional payment is at a higher rate than the established adjunct pay as outlined in pricing structure guidelines.

J. Substitute Adjunct Rates

The substitute rate for adjuncts is \$22.00 per hour. If an adjunct cannot attend class, the adjunct must notify the appropriate Associate Dean's Office. The adjunct is responsible for securing a substitute from the approved list. If an adjunct has an extended absence, the contract will be adjusted accordingly. If the substitute is covering the class during an extended absence, the substitute's pay will be adjusted accordingly.

K. Payment for College Owned Online Course Development

The following guidelines govern the compensation for online course template development, redevelopment, certification, and recertification as requested by Palm Beach State College and defined in the Academic Management Manual.

College Requested Online Course Template Development

A department/cluster must submit the “Work for Hire / Scope of Work – Online Course Development” form and receive approval from the Vice President of Academic Innovation and Strategy before beginning development of the online course template.

Payment will be submitted upon approval of the Vice President of Academic Innovation and Strategy as follows:

1. Course Template Development - \$2,100
2. Course Template Development Inclusive of Quality Matters (QM) Certification Standards and Facilitation of the QM Review Process - \$2,800
3. Enhancement of Existing Course Template to meet QM Certification Standards and Facilitation of the QM Review Process - \$700
4. Course Template Recertification - \$500
5. Course Template Redesign – Based on the percentage of the course to be redeveloped and calculated as a percentage of the full course development payment. (i.e., 50% of course template for development - \$1,050)

Development and/or revision of a Faculty’s Personal Online, Hybrid, and/or Face-to-Face Courses

Such development and/or reviews will not be compensated, as they are considered part of regular job responsibilities of teaching faculty and instructors.

L. Supplemental Payments

The following supplemental payments apply to non-bargaining unit members:

1. Academic Support

Adjunct/temporary instructors employed to teach independent studies or practicums will be paid .30 per student times lecture/lab rate times 5.90.

College personnel who participate in the Honors Program are paid at a rate of \$125.00 per Honors Packet per instructor per term, not to exceed 10 packets.

2. Athletics

The head coach and assistant coach will receive a stipend up to the amounts below.

Head Coach (Non-Contract Employee):

Fall (August 1 – December 31)	Spring (January 1 – May 31)	Summer (June 1 – July 31)
\$8,000	\$8,000	\$4,000

Assistant Coach:

Sports that have one (1) assistant, will be identified as assistant coach II. Sports that have multiple assistants will be identified as assistant coach I.

	Fall (August 1 - December 31)	Spring (January 1 - May 31)	Summer (June 1 - July 31)
Assistant Coach I	\$2,000	\$2,000	\$500
Assistant Coach II	\$4,000	\$4,000	\$500

3. Intramurals

Coordinator:

Fall (August 1 – December 31)	Spring (January 1 – May 31)	Summer (June 1 – July 31)
\$3,000	\$3,000	N/A

Selected Activities

Employees assigned responsibility for the following activities may receive the following payments:

	<u>Per Semester</u>
Brain Bowl Coach	\$2,000

4. Student Organizations

Employees may volunteer, or be assigned by the Vice President or Provost, to serve as club advisors of student organizations approved by student government and student services. If the service is not part of the employee’s normal work assignment, the College may pay an honorarium as a one-time payment at the end of the semester in which the employee volunteers. The honorarium may be a maximum of \$927 for the fall or spring term; and a maximum of \$309 for summer A or B term. The amount of the honorarium may vary depending upon the service and is determined by student activities and student life offices.

5. Emergency Coordinators

The Provost or Executive Dean will select one exempt employee from their campus to serve as the Emergency Coordinator. Individuals are selected for one fiscal year and approved for continuation by the

Director Security and Risk Management. Authorization of payments by the Director Security and Risk Management to be made based on the following:

- ❑ Payment 1: Submit amended Campus Emergency Operations Plan and list of selected Building Coordinators
- ❑ Payment 2: Complete all campus fire drills and submit after action reports to all interested parties
- ❑ Payment 3: Complete all campus lockdown drills and submit after action reports to all interested parties

Campus	Payment 1	Payment 2	Payment 3	Total Payments
Belle Glade	\$100.00	\$100.00	\$100.00	\$300.00
Boca Raton	\$233.33	\$233.33	\$233.34	\$700.00
Historic Building	\$33.33	\$33.33	\$33.34	\$100.00
Lake Worth	\$1,000.00	\$1,000.00	\$1,000.00	\$3,000.00
Loxahatchee Groves	\$66.66	\$66.66	\$66.67	\$200.00
Palm Beach Gardens	\$400.00	\$400.00	\$400.00	\$1,200.00

M. Bargaining Unit Other Terms and Conditions

Further details regarding salary information may be set forth in the College Bargaining Agreement.

1. Assigning Full-Time Faculty Load

It is the obligation of the Associate Dean and Dean to assign a full load of 90 points to a full-time faculty member, preferably on the faculty member's home campus. If a full load cannot be assigned on the home campus, then the Associate Dean and/or Dean should make arrangements with the Dean and/or Associate Dean on another campus to schedule a course(s) to complete the full-time faculty member's load of 90 points. When assigning full-time faculty members' loads on a campus other than their home campuses, permission must be received from the faculty member's supervisor before assignment and loading can be completed. A full-time faculty load is 90 points for the fall and spring terms. A minimum of 45 points must be taught in face-to-face instruction. A hybrid course is considered face-to-face instruction. No more than 27 in-load points (typically 3 sections) can be pure online in any major term. Any points over 45 (overload) in a term may be face-to-face, or one of the types of distance learning which would include pure online. All overloads are subject to approval of the appropriate Academic Dean.

2. Additional Responsibilities

The President or designee may also assign additional responsibilities with points in lieu of courses to complete a regular instructional load of any faculty member. Points will be assigned according to past

practice or for new assignments according to an estimated proportion of a full-time load, which would be required to perform the needed services.

3. Salaries Paid from Grants

Unless funding is provided in a grant or foundation gift, no salary increases, one-time payments or salary adjustments of any type will be effective unless the grant or gift funds support the action. Effective dates may be delayed due to funding but will not be retroactive.

In addition to the salaries indicated in this salary schedule, the College may, with the consent of individual bargaining unit members, pay for non-instructional duties at other compensation levels, when a specific compensation level(s) is indicated in a grant or gift. Such compensation levels may be higher or lower than the salaries noted in this salary schedule if mutually agreed upon by the Administration and the individual bargaining unit member. This position applies to hours above the hours of a contractual work week.

4. Starting Salaries

Starting salaries for new instructional faculty, counselors, and librarians may be increased by 1.25 percent for each year of creditable full-time service up to a maximum of 12.5 percent above the salary range minimum. Exceptions to this policy must be approved by the Chief Human Resources Officer.

At the time of offer, starting salaries for new instructional faculty possessing a terminal degree and hired to teach full time in a Bachelor Degree Program may receive up to \$5,000 added to the base salary as calculated above.

5. Endowed Chair

Faculty members may be recognized for extraordinary service by receiving one or more payments consistent with the guidelines which are published for the Endowed Faculty Chair Program.

6. Experiential Learning

Experiential learning evaluation activities will be paid at a bargaining unit member's hourly rate of pay.

N. Grant and Gift Funded Positions

Grant and gift funded positions, salaries, payments, and all forms of compensation shall adhere to the College's established classification and compensation structure. Proposals, applications, or renewals that include new positions that stipulate specific titles, compensation, or position descriptions not within with the salary schedule require approval of the classification department prior to submission.

Additionally, any grant or gift proposal that stipulates absorption of positions by the College, positions or benefits not provided entirely by the outside funding source, must be pre-approved by the Vice President of Finance and Administration prior to submission.

Personnel employed on grants may be employed full or part-time. However, for an employee to continue employment in a grant funded position there must be sufficient funding available in the grant.

Administrators will not be eligible to receive compensation under grants or gifts during the terms of the contract. Other personnel may perform services and receive compensation under grants or gifts for duties performed during the time (e.g., summer A or B) when they do not have scheduled duty.

1. Exceptions to Grant Funded Positions

Grant funded positions are those where the position is funded in full or partial by a grant. This applies whether the employee in that position was originally hired for a grant or originally hired in a College position but subsequently knowingly applied for and/or was employed in a grant position.

- ❑ If grant funds result in a part-time College position becoming full-time during the term or partial term of a grant, the position is considered grant funded for purposes of full-time benefits.
- ❑ Employees on grants must use annual leave before leaving the College or before the ending of the grant, as there is no pay out of time off balances for employees in grant funded positions. Full-time grant employees accepting a regular full-time non-bargaining position will retain their sick and vacation accruals in the new position.

2. Grant Funded One Time Payments

One-time payments funded by a grant or gift shall adhere to the specific grant narrative and conform to the Salary Schedule. Any changes to specific grant activities or stipulated payments must be approved in advance by the Grants Office and the Office of Human Resources.

Exempt employees may only receive a one-time payment if the duties performed under the grant or gift are outside the scope of their regular job duties. Non-exempt employees would receive overtime compensation, in lieu of a one-time payment, paid from the grant if the duties performed under the grant or gift exceed the weekly hours budgeted for their position. Employees performing grant-funded duties must obtain permission from their supervisor in advance and the work cannot be performed during the employee's normal working hours.

Grant payments for course development shall follow the provisions detailed in Section K, *Payment for College Owned Online Course Development*.

Employees should sign an agreement or letter of commitment to the project prior to beginning any work. To the extent possible, employees shall track and document all time and effort spent on grant activities. All documentation shall be maintained in the grant file and provided to the Office of Human Resources after the work is completed when the payment is being requested.

3. Grant Funded Salary Increases

Increases may be provided to grant funded personnel equal to or less than regular College-funded employees as of the effective date of a general increase or when funding becomes sufficient to support the change. Delayed increases due to lack of grant funding are not retroactive.

4. Grant Positions Working Within Palm Beach County School District

Prior to placement of program and active employment of staff within a Middle or High School, classification determination needs to be approved by the Office of Human Resources. Assignments in Middle and High Schools, during the regular academic year or while working in a program that runs consecutive with the School District summer school program includes the following:

- ❑ Site Coordinator \$24.50 per hour

Bachelor's degree and Florida Teaching Certificate required; must be able to work within Palm Beach County School system, adhering to appropriate security clearances and checks.

- ❑ Academic Planning Grant Instructor

Certified Teachers \$25.00 per hour

Non-certified Teachers \$18.21 per hour

Bachelors' degree required; must be able to work within Palm Beach County School system, adhering to appropriate security clearances and checks. Additional requirement for Certified Teachers includes the Florida Teaching Certificate.

- ❑ Academic Grant Support \$15.00 per hour

Associates degree required; minimum 1 year of related experience (additional experience accepted in lieu of education); must be able to work within Palm Beach County School system, adhering to appropriate security clearances and checks.

Complete position information is available from the Office of Human Resources. Positions which do not meet the above descriptions and/or requirements need to be reviewed by the Office of Human Resources for proper classification and pay rate to be determined prior to active employment.

O. Student Positions

1. Student Personnel

Only students enrolled in Palm Beach State College can be employed in positions with the employee type of student. A student cannot hold a temporary, part-time or full-time position concurrent with a student designated position. Students may apply to regular part-time or full-time positions at the College.

To be employed in a student position, students must meet the following guidelines:

- ❑ Students who are enrolled in Palm Beach State College as their home school and who are seeking a degree or certificate can be employed. Hence, transient students do not meet the criteria.
- ❑ Students are enrolled at least half time, 6 credits or equivalent, for the term which they are employed.
- ❑ Students are enrolled have at least a 2.0 GPA.

- ❑ Prior to employment, all potential student workers must apply through Workday and be reviewed by the Office of Financial Aid to determine eligibility for the Federal Work Study (FWS) program. This will allow the College to utilize FWS funds when applicable. If the student is not eligible for work FWS or institutional funds are not available, financial aid will notify the supervisor, who may make a request to their designated budget manager to employ the student. All student positions are dependent upon available budget funds and must be approved by the designated budget manager.
- ❑ Student positions may be in a grant funded program that does not serve Palm Beach State College students if paid by the grant or paid by FWS. Financial aid will consider this type of assignment secondary to other student positions for fund availability.

2. Federal Work Study Students

Student personnel qualify to work under the Federal Work Study (FWS) program as determined by the Office of Financial Aid. Personnel under this category are exempt from Social Security and Medicare. FWS students cannot be employed in any other assignment. FWS students may be employed up to 20 hours a week. Work Study students are compensated at the rate of pay determined by the classification of the position. Any higher rates for student assignments must be approved by the Office of Financial Aid and the classification and compensation department.

3. Non Federal Work Study Students

Students cannot be employed in any other assignment except as student assistants. Student assistants may work up to 20 hours a week. Student assistants are compensated at the rate of pay determined by the classification of the position. Any higher rates for student assignments must be documented and approved by the classification and compensation department.

Student assistants are exempt from retirement and social security. IRS regulations prohibit students from the FICA exemption if they are not enrolled and attending classes regularly. Supervisors must notify the Office of Human Resources regarding those students who are working and not attending classes regularly.

4. International Students

International student eligibility for employment must be verified each term by the Office of International Admissions and Recruitment before the student begins working. Questions regarding the work eligibility of international students should be referred to the Manager of International Admissions and Recruitment. International Students may work up to 20 hours a week. International Students are compensated at the rate of pay determined by the classification of the position.

International Students must be in F-1 status. IRS regulations prohibit students from the FICA exemption if they are not enrolled and attending classes regularly. Supervisors must notify the Office of Human Resources regarding those students who are working and not attending classes regularly.

5. Student Interns

An internship is an employment opportunity for an active degree seeking or vocational program student to gain work experience in their related field of study.

Internships are paid temporary positions that provide current college students with practical hands-on work experience. Departments can offer internships to students as a part-time temporary position funded from their Other Personnel Services (OPS) budget. Positions are reserved for students only and must be approved by the classification department. The position may not exceed 27.5 hours per week and is limited to one year.

Details regarding the Internship Program may be found on the classification web page.

6. Student Pay Rates

Position Title	Hourly Rate
Assistant, America Reads	\$14.00
Florida Work Experience Student	\$13.00
Help Desk Assistant I	\$14.00
Help Desk Assistant II	\$14.50
Peer Advisor	\$14.00
Student Ambassador	\$15.00
Student Assistant	\$13.00
Work Study Student	\$13.00

Appendix A

System Definitions

1. Management Level Hierarchy

Cabinet – Positions whose primary responsibility is strategic planning and oversight of the institution. Cabinet positions are designated by the President to provide services under contract to the College and are expected to be available to the college as needed to carry out their duties.

Administrator – Positions whose primary responsibility is organizing and managing the institution and/or instructional functions of the institution. Administrator positions provide services under contract to the College and are expected to be available to the college as needed to carry out their duties

Upper Management – Positions whose primary responsibility is managing multiple areas or operations across the institution.

Manager – Positions have primary responsibility for budget oversight, supervision, planning and assessment, and leadership of an assigned functional area. Employees at this level are regularly relied upon for decision making and have operating authority over other employees.

Supervisor - Positions are required to have education, knowledge, or competence of an advanced nature in a highly specialized or technical field. Employees at this level assign, oversee, and assess the work of other employees.

Individual Contributor – Positions whose primary responsibility is performing services and tasks with no formal oversight of other positions.

2. Position Type

Regular– A position funded on a consistent basis as supported by the annual budget through state appropriations and enrollment revenue.

Fixed Term - A position funded from a grant or gift. Also used to denote interim assignments.

Temporary – A position funded as needed or term for term with no expectation of continuation.

Student – A position that can be filled only by a current active Palm Beach State College student.

3. Supervisory Organizations

Supervisory organizations provide the reporting structure for the institution. Supervisory organizations are denoted as “Position Management” for regular and fixed term positions and “Job Management” denoted as “(JM)” for temporary, student, and external contributors.

Appendix B

CATEGORY	PAY METHOD	DESCRIPTION	CALCULATION	DOCTORATE	MASTERS	MINIMUM	
CREDIT ADJUNCT	AM	Applied Music Per Student Enrolled	# of Students Enrolled x Crs Contact Hrs	39.00	35.50	32.00	
	DL	Dental & Nursing Credit/Non Credit Hourly	As reported on Time & Attendance	47.00	43.00	39.00	
	IS	Independent Studies/Practicums Credit	.30 x # Students Enrolled x 5.90 x Rate	LE or LA	LE or LA	LE or LA	
	NL	Dental & Nursing Credit/Non Credit Salary	Crs Dictionary Lab/Clinical Contact Hrs+	47.00	43.00	39.00	
	PL	Paramedic/EMT Clinical Credit Hourly	As reported on Time & Attendance	38.00	38.00	35.00	
	HL	Lecture Credit Hourly	As reported on Time & Attendance	47.00	43.00	39.00	
	SL	Lecture Credit Salary	Crs Dictionary Lecture Contact Hrs+3	47.00	43.00	39.00	
	HB	Lab Credit Hourly	As reported on Time & Attendance	39.00	35.50	32.00	
	SB	Lab Credit Salary	Crs Dictionary Lab Contact Hrs+3	39.00	35.50	32.00	
	SL/SB	Lecture Lab Combination Credit Salary	Crs Dictionary Lec.Cnt Hrs+Lab Cnt Hrs	LE or LA	LE or LA	LE or LA	
	PAY METHOD	DESCRIPTION	CALCULATION	DOCTORATE	MASTERS	BACHELORS	
NON-CREDIT ADJUNCT	HA	Auxiliary/Lab Non Credit Hourly	As reported on Time & Attendance	31.00	31.00	31.00	
	HV	Avocational Non Credit Hourly	As reported on Time & Attendance	31.00	31.00	26.00	
	SV	Avocational Non Credit Salary	Crs Dictionary Contact (Clock) Hrs	31.00	31.00	26.00	
	IN	Independent Studies Non Credit	.30 x # Students Enrolled x 5.90 x Rate	38.00	38.00	35.00	
	HN	Non Credit Hourly	As reported on Time & Attendance	38.00	38.00	35.00	
	SC	Non Credit Salary	Crs Dictionary Contact (Clock) Hrs	38.00	38.00	35.00	
	SN	PSAV Non Credit + Orientation Salary	Crs Dictionary Contact (Clock) Hrs +3	38.00	38.00	35.00	
		PAY METHOD	DESCRIPTION	Classes That Do Not Link To Work Assignments Or Do Not Result In Payment Through Work Assignment			
	CI	Contract Instructor	Instructor is paid through accounts payable				
	NP	Non Paid	Instructor donates services or paid through another funding source				
PI	Professional Instructor	Full-time personnel (i.e. PSAV Instructor) who teach as part of regular job duties					
	PAY METHOD	DESCRIPTION	CALCULATION	ASST PROF	ASSOC PROF	PROF I	
FULL-TIME FACULTY	IL	Faculty In-Load Classes		IL	IL	IL	
	OC	Faculty Credit Class Overload	Course Dictionary Load Points x 5.90 x F	39.07	41.65	43.74	
	ON	Faculty Non-Credit Class Overload	Course Dictionary Standard Hours	28.99	30.46	31.90	
						36.25	

Salary Schedule

September 2023

BELLE GLADE

1977 College Drive
561-996-7222

BOCA RATON

801 Palm Beach State College Drive
561-393-7222

LAKE WORTH

4200 Congress Avenue
561-967-7222

PALM BEACH GARDENS

3160 PGA Boulevard
561-207-5000

Loxahatchee Groves

15845 Southern Boulevard
561-868-3114

