



September 20, 2010

MEMORANDUM

TO: District Board of Trustees
FROM: Barbara R. Sloan, President *BRS*
SUBJECT: 2010-2011 Salary Schedule

Item Description:

This item requests Board approval for employee salaries.

Overview:

The College brings forth a request to approve revisions to the 2010-2011 Salary Schedule.

Salient Facts:

Pursuant to College Policy 6Hx27:04-05, the annual Salary Schedule was approved by the District Board of Trustees on June 28, 2010. Due to Florida Statutes and appropriate rules, the College brings forward a revision to the 2010 -2011 Salary Schedule. This revision is solely related to "Revenue Generating Positions."

Past Actions:

The Board previously approved the 2010–2011 Salary Schedule on June 28, 2010.

Future Actions:

No further activity on the part of the Board is necessary for this item.

Funding/Financial Matters:

This item is funded by the 2010-2011 Operating Budget.

Staff Resource:

Teresa Smith

Recommended Action:

Approve revision to the 2010-2011 Salary Schedule as presented.

TCC 2010-11 ANNUAL SALARY SCHEDULE

JULY 1, 2010 - JUNE 30, 2011

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INTRODUCTION

The District Board of Trustees recognizes that the quality of faculty, administrators and staff is directly related to the quality of the College. Maintaining a competitive salary plan for instructional, administrators and support personnel is a key to attracting and retaining a highly qualified workforce. To accomplish this objective, the President is directed to recommend a budget using the following guidelines:

1. Give highest priority to funding the direct cost of instruction, maintaining TCC's position of being one of the Florida community college leaders in percent of budget directed to instruction.
2. Establish the appropriate balance between personnel and non-personnel expenditures to assure a positive teaching environment.
4. Restrict administrative and other non-instructional expenses to the lowest reasonable level for maintaining efficient and effective operations.
5. Provide highly competitive salaries to maintain the College as a leader in compensation among Florida community colleges.

PURPOSE

The salary schedule for Tallahassee Community College is established annually pursuant to s.1001.64(18), F.S., which gives the District Board of Trustees authority to develop a personnel program for the College. Upon adoption, the salary schedule serves as a guide in determining employee compensation. The annual salary schedule as approved by the District Board of Trustees shall supersede all rules, handbooks and other policies and shall be the only basis for computation of salaries to College employees. The salary schedule is not intended to create or be interpreted as a contract of employment. Furthermore, the salary schedule does not give employees the right to or expectancy of continued employment.

Tallahassee Community College's compensation policies and procedures are designed to meet the following objectives:

- Ensure compensation actions are administered in a manner to comply with state and federal legal requirements.
- Enhance the College's ability to attract and retain qualified faculty and staff.
- Ensure external competitiveness by developing and maintaining compensation levels that reflect market pay rates.
- Provide a clear and concise reference for fair compensation decisions.
- Provide flexibility so the compensation structure remains responsive to changes in the marketplace, the organization and funding availability.

GENERAL PROVISIONS

Effective Date

The 2010-2011 Salary Schedule is effective July 1, 2010 through June 30, 2011.

Salaries

Salaries established for positions are based on 1.0 full time equivalent (FTE) unless otherwise noted. Salaries are adjusted for .50 or .75 FTE and eligible benefits are prorated as indicated in the College's policy manual.

Salary Increases/Changes In Salary

Salary increases will be determined as part of the annual planning and budgeting process. The President will recommend a salary increase proposal to the District Board of Trustees for approval and will subsequently notify employees of the Board's decision.

Salary increases are contingent on availability of funding and are largely dependent upon the allocation of state funds and TCC's budget priorities. If an employee is at the maximum of the salary range, a one-time salary payment (equivalent to the pay increase) may be authorized. The employee's base rate of pay will remain unchanged. Board approved salary increases for personnel employed under federal/state grants will be granted only if the increases are budgeted in the grants.

Bonuses

Based on the availability of funds, and authorization by the District Board of Trustees, the President may grant a bonus to employees in established positions, which will not be added to the employee's base pay. An employee whose most recent performance appraisal is conditional or unsatisfactory, or one who is on probationary status will not be eligible for bonuses approved by the Board.

Six Day Reserve

New executive, administrative, managerial/professional and classified staff/professional employees shall have six (6) days of pay withheld from the first pay period until their employment at the College is concluded.

When an employee separates from service, the six (6) days of pay withheld at the time of employment shall be paid in the employee's last paycheck and shall be calculated at the employee's rate of pay at the time of termination. However, if a classified staff employee terminates for any reason during the probationary period for original appointment, the six day reserve payment shall be paid to the employee at the rate it was withheld for the first pay period.

See also Deferred Retirement Option Program (DROP).

Pay Dates

Pay dates for all employees shall be the last College business day (Monday - Friday) of each month, unless otherwise established by the Vice President of Administrative Services/Chief Financial Officer.

Other Provisions

Under special circumstances, the District Board of Trustees reserves the right to employ individuals in established positions not covered by the salary schedule. Any or all provisions of this schedule may be waived upon appropriate action by the Tallahassee Community College District Board of Trustees. Changes to the approved Salary Schedule may only be made by the HR Director with approval from the President or Vice President of Administrative Services.

EMPLOYEE CLASSIFICATIONS

Employees are designated as Faculty, Non-Teaching Faculty, Executive, Administrative, Managerial/Professional or Classified Staff/Professional.

Faculty

These positions are officially designated by the District Board of Trustees as instructional. The primary and predominant activities of such positions involve direct instruction. These positions are considered exempt positions under Fair Labor Standards Act (FLSA).

Non-Teaching Faculty (Counselors and Librarians)

The primary duties of such positions involve library or learning resources support services, counseling, academic advisement, career advisement and student support services. These positions are considered exempt positions under FLSA standards.

Executive, Administrative and Managerial/Professional

These are high-level strategic planning, policy making and management positions. The duties of these positions include planning, directing, developing, organizing and utilizing College resources (manpower, material, financial and facility resources). These administrators direct, schedule, manage and supervise other College employees. These positions are considered exempt positions under FLSA standards.

Classified Staff/Professional

CS-Professional

The primary duties of such positions may provide oversight of specific operations of the College or provide services of a highly technical nature. Employees in these positions generally have specialized training and experience or certifications that relate directly to the functions of the positions. Employees in these positions often supervise other employees. Positions assigned to this classification are in the 200 series.

These positions may be designated as exempt or non-exempt under FLSA standards.

Classified Staff

The primary duties of these positions involve performance of support functions essential for the effective operation of the College and other than those designated as Faculty, Non-Teaching Faculty, Executive, Administrative or Managerial/Professional. Some Classified Staff employees may supervise other employees. Positions assigned to this classification are in the 100 series.

These positions may be designated as exempt or non-exempt under FLSA standards.

Exempt and Non-Exempt Status

The federal 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 federal minimum wage that must be paid and mandates when overtime must be paid. Employees not covered by the overtime provisions of FLSA are considered "exempt" (E), those covered by FLSA overtime provisions are "non-exempt" (NE)

Exempt (E) employees are those individuals who are exempt from the overtime provisions of the FLSA because they meet the requirements of the executive, professional, administrative or computer exemption.

Non-exempt (NE) employees are not exempt from 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 leave.

FULL-TIME FACULTY

1. Original Appointment

The appointment salary ranges for faculty is based on their academic credentials and up to a maximum of five (5) years of qualifying teaching or related work experience at accredited universities, colleges, public schools or other entities. Included in the previous experience may be three (3) years of service in the armed forces of the United States.

The salary ranges for the one hundred sixty-five (165) day contract are:

Academic Credentials	Minimum	Maximum
Doctorate	\$42,950	\$49,393
Master's	\$40,330	\$46,380
Bachelor's	\$38,405	\$44,166

2. Salary Increases/Changes In Salary

Faculty may receive salary increases as follows:

1. A fixed incremental amount on the basis of their academic credentials.
2. A percentage increase in addition to the fixed incremental amount may be authorized contingent on available funding.

To be eligible for salary increases, faculty members must receive a satisfactory annual evaluation each academic year, based on fulfillment of their teaching, service, and professional growth (IPS) plan.

3. Program Chairs

Program chairs may be authorized a salary supplement of \$2,704.00 for their assumption of additional duties during the academic year contract period.

For summer terms, program chairs may be authorized a salary supplement of \$1,300.00.

4. Extra Teaching Assignments

Full-time faculty teaching extra assignments shall be compensated per credit hour as defined in the Policy Manual according to the following rates:

Academic Credentials	Per Credit Hour
Doctorate	\$1,194
Master's	\$1,120
Bachelor's	\$1,066

Full-time faculty teaching extra assignments in clinical settings shall be compensated per clock hour as follows:

Academic Credentials	Per Clock Hour
Doctorate	\$78
Master's	\$75
Bachelor's	\$72

5. Acting Assignment as Administrator

When a faculty member is designated as "acting" in an administrator's vacant position, the faculty member may be given up to a ten percent (10%) pay increase at the discretion of the President as compensation for the additional level of responsibility. The pay adjustment shall not exceed six (6) months of compensation unless extended by the District Board of Trustees.

6. Summer Terms

Full-time faculty teaching summer 2011 (May Express, June Express, or Main sessions) shall be compensated **per credit hour** as defined in the Policy Manual according to the following rates:

Academic Credentials	Per Credit Hour
Doctorate	\$1,380
Master's	\$1,296
Bachelor's	\$1,233

Full-time faculty teaching in clinical settings for a summer 2011 session (May Express, June Express, or Main Session) shall be compensated **per clock hour** as defined in the Policy Manual according to the following rates:

Academic Credentials	Per Clock Hour
Doctorate	\$78
Master's	\$75
Bachelor's	\$72

Full-time faculty will be given preference in assignment of summer courses to the extent that funds are available.

7. Educational Attainment

Full-time faculty members who obtain a higher level degree during the course of their employment with the college may be eligible for an increase in salary. The degree and years of eligible professional experience will determine the appropriate salary. Employee seeking an adjustment for educational attainment must present an official transcript to their supervisor. Processing of the increase will begin upon receipt of the required documentation and will be effective with the next available pay period.

NON-TEACHING FACULTY (COUNSELORS AND LIBRARIANS)

1. The starting salaries for the contract periods are:

Contract Period	Doctorate	Master's	Bachelor's
215 days	\$50,717	\$47,623	\$45,354
260 days	\$55,327	\$51,950	\$49,476

2. Salary Increases/Changes In Salary

Non-teaching faculty may receive salary increases as follows:

- a. A fixed incremental amount on the basis of their academic credentials.
- b. A percentage increase in addition to the fixed incremental amount may be authorized contingent on available funding.

To be eligible for salary increases, non-teaching faculty members must receive a satisfactory annual evaluation, based on their performance of position responsibilities and their professional growth plan each academic year.

3. Acting Assignments as Administrator

In situations where a counselor or librarian is designated as "acting" in an administrator's vacant position, the counselor or librarian may be given up to a ten percent (10%) pay increase at the discretion of the President for compensation of the additional level of responsibility. The pay adjustment shall not exceed six (6) months of compensation unless extended by the District Board of Trustees.

4. Educational Attainment

Non-teaching faculty members who obtain a higher level degree during the course of their employment with the college may be eligible for an increase in salary. The employee seeking an adjustment for educational attainment must present an official transcript to their supervisor. Processing of the increase will begin upon receipt of the required documentation and will be effective with the next available pay period.

ADJUNCTS

1. Credit and/or Contact Hours

Adjuncts teaching on a credit and/or contact hour basis as defined in the Policy Manual shall be paid according to the following credit hour rates:

Academic Credentials	Credit Hour Rates
Doctorate	\$717
Master's	\$667
Bachelor's or Associate's, professional certification or licensure, and/or verified related work experience as qualifying factor.	\$605

Substitutes: Substitute instructors shall be paid \$16 per class hour for lecture.

2. Clock Hours

Adjunct faculty teaching on a clock hour basis shall be paid according to the following clock hour rates. This includes clinicals, labs, PSAV, apprenticeship and law enforcement academy courses:

Academic Credentials	Clock Hour Rates
Doctorate	\$43
Bachelor's or Master's	\$30
Associate's	\$27
Professional certification or licensure	\$26

The maximum permissible rate for adjunct faculty teaching adult education courses on a clock hour basis shall be the following:

Academic Credentials	Clock Hour Rates
Doctorate	\$25
Bachelor's or Master's	\$22

Substitutes: Substitutes for clinicals, labs, PSAV, adult education, apprenticeship and law enforcement academy courses shall be paid according to approved **clock hours** as follows:

Academic Credentials	Clock Hour Rates
Doctorate	\$37
Bachelor's or Master's	\$26
Associate's	\$23
Professional certification or licensure	\$22

3. Adjunct Faculty Advancement Program

Adjuncts who have completed the Adjunct Faculty Advancement Program, received a Certificate of Completion, and have a current Renewal of Certification on file in Human Resources, shall be designated Adjunct Professors. To maintain status as an adjunct professor, renewal certification is required each year after initial certification.

Credit and/or Contact Hours:

Adjunct Professors teaching on a credit and/or contact hour basis as defined in the College's Policy Manual shall be paid according to the following credit hour rates:

Academic Credentials	Credit Hour Rates
Doctorate	\$817
Master's	\$758
Bachelor's or Associate's, professional certification or licensure, and/or verified related work experience as qualifying factor.	\$689

Clock Hours:

Adjunct Professors teaching clinicals and labs on a clock hour basis shall be paid according to the following clock hour rates.

Academic Credentials	Clock Hour Rates
Doctorate	\$48
Bachelor's or Master's	\$36
Associate's	\$33
Professional certification or licensure	\$32

4. Retirees

Returning retirees working as Adjunct Professors teaching on a credit and/or contact hour basis as defined in the Policy Manual shall be paid according to the following credit hour rates:

Academic Credentials	Credit Hour Rates
Doctorate	\$789
Master's	\$734
Bachelor's or Associate's, professional certification or licensure, and/or verified related work experience as qualifying factor.	\$666

5. Pay Adjustments for Absences

Compensation shall be adjusted for any classes or final exams missed by adjuncts or adjunct professors.

6. Transcripts

In order for a newly hired adjunct to receive the first paycheck, the adjunct must submit to the Human Resources Department an official or unofficial transcript, or evidence of professional certification prior to the first pay date.

Adjuncts who submit an unofficial transcript in order to receive the first paycheck must submit an official transcript to the Human Resources Department documenting the highest degree level for which their salary has been calculated in order to receive the final paycheck and to teach in subsequent semesters.

7. Degree Changes

Adjunct faculty members who obtain a higher level degree during the course of their employment with the college may be eligible for an increase in salary. The employee seeking an adjustment for educational attainment must present an official transcript to their supervisor. Processing of the increase will begin upon receipt of the required documentation and will be effective with the next available pay period.

SPI, TV, and DIS COURSES

Instructors teaching courses through the Self-Paced Instruction (SPI) program or through telecourse (TV) or directed individual study (DIS) methods shall be compensated per student according to the following rates:

Academic Credentials	1 credit hr	3 credit hrs	4 credit hrs	5 credit hrs
Doctorate	\$27	\$81	\$108	\$135
Master's	\$26	\$78	\$104	\$130
Bachelor's	\$25	\$75	\$ 100	\$125

Individual SPI, TV, or DIS sections are limited to an enrollment of no more than fifty (50) students per semester.

CONTINUING EDUCATION INSTRUCTORS

The following categories have been determined for the Continuing Education program with a maximum hourly rate determined for each category. The individual qualifications of each employee shall be used to determine the actual salary for the course taught within the guidelines established. These rates of pay may be adjusted for extenuating circumstances or market rates, with appropriate vice president approval,

Maximum Hourly Rate by Academic Degrees (when appropriate to course taught)

Maximum Hourly Rate	Academic Credentials
\$43	Doctorate
\$30	Master's
\$27	Bachelor's
\$26	Associate's

PRESIDENT

The position (GL Code 51000) of the President is designated as Senior Management as outlined in the College's Policy Manual and defined by the Florida Retirement System. The salary of the President is determined by the District Board of Trustees.

EXECUTIVE POSITIONS

The positions of Vice President (GL Code 51000) and Assistant Vice President (GL Codes 51201 and 51202) are designated as Senior Management as outlined in the College's Policy Manual and defined by the Florida Retirement System.

1. Original Appointment

The salary for an employee in an Executive Position of Vice President or Assistant Vice President shall be determined by the President.

2. Salary Increases/Changes In Salary

Salary increases will be determined by the President, contingent on the availability of funds and the employee's attainment of performance goals established for the review period.

Revenue-Generating Positions

~~The President may award a one-time payment (of up to 15% of the employee's contracted salary) to employees who exceed established revenue development goals in any fiscal year resulting in the acquisition of additional operating funds for the College. Revenue development activities include, but are not limited to the following:~~

- ~~• Funding of grant proposals for which the employee coordinated and made written application.~~
- ~~• Establishment of endowments or scholarships through fundraising efforts.~~
- ~~• Significant increases in student enrollment compared to same period for previous year.~~

~~In addition to exceeding established revenue development goals, the employee:~~

- ~~• Must have a minimum of one year of service at TCC.~~
- ~~• Must have received an overall performance rating of above satisfactory on his/her last evaluation.~~

3. Senior Management

Executive positions are designated as Senior Management as outlined in the College's Policy Manual and defined by the Florida Retirement System.

4. Overlap in Position

Up to a two (2) month overlap in an executive position may be allowed in order to facilitate the transition and to provide training for a new employee. Both employees shall receive full benefits during the overlap period.

ADMINISTRATIVE POSITIONS

The following positions are designated as Administrative: Deans (GL Code 51100), and Library Services (GL Code 51200).

1. Original Appointment

The salary for persons selected for administrative positions shall be determined by the President on the recommendation of the appropriate Vice President. Consideration shall be given to the applicant's academic credentials, number of years of qualifying professional work experience, professional licensure/certification or other factors that may be pertinent to the position.

2. Salary Increases/Changes In Salary

Salary increases will be determined by the President on the recommendation of the appropriate Vice President, contingent on the availability of funds, and the employee's attainment of performance goals established for the review period.

Revenue Generating Positions

The President may award a one-time payment (of up to 15% of the employee's contracted salary) to employees who exceed established revenue development goals in any fiscal year resulting in the acquisition of additional operating funds for the College. Revenue development activities include, but are not limited to the following:

- Funding of grant proposals for which the employee coordinated and made written application.
- Establishment of endowments or scholarships through fundraising efforts.
- Significant increases in student enrollment compared to same period for previous year.

In addition to exceeding established revenue development goals, the employee:

- Must have a minimum of one year of service at TCC.
- Must have received an overall performance rating of above satisfactory on his/her last evaluation.

Acting Assignments

Administrative employees designated as "acting" in an executive vacant position may be given up to a ten percent (10%) pay increase at the discretion of the President to compensate for the additional work responsibilities. The acting appointment shall not exceed six (6) months unless authorized by the President.

3. Select Exempt

Administrators are designated as Select Exempt for leave purposes as outlined in the College's Policy Manual.

4. Overlap in Position

Up to a two (2) month overlap in an administrative position may be allowed in order to facilitate the transition and to provide training for the new employee. Both employees shall receive full benefits during the overlap period.

5. Educational Attainment

Changes to base level salary due to educational attainment must be approved by the President for all employees in administrative positions (Deans, and Library Services).

MANAGERIAL/PROFESSIONAL POSITIONS

The following positions are designated as Managerial Professional (GL Code 53000):

Pay Grade	Starting Salary Range
A	\$60,248 - \$69,285
B	\$56,307 - \$64,753
C	\$52,624 - \$60,518
D	\$49,180 - \$56,557

Position Title	Pay Grade	Position Title	Pay Grade
Administrative Compliance Officer	A	Director of Financial Aid	A
Chief of Campus Police	C	Director of Grants and Special Projects	A
College Registrar	A	Director of Human Resources	A
Controller	A	Director of Information Technology Support Services	D
Director of Budget and General Services	D	Director of Institutional Research and Planning	C
Director of Business & Industry Service Center	D	Director of Instructional Programs	B
Director of Campus Life	D	Director of Library Services	A
Director of Career Center	D	Director of Management Information Systems	C
Director of Center for Instructional Technology	C	Director of Nursing	A
Director of Center for Teaching Excellence	B	Director of Plant Operations	A
Director of Communications and Public Information	C	Director of Team Gadsden Programs	B
Director of Contracts and Grants Administration	B	Director of Telecommunications and Network Systems	D
Director of Educational Research	C	Director of Workforce and Adult Education Operations	B
Director of Enrollment Services	A	Food Service Director	C
Director of Facilities, Planning and Construction	A	Foundation Associate Director & CFO	C

1. Original Appointment

The appointment salary ranges for persons in managerial/professional positions is based on their qualifications for assigned positions. Vice Presidents may authorize up to 15% above the minimum salary (3% for each year of verified qualifying professional experience beyond the minimum training and experience requirements). Appointment salaries beyond this amount must be approved by the President.

2. Verification of Experience and Education

Upon original appointment, previous work-related experience considered in the salary determination must be verified by the previous employer(s) on letterhead or on a form provided by the College. Proper verification shall be submitted to the Human Resources Department within the employee's first three months of employment and shall include the dates of employment, job title, hours worked weekly, and an authorizing signature.

An employee shall have no longer than three (3) months from the date of hire to provide written verification required to meet the minimum training and experience for the class and for compensation higher than base.

If none of the verification required for base salary is received within the first three (3) months of employment, the employee shall cease to receive compensation and necessary action shall be taken to terminate the employee.

If written verification required for compensation higher than base is not received within the first three (3) months of employment, the employee shall only be eligible for the percentage for which written verification has been received and the employee's salary will be adjusted retroactively.

Credit for educational attainment shall be granted only when an official transcript reflecting the degree is received in the Human Resources Department. Original verification letters, certificates of completion, and official transcripts shall be placed in the employee's personnel file in Human Resources.

3. Salary Increases/Changes in Salary

Salary increase will be determined by the President on the recommendation of the appropriate Vice President, contingent on the availability of funds, and the employee's attainment of performance goals established for the review period.

Revenue Generating Positions

~~The President may award a one-time payment (of up to 15% of the employee's contracted salary) to employees who exceed established revenue development goals in any fiscal year resulting in the acquisition of additional operating funds for the College. Revenue development activities include, but are not limited to the following:~~

- ~~• Funding of grant proposals for which the employee coordinated and made written application.~~
- ~~• Establishment of endowments or scholarships through fundraising efforts.~~
- ~~• Significant increases in student enrollment compared to same period for previous year.~~

~~In addition to exceeding established revenue development goals, the employee:~~

- ~~• Must have a minimum of one year of service at TCC.~~
- ~~• Must have received an overall performance rating of above satisfactory on his/her last evaluation.~~

Acting Assignments as Executive or Administrative

In situations where a managerial/professional employee is designated as "acting" in an executive or administrative vacant position, the employee may be given up to a ten percent (10%) pay increase at the discretion of the President for compensation of the additional level of responsibility. This pay adjustment shall not exceed six (6) months of compensation.

Additional Work Assignment

A managerial/professional employee may be given a work assignment which encompasses duties and responsibilities of a different and/or advanced nature for a specified, limited period of time. This assignment may be rescinded by the appropriate Vice President and does not constitute a promotion. In order for a managerial/professional employee to be given an additional work assignment and compensated accordingly, there must have been either a recruiting problem (documented by unsuccessful advertisements) or the current incumbent who is responsible for the higher level work has a medical or other such life situation that creates a workload void which must be met in order to provide a continuous and smooth program operation.

During this limited period of assignment, the employee may be given a pay supplement of five percent (5%) with the approval of the appropriate Vice President or the President. This pay supplement will not be added to the employee's base pay.

Extraordinary Task or Project

If a managerial/professional employee is assigned a task or project that is out of the ordinary, that employee may be given a pay supplement as determined by the President. If authorized, the pay supplement will not be added to the employee's base pay.

Educational Attainment

Changes to base level salary due to educational attainment must be approved by the President for all employees in managerial/professional positions.

4. Select Exempt

Managerial/professional positions are designated as Select Exempt for leave purposes as outlined in the College's Policy Manual.

5. Overlap in Position

Up to a two (2) month overlap in a position may be allowed in order to facilitate the transition and to provide training for the new employee. Both employees shall receive full benefits during the overlap period.

CLASSIFIED STAFF/PROFESSIONAL POSITIONS

1. Original Appointment

The original appointment salary for Classified Staff positions will be at the minimum of the salary range. The appointment salary may increase by up to ten percent (10%) of the market rate by the appropriate Vice President upon the recommendation of the Director of Human Resources if an applicant's qualifications exceed the minimum training and experience requirements. Appointment salaries beyond ten percent (10%) of the market rate must be approved by the President.

The original appointment salary for sworn law enforcement positions shall be determined by the Vice President of Administrative Services and Chief Financial Officer, based on the recommendation of the Chief of Campus Police.

The original appointment salary for the Head Coach and Athletic Director positions shall be determined by the President pursuant to a recommendation from the Vice President of Student Affairs.

2. Verification of Experience and Education

Upon original appointment, previous work-related experience considered in the salary determination must be verified by the previous employer(s) on letterhead or on a form provided by the College. Proper verification shall be submitted to the Human Resources Department within the employee's first three months of employment and shall include the dates of employment, job title, hours worked weekly and an authorized signature.

An employee shall have no longer than three (3) months from the date of hire to provide written verification required to meet the minimum training and experience for the class and for compensation higher than base.

If none of the verification required for base salary is received within the first three (3) months of employment, the employee shall cease to receive compensation and necessary action shall be taken to terminate the employee.

If written verification required for compensation higher than base is not received within the first three (3) months of employment, the employee shall only be eligible for the percentage level for which written verification has been received and the employee's salary will be adjusted retroactively.

Credit for educational attainment shall be granted only when an official transcript reflecting the degree is received in the Human Resources Department.

Original verification letters, certificates of completion and official transcripts shall be placed in the employee's personnel file in the Human Resources Department.

3. Part-time Employment

For part-time salaried employees:

- Salary shall be prorated based on Policy 6Hx27:09-13.
- The employee shall accrue leave based on Policies 6Hx27:04-28 and 04-29.

4. Overlap in Position

Up to a two (2) month overlap in a position may be allowed in order to facilitate the transition and to provide training for the new employee. Both employees shall receive full benefits during the overlap period.

5. Salary Increases/Changes In Salary

Salary increases will be determined by the President on the recommendation of the appropriate Vice President, contingent on availability of funds.

A Classified Staff/Professional employee who is on probationary status (initial appointment or due to an unsatisfactory performance appraisal) will not be eligible until the first of the following month after non-probationary status is obtained.

6. Shift Differential

Employees in the classifications of Custodial Worker, Senior Custodian and Custodial Shift Supervisor assigned to the evening shift shall receive an additional \$.50 hourly increment to their base pay as a shift differential. The hourly increment will be based on a 2,080 hour work year for full-time employees.

7. Changes in Salary

Changes in salary shall be implemented for the following reasons:

- **Acting Assignment:** In situations where classified staff is designated as "acting" in a Managerial/Professional or Administrative vacant position, the employee may be given a minimum of ten percent (10%) pay increase at the discretion of the President for compensation of the additional duties and responsibilities.
- **Additional Work Assignment:** A classified staff/professional employee may be given a work assignment which encompasses duties and responsibilities of a different, advanced and/or supervisory nature for a specified, limited period of time. This assignment may be rescinded unilaterally by the College and does not constitute a promotion.

In order for an employee to be given a work assignment and compensated accordingly, there must have been either a recruiting problem (documented by unsuccessful advertisements) or the current incumbent who is responsible for the higher level work has a medical or other such life situation that creates a workload void which must be met in order to provide a continuous and smooth program operation.

During this limited period of assignment, the employee may be given a pay supplement of ten percent (10%) with the approval of the appropriate Vice President or the President. This pay supplement will not be added to the employee's base pay.

- **Demotion:** A demotion occurs when an employee is appointed to a position in a job classification that has a lower pay grade. A demotion may be voluntary or involuntary. For voluntary and involuntary demotions, the employee's salary will be determined by the appropriate Vice President based on a recommendation by the Director of Human Resources.
- **Educational Attainment:** A non-probationary employee who obtains a higher level degree after being employed shall be eligible to receive a two percent (2%) increase on the base of current pay grade. The increase shall be effective the first of the month following receipt by the Human Resources Department of the official transcript showing the higher degree. It is the employee's responsibility to obtain and submit the official transcript to Human Resources.
- **Extraordinary Task or Project:** If an employee is assigned a task or project that is beyond the scope of the employee's assigned duties, that employee may be given a pay supplement as determined by the President. This pay supplement will not be added to the employee's base pay.
- **Increase to Base Salary:** All classified staff employees are eligible for any salary increase approved by the District Board of Trustees. A Classified Staff/Professional employee who is on probationary status (initial appointment or due to an unsatisfactory performance appraisal) will not be eligible until the first of the following month after non-probationary status is obtained.
- **Promotion:** A promotion occurs when an employee is appointed to a position in a job classification that has a higher pay grade. Upon promotion, the employee will receive either an increase in salary to the minimum of the new pay grade or the amount an employee would have been eligible for as a new hire, whichever is greater. In either instance, the promotional increase should be at least five percent (5%).

- Reassignment: A reassignment occurs when an employee is placed in an established position in a job classification with the same pay grade. There shall be no salary increase or decrease as a result of a reassignment.
- Reclassification: A reclassification is defined as placement of an employee in a classification with a higher or lower pay grade as a result of changes in the duties and responsibilities of that established position. If a position is reclassified to a higher pay grade, the procedure for a promotion shall be used. If a position is reclassified to a lower pay grade, the procedure for a voluntary demotion shall be used.
- Retitle: A retitle occurs when the title of an established position is changed. There shall be no salary increase or decrease resulting from the retitling of a position.
- Service Credit: Custodial Workers shall receive a one (1) pay grade increase and be retitled Senior Custodian on the first day of the month following achievement of ten (10) years of service in that classification.
- Temporary Assignment: In situations where the assignment or scheduling of work requires an employee to perform work in a higher level classification to fill the temporary vacancy of an established position, a new salary rate may be established for the period of temporary reassignment. This provision is not to be applied in situations of vacation replacement. An employee must work in the higher classification a minimum of one (1) month and not more than six (6) months. A vacancy of more than six (6) months must be filled through regular advertising procedures, unless otherwise approved by the District Board of Trustees. The rate of pay for the temporary assignment shall be determined using the guidelines for a promotional increase.
- Trainee Status: A Classified Staff employee may be appointed as a trainee in an established position with a higher pay grade due to the following:
 - Recruitment/Retention
 - The hiring authority has experienced recruitment difficulty in filling the position or in retaining personnel as evidenced by either a lack of qualified applicants or frequent turnover of staff within the last 24 months.
 - The Classified Staff employee is within one year of meeting the minimum training and experience requirements for the position and has demonstrated that he/she is able to perform most of the assigned duties through the assumption of job responsibilities when the position was vacant, as well as by the receipt of consistent performance appraisal ratings of satisfactory and above.
 - Loss of position
 - The Classified Staff position is being deleted due to a change in business process, technology or reorganization.
 - The Classified Staff employee is within one year of meeting the minimum training and experience requirements for the position and has demonstrated that he/she is able to perform most of the assigned duties through consistent performance appraisal ratings of satisfactory and above.
 - The trainee period would be limited to one year. Compensation during this period will be ten percent (10%) below the minimum of the pay grade for the higher classification. The training plan will be developed by the employee's supervisor in consultation with the Director of Human Resources and the appropriate Vice President. After finalization, the trainee recommendation should be submitted to the Vice President for Administrative Services.
 - Upon completion of the one-year trainee period, the Classified Staff employee will be required to serve a six month probationary period.
- Position Transfer: A transfer occurs when an employee is moved to an established position, from one job location/department to a different job location/department. There shall be no salary increase or decrease as a result of a transfer.

8. Sworn Law Enforcement

The original appointment salary for sworn law enforcement positions shall be determined by the Vice President of Administrative Services and Chief Financial Officer based on the recommendation of the Chief of Campus Police.

The following classifications are designated as sworn law enforcement:

- Campus Police Officer

- Campus Police Corporal
- Campus Police Sergeant
- Campus Police Lieutenant
- Campus Police Captain
- Campus Police Major

Special Risk Membership: In accordance with s. 121.0515 F.S., college employees designated as sworn law enforcement personnel are eligible for membership in the Special Risk Class of the Florida Retirement System.

Salary Incentives: An employee in a full-time sworn law enforcement classification shall be given an ongoing monthly supplement for educational attainment in accordance with s. 943.22, F.S. and the Criminal Justice Standards and Training Commission as follows:

- **Education** (maximum of \$80 per month)
 - \$80 per month for Bachelors
 - \$30 per month for Associates
- **Training**
 - \$20 per month for every eighty (80) hours completed in courses approved for salary incentives for police officers when not utilized to satisfy mandatory retraining requirements.
- **Combination Education and Training**
 - Maximum \$130 per month

Reserve Officers: Reserve officers are certified sworn law enforcement officers who are hired on an Other Personal Services (OPS) basis to fill in when regular officers are unavailable or to provide additional coverage at special events. Compensation shall be at the rate of at least \$15.45 per hour.

9. Athletics

The original appointment salary for the Head Coach and Athletic Director positions shall be determined by the President pursuant to a recommendation from the Vice President of Student Affairs.

If the Athletic Director position is filled in a part-time capacity, the part-time Athletic Director will be compensated by salary supplement at a minimum of \$5,000 to a maximum of \$10,000.

Contract Provisions: Employees hired in Head Coach and Athletic Director positions shall be on annual contract. Such contracts may have rollover provisions not to exceed two additional years. Contract renewal, including eligibility for pay incentive, for the new contract period will be based on the following:

- Student-athlete graduation rate
- Community service
- Team success in State and/or National tournaments
- Other significant achievements or performance criteria, as recommended by the Vice President for Student Affairs and approved by the President

Athletic employees shall be available for College business at all times throughout the standard work week, as well as outside regular work hours, unless performing authorized travel or other approved absence.

CS – PROFESSIONAL CLASSIFICATIONS

ALPHABETICAL LISTING

POSITION TITLE	PAY GRADE	EXEMPT/ NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Academic Advisor	222	E	\$34,469	\$41,018	\$53,749.28
Academy Business Manager	229	E	\$45,359	\$53,977	\$70,731.44
Academy Program Coordinator	226	E	\$40,324	\$47,985	\$62,879.44
Adult Education Specialist	223	E	\$35,848	\$42,659	\$55,900.00
Advanced and Specialized Instructional Coordinator	230	E	\$47,173	\$56,136	\$73,560.24
Assistant Controller	231	E	\$49,060	\$58,381	\$76,502.40
Assistant Enrollment Services Director	230	E	\$47,173	\$56,136	\$73,560.24
Assistant Financial Aid Director	230	E	\$47,173	\$56,136	\$73,560.24
Assistant Human Resource Director	231	E	\$49,060	\$58,381	\$76,502.40
Assistant Learning Commons Coordinator	224	E	\$37,281	\$44,365	\$58,136.00
Assistant Plant Operations Director	228	E	\$43,614	\$51,901	\$68,010.80
Assistant to the Dean	224	E	\$37,281	\$44,365	\$58,136.00
Assistant to the Director of Student Success	224	E	\$37,281	\$44,365	\$58,136.00
Assistant to the President	227	E	\$41,937	\$49,904	\$65,395.20
Assistant to the Vice President	225	E	\$38,773	\$46,140	\$60,461.44
Athletic Director	223	E	\$35,848	\$42,659	\$55,900.00
Business Manager	231	E	\$49,060	\$58,381	\$76,502.40
Business Services and Corporate Training Manager	228	E	\$43,614	\$51,901	\$68,010.80
Campus Police Captain	228	E	\$43,614	\$51,901	\$68,010.80
Campus Police Lieutenant	226	E	\$40,324	\$47,985	\$62,879.44
Campus Police Major	230	E	\$47,173	\$56,136	\$73,560.24
Campus Police Sergeant	224	E	\$37,281	\$44,365	\$58,136.00
Campus Rec. and Sports Facility Manager	220	E	\$31,868	\$37,923	\$49,694.32
Classroom Technologies Coordinator	222	E	\$34,469	\$41,018	\$53,749.28
Communications Editor	219	E	\$30,643	\$36,465	\$47,783.84
Communications Skills Specialist	219	E	\$30,643	\$36,465	\$47,783.84
Communications Specialist	217	E	\$28,331	\$33,714	\$44,178.16
Community Contract Consultant	231	E	\$49,060	\$58,381	\$76,502.40
Computer Programmer/Analyst	229	E	\$45,359	\$53,977	\$70,731.44
Computer Specialist	224	NE	\$37,281	\$44,365	\$58,136.00
Computer Systems Analyst	231	E	\$49,060	\$58,381	\$76,502.40
Conference and Events Coordinator	224	E	\$37,281	\$44,365	\$58,136.00
Construction Coordinator	226	E	\$40,324	\$47,985	\$62,879.44
Contracts and Grants Coordinator	223	NE	\$35,848	\$42,659	\$55,900.00
Contracts and Grants Manager	228	E	\$43,614	\$51,901	\$68,010.80
Coordinator of Student Technology Support	222	E	\$34,469	\$41,018	\$53,749.28
Coordinator, TCC Internship Program	224	E	\$37,281	\$44,365	\$58,136.00
Counseling Specialist	224	E	\$37,281	\$44,365	\$58,136.00
Counseling Specialist I	222	E	\$34,469	\$41,018	\$53,749.28
Counseling Specialist II	224	E	\$37,281	\$44,365	\$58,136.00
Criminal Justice Instructional Coordinator	230	E	\$47,173	\$56,136	\$73,560.24

POSITION TITLE	PAY GRADE	EXEMPT/ NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Database Administrator	235	E	\$57,393	\$68,298	\$89,497.20
Disability Services Coordinator	225	E	\$38,773	\$46,140	\$60,461.44
Distributed Computer Systems Analyst	227	E	\$41,937	\$49,904	\$65,395.20
Educator Preparation Institute Coordinator	224	E	\$37,281	\$44,365	\$58,136.00
EMS Clinical Coordinator	227	E	\$41,937	\$49,904	\$65,395.20
EMS Technology Clinical Coordinator	227	E	\$41,937	\$49,904	\$65,395.20
Environmental Health/Safety Specialist	220	E	\$31,868	\$37,923	\$49,694.32
Facilities Coordinator	223	NE	\$35,848	\$42,659	\$55,900.00
Financial Aid Specialist	219	NE	\$30,643	\$36,465	\$47,783.84
Foundation Projects Coordinator	221	E	\$33,143	\$39,440	\$51,682.80
Foundation Specialist	218	NE	\$29,464	\$35,062	\$45,945.12
Gear Up Administrative Coordinator	225	E	\$38,773	\$46,140	\$60,461.44
Head Coach	227	E	\$41,937	\$49,904	\$65,395.20
High Liability Training Coordinator	230	E	\$47,173	\$56,136	\$73,560.24
Human Resources Specialist I	219	NE	\$30,643	\$36,465	\$47,783.84
Human Resources Specialist II	221	E	\$33,143	\$39,440	\$51,682.80
Human Resources Specialist III	223	E	\$35,848	\$42,659	\$55,900.00
Information Technology Project Manager	231	E	\$49,060	\$58,381	\$76,502.40
Information Technology Trainer	227	E	\$41,937	\$49,904	\$65,395.20
Instructional Network Coordinator	227	E	\$41,937	\$49,904	\$65,395.20
Instructional Technologist	229	E	\$45,359	\$53,977	\$70,731.44
Instructional Technology Specialist	223	NE	\$35,848	\$42,659	\$55,900.00
Internet Technology Administrator	232	E	\$51,022	\$60,716	\$79,563.12
Lead Computer Specialist	225	E	\$38,773	\$46,140	\$60,461.44
Learning Commons Coordinator	225	E	\$38,773	\$46,140	\$60,461.44
Learning Commons Specialist	219	E	\$30,643	\$36,465	\$47,783.84
Library Services Specialist	224	E	\$37,281	\$44,365	\$58,136.00
Library Services Supervisor	226	E	\$40,324	\$47,985	\$62,879.44
Manufacturing Technology Project Manager	233	E	\$53,063	\$63,145	\$82,745.52
Network and Computer Systems Specialist	225	NE	\$38,773	\$46,140	\$60,461.44
Network Systems/Data Communications Analyst	231	E	\$49,060	\$58,381	\$76,502.40
Production Coordinator	221	E	\$33,143	\$39,440	\$51,682.80
Program Coordinator	227	E	\$41,937	\$49,904	\$65,395.20
Program Manager, Advance Manufacturing Training Center	235	E	\$57,393	\$68,298	\$89,497.20
Program Specialist I	223	E	\$35,848	\$42,659	\$55,900.00
Publications Coordinator	219	E	\$30,643	\$36,465	\$47,783.84
Purchasing Manager	224	E	\$37,281	\$44,365	\$58,136.00
Quincy House Manager	224	E	\$37,281	\$44,365	\$58,136.00
Research Analyst	220	NE	\$31,868	\$37,923	\$49,694.32
Research and Business Analyst	226	E	\$40,324	\$47,985	\$62,879.44
Scholarship Coordinator	219	NE	\$30,643	\$36,465	\$47,783.84
Science Lab Manager	220	NE	\$31,868	\$37,923	\$49,694.32
Senior Accountant	229	E	\$45,359	\$53,977	\$70,731.44
Senior Accounting Specialist	218	NE	\$29,464	\$35,062	\$45,945.12
Senior HR Specialist/Training Coordinator	228	E	\$43,614	\$51,901	\$68,010.80

POSITION TITLE	PAY GRADE	EXEMPT/ NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Senior Program Development Specialist	223	E	\$35,848	\$42,659	\$55,900.00
Sign Language Interpreter Specialist	222	E	\$34,469	\$41,018	\$53,749.28
Simulator Lab Coordinator	224	E	\$37,281	\$44,365	\$58,136.00
Software Distribution Specialist	220	NE	\$31,868	\$37,923	\$49,694.32
Sports Facility Manager	220	NE	\$31,868	\$37,923	\$49,694.32
Sports Information Coordinator	219	NE	\$30,643	\$36,465	\$47,783.84
Student Accounts Manager	223	E	\$35,848	\$42,659	\$55,900.00
Student Activities Coordinator	223	E	\$35,848	\$42,659	\$55,900.00
Student Development Specialist	222	E	\$34,469	\$41,018	\$53,749.28
Student Judicial Advisor	225	E	\$38,773	\$46,140	\$60,461.44
Student Success Specialist	224	E	\$37,281	\$44,365	\$58,136.00
Student Support Technology Specialist	218	NE	\$29,464	\$35,062	\$45,945.12
Systems Programmer	231	E	\$49,060	\$58,381	\$76,502.40
Technology Project Manager	229	E	\$45,359	\$53,977	\$70,731.44
Telecommunications Specialist	225	E	\$38,773	\$46,140	\$60,461.44
Testing and Retention Coordinator	223	E	\$35,848	\$42,659	\$55,900.00
Veterans Affairs Coordinator	220	NE	\$31,868	\$37,923	\$49,694.32
Web Collaboration and Special Projects Coordinator	229	E	\$45,359	\$53,977	\$70,731.44

CS – PROFESSIONAL CLASSIFICATIONS

LISTING BY PAY GRADE

POSITION TITLE	PAY GRADE	EXEMPT/ NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Communications Specialist	217	E	\$28,331	\$33,714	\$44,178.16
Foundation Specialist	218	NE	\$29,464	\$35,062	\$45,945.12
Senior Accounting Specialist	218	NE	\$29,464	\$35,062	\$45,945.12
Student Support Technology Specialist	218	NE	\$29,464	\$35,062	\$45,945.12
Communications Editor	219	E	\$30,643	\$36,465	\$47,783.84
Communications Skills Specialist	219	E	\$30,643	\$36,465	\$47,783.84
Financial Aid Specialist	219	NE	\$30,643	\$36,465	\$47,783.84
Human Resources Specialist I	219	NE	\$30,643	\$36,465	\$47,783.84
Learning Commons Specialist	219	E	\$30,643	\$36,465	\$47,783.84
Publications Coordinator	219	E	\$30,643	\$36,465	\$47,783.84
Scholarship Coordinator	219	NE	\$30,643	\$36,465	\$47,783.84
Sports Information Coordinator	219	NE	\$30,643	\$36,465	\$47,783.84
Campus Rec. and Sports Facility Manager	220	E	\$31,868	\$37,923	\$49,694.32
Environmental Health/Safety Specialist	220	E	\$31,868	\$37,923	\$49,694.32
Research Analyst	220	NE	\$31,868	\$37,923	\$49,694.32
Science Lab Manager	220	NE	\$31,868	\$37,923	\$49,694.32
Software Distribution Specialist	220	NE	\$31,868	\$37,923	\$49,694.32
Sports Facility Manager	220	NE	\$31,868	\$37,923	\$49,694.32
Veterans Affairs Coordinator	220	NE	\$31,868	\$37,923	\$49,694.32
Foundation Projects Coordinator	221	E	\$33,143	\$39,440	\$51,682.80
Human Resources Specialist II	221	E	\$33,143	\$39,440	\$51,682.80
Production Coordinator	221	E	\$33,143	\$39,440	\$51,682.80
Academic Advisor	222	E	\$34,469	\$41,018	\$53,749.28
Classroom Technologies Coordinator	222	E	\$34,469	\$41,018	\$53,749.28
Coordinator of Student Technology Support	222	E	\$34,469	\$41,018	\$53,749.28
Counseling Specialist I	222	E	\$34,469	\$41,018	\$53,749.28
Sign Language Interpreter Specialist	222	E	\$34,469	\$41,018	\$53,749.28
Student Development Specialist	222	E	\$34,469	\$41,018	\$53,749.28
Adult Education Specialist	223	E	\$35,848	\$42,659	\$55,900.00
Athletic Director	223	E	\$35,848	\$42,659	\$55,900.00
Contracts and Grants Coordinator	223	NE	\$35,848	\$42,659	\$55,900.00
Facilities Coordinator	223	NE	\$35,848	\$42,659	\$55,900.00
Human Resources Specialist III	223	E	\$35,848	\$42,659	\$55,900.00
Instructional Technology Specialist	223	NE	\$35,848	\$42,659	\$55,900.00
Program Specialist I	223	E	\$35,848	\$42,659	\$55,900.00
Senior Program Development Specialist	223	E	\$35,848	\$42,659	\$55,900.00
Student Accounts Manager	223	E	\$35,848	\$42,659	\$55,900.00
Student Activities Coordinator	223	E	\$35,848	\$42,659	\$55,900.00
Testing and Retention Coordinator	223	E	\$35,848	\$42,659	\$55,900.00
Assistant Learning Commons Coordinator	224	E	\$37,281	\$44,365	\$58,136.00
Assistant to the Dean	224	E	\$37,281	\$44,365	\$58,136.00
Assistant to the Director of Student Success	224	E	\$37,281	\$44,365	\$58,136.00
Campus Police Sergeant	224	E	\$37,281	\$44,365	\$58,136.00
Computer Specialist	224	NE	\$37,281	\$44,365	\$58,136.00

POSITION TITLE	PAY GRADE	EXEMPT/ NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Conference and Events Coordinator	224	E	\$37,281	\$44,365	\$58,136.00
Coordinator, TCC Internship Program	224	E	\$37,281	\$44,365	\$58,136.00
Counseling Specialist	224	E	\$37,281	\$44,365	\$58,136.00
Counseling Specialist II	224	E	\$37,281	\$44,365	\$58,136.00
Educator Preparation Institute Coordinator	224	E	\$37,281	\$44,365	\$58,136.00
Library Services Specialist	224	E	\$37,281	\$44,365	\$58,136.00
Purchasing Manager	224	E	\$37,281	\$44,365	\$58,136.00
Quincy House Manager	224	E	\$37,281	\$44,365	\$58,136.00
Simulator Lab Coordinator	224	E	\$37,281	\$44,365	\$58,136.00
Student Success Specialist	224	E	\$37,281	\$44,365	\$58,136.00
Assistant to the Vice President	225	E	\$38,773	\$46,140	\$60,461.44
Disability Services Coordinator	225	E	\$38,773	\$46,140	\$60,461.44
Gear Up Administrative Coordinator	225	E	\$38,773	\$46,140	\$60,461.44
Lead Computer Specialist	225	E	\$38,773	\$46,140	\$60,461.44
Learning Commons Coordinator	225	E	\$38,773	\$46,140	\$60,461.44
Network and Computer Systems Specialist	225	NE	\$38,773	\$46,140	\$60,461.44
Student Judicial Advisor	225	E	\$38,773	\$46,140	\$60,461.44
Telecommunications Specialist	225	E	\$38,773	\$46,140	\$60,461.44
Academy Program Coordinator	226	E	\$40,324	\$47,985	\$62,879.44
Campus Police Lieutenant	226	E	\$40,324	\$47,985	\$62,879.44
Construction Coordinator	226	E	\$40,324	\$47,985	\$62,879.44
Library Services Supervisor	226	E	\$40,324	\$47,985	\$62,879.44
Research and Business Analyst	226	E	\$40,324	\$47,985	\$62,879.44
Assistant to the President	227	E	\$41,937	\$49,904	\$65,395.20
Distributed Computer Systems Analyst	227	E	\$41,937	\$49,904	\$65,395.20
EMS Clinical Coordinator	227	E	\$41,937	\$49,904	\$65,395.20
EMS Technology Clinical Coordinator	227	E	\$41,937	\$49,904	\$65,395.20
Head Coach	227	E	\$41,937	\$49,904	\$65,395.20
Information Technology Trainer	227	E	\$41,937	\$49,904	\$65,395.20
Instructional Network Coordinator	227	E	\$41,937	\$49,904	\$65,395.20
Program Coordinator	227	E	\$41,937	\$49,904	\$65,395.20
Assistant Plant Operations Director	228	E	\$43,614	\$51,901	\$68,010.80
Business Services and Corporate Training Manager	228	E	\$43,614	\$51,901	\$68,010.80
Campus Police Captain	228	E	\$43,614	\$51,901	\$68,010.80
Contracts and Grants Manager	228	E	\$43,614	\$51,901	\$68,010.80
Senior HR Specialist/Training Coordinator	228	E	\$43,614	\$51,901	\$68,010.80
Academy Business Manager	229	E	\$45,359	\$53,977	\$70,731.44
Computer Programmer/Analyst	229	E	\$45,359	\$53,977	\$70,731.44
Instructional Technologist	229	E	\$45,359	\$53,977	\$70,731.44
Senior Accountant	229	E	\$45,359	\$53,977	\$70,731.44
Technology Project Manager	229	E	\$45,359	\$53,977	\$70,731.44
Web Collaboration and Special Projects Coordinator	229	E	\$45,359	\$53,977	\$70,731.44
Advanced and Specialized Instructional Coordinator	230	E	\$47,173	\$56,136	\$73,560.24
Assistant Enrollment Services Director	230	E	\$47,173	\$56,136	\$73,560.24

POSITION TITLE	PAY GRADE	EXEMPT/ NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Assistant Financial Aid Director	230	E	\$47,173	\$56,136	\$73,560.24
Campus Police Major	230	E	\$47,173	\$56,136	\$73,560.24
Criminal Justice Instructional Coordinator	230	E	\$47,173	\$56,136	\$73,560.24
High Liability Training Coordinator	230	E	\$47,173	\$56,136	\$73,560.24
Assistant Controller	231	E	\$49,060	\$58,381	\$76,502.40
Assistant Human Resource Director	231	E	\$49,060	\$58,381	\$76,502.40
Business Manager	231	E	\$49,060	\$58,381	\$76,502.40
Community Contract Consultant	231	E	\$49,060	\$58,381	\$76,502.40
Computer Systems Analyst	231	E	\$49,060	\$58,381	\$76,502.40
Information Technology Project Manager	231	E	\$49,060	\$58,381	\$76,502.40
Network Systems/Data Communications Analyst	231	E	\$49,060	\$58,381	\$76,502.40
Systems Programmer	231	E	\$49,060	\$58,381	\$76,502.40
Internet Technology Administrator	232	E	\$51,022	\$60,716	\$79,563.12
Manufacturing Technology Project Manager	233	E	\$53,063	\$63,145	\$82,745.52
Database Administrator	235	E	\$57,393	\$68,298	\$89,497.20
Program Manager, Advance Manufacturing Training Center	235	E	\$57,393	\$68,298	\$89,497.20

CLASSIFIED STAFF CLASSIFICATIONS

ALPHABETICAL LISTING

POSITION TITLE	PAY GRADE	EXEMPT/ NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Academy Services Specialist	115	NE	\$26,193	\$31,170	\$40,844.96
Accounting Specialist I	110	NE	\$21,529	\$25,620	\$33,572.24
Accounting Specialist II	112	NE	\$23,286	\$27,710	\$36,311.60
Campus Police Corporal	122	E	\$34,469	\$41,018	\$53,749.28
Campus Police Dispatcher	111	NE	\$22,390	\$26,644	\$34,914.88
Campus Police Officer	120	NE	\$31,868	\$37,923	\$49,694.32
Campus Resource Advisor	119	NE	\$30,643	\$36,465	\$47,783.84
Cashier	109	NE	\$20,701	\$24,634	\$32,280.56
Circulation Technician	113	NE	\$24,217	\$28,819	\$37,763.44
CIT Support Technician	114	NE	\$25,186	\$29,971	\$39,274.56
Computer Operations Specialist	117	NE	\$28,331	\$33,714	\$44,178.16
Computer Support Technician	115	NE	\$26,193	\$31,170	\$40,844.96
Courier	107	NE	\$19,193	\$22,776	\$29,844.88
Custodial Shift Supervisor	111	NE	\$22,390	\$26,644	\$34,914.88
Custodial Superintendent	117	E	\$28,331	\$33,714	\$44,178.16
Custodial Worker	106	NE	\$18,403	\$21,900	\$28,697.76
Dining Facilities Manager	126	E	\$40,324	\$47,985	\$62,879.44
Dining Services Shift Supervisor	111	NE	\$22,390	\$26,644	\$34,914.88
Engineering Technician	118	NE	\$29,464	\$35,062	\$45,945.12
Enrollment Clerk	109	NE	\$20,701	\$24,634	\$32,280.56
Equipment Mechanic	115	NE	\$26,193	\$31,170	\$40,844.96
Executive Assistant I	118	NE	\$29,464	\$35,062	\$45,945.12
Executive Assistant II	119	NE	\$30,643	\$36,465	\$47,783.84
Executive Assistant III	120	E	\$31,868	\$37,923	\$49,694.32
Executive Coordinator	120	E	\$31,868	\$37,923	\$49,694.32
Facilities Maintenance Superintendent	127	E	\$41,937	\$49,904	\$65,395.20
Financial Aid Assistant	110	NE	\$21,529	\$25,620	\$33,572.24
Financial Aid Technician	112	NE	\$23,286	\$27,710	\$36,311.60
Food Service Assistant	106	NE	\$18,403	\$21,900	\$28,697.76
Foundation Alumni Relations Coordinator	117	NE	\$28,331	\$33,714	\$44,178.16
Human Resources Aide	114	NE	\$25,186	\$29,971	\$39,274.56
HVAC/Building Automation Specialist	120	NE	\$31,868	\$37,923	\$49,694.32
Information Technology Support Specialist	113	NE	\$24,217	\$28,819	\$37,763.44
Intramurals Coordinator	117	NE	\$28,331	\$33,714	\$44,178.16
Landscaper	108	NE	\$19,905	\$23,687	\$31,038.80
Library Technical Assistant I	114	NE	\$25,186	\$29,971	\$39,274.56
Library Technical Assistant II	117	NE	\$28,331	\$33,714	\$44,178.16
Locksmith	118	NE	\$29,464	\$35,062	\$45,945.12
Mail Coordinator	116	NE	\$27,241	\$32,417	\$42,478.80
Maintenance Support Worker	110	NE	\$21,529	\$25,620	\$33,572.24
Maintenance Technician I	116	NE	\$27,241	\$32,417	\$42,478.80
Maintenance Technician II	118	NE	\$29,464	\$35,062	\$45,945.12
Office Manager	116	NE	\$27,241	\$32,417	\$42,478.80
Property Records Specialist	118	NE	\$29,464	\$35,062	\$45,945.12
Public Safety Officer	112	NE	\$23,286	\$27,710	\$36,311.60

POSITION TITLE	PAY GRADE	EXEMPT/ NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Purchasing Assistant	113	NE	\$24,217	\$28,819	\$37,763.44
Purchasing Technician	110	NE	\$21,529	\$25,620	\$33,572.24
Receiving Clerk	110	NE	\$21,529	\$25,620	\$33,572.24
Registration Specialist	115	NE	\$26,193	\$31,170	\$40,844.96
Senior Contracts and Grants Accountant	118	NE	\$29,464	\$35,062	\$45,945.12
Senior Custodian	107	NE	\$19,193	\$22,776	\$29,844.88
Senior Engineering Technician	120	E	\$31,868	\$37,923	\$49,694.32
Senior Enrollment Clerk	112	NE	\$23,286	\$27,710	\$36,311.60
Senior Staff Assistant	117	NE	\$28,331	\$33,714	\$44,178.16
Sign Language Interpreter	116	NE	\$27,241	\$32,417	\$42,478.80
Staff Assistant I	111	NE	\$22,390	\$26,644	\$34,914.88
Staff Assistant II	114	NE	\$25,186	\$29,971	\$39,274.56
Stores Clerk	107	NE	\$19,193	\$22,776	\$29,844.88
Student Accounts Supervisor	114	NE	\$25,186	\$29,971	\$39,274.56
Supervisor Landscape Services	120	E	\$31,868	\$37,923	\$49,694.32
Supplies Specialist	109	NE	\$20,701	\$24,634	\$32,280.56
Technology Services Assistant	114	NE	\$25,186	\$29,971	\$39,274.56
Telecommunications and Network Systems Technician	112	NE	\$23,286	\$27,710	\$36,311.60
Testing Specialist	112	NE	\$23,286	\$27,710	\$36,311.60

CLASSIFIED STAFF CLASSIFICATIONS

LISTING BY PAY GRADE

POSITION TITLE	PAY GRADE	EXEMPT/ NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Custodial Worker	106	NE	\$18,403	\$21,900	\$28,697.76
Food Service Assistant	106	NE	\$18,403	\$21,900	\$28,697.76
Courier	107	NE	\$19,193	\$22,776	\$29,844.88
Senior Custodian	107	NE	\$19,193	\$22,776	\$29,844.88
Stores Clerk	107	NE	\$19,193	\$22,776	\$29,844.88
Landscaper	108	NE	\$19,905	\$23,687	\$31,038.80
Cashier	109	NE	\$20,701	\$24,634	\$32,280.56
Enrollment Clerk	109	NE	\$20,701	\$24,634	\$32,280.56
Supplies Specialist	109	NE	\$20,701	\$24,634	\$32,280.56
Accounting Specialist I	110	NE	\$21,529	\$25,620	\$33,572.24
Financial Aid Assistant	110	NE	\$21,529	\$25,620	\$33,572.24
Maintenance Support Worker	110	NE	\$21,529	\$25,620	\$33,572.24
Purchasing Technician	110	NE	\$21,529	\$25,620	\$33,572.24
Receiving Clerk	110	NE	\$21,529	\$25,620	\$33,572.24
Campus Police Dispatcher	111	NE	\$22,390	\$26,644	\$34,914.88
Custodial Shift Supervisor	111	NE	\$22,390	\$26,644	\$34,914.88
Dining Services Shift Supervisor	111	NE	\$22,390	\$26,644	\$34,914.88
Staff Assistant I	111	NE	\$22,390	\$26,644	\$34,914.88
Accounting Specialist II	112	NE	\$23,286	\$27,710	\$36,311.60
Financial Aid Technician	112	NE	\$23,286	\$27,710	\$36,311.60
Public Safety Officer	112	NE	\$23,286	\$27,710	\$36,311.60
Senior Enrollment Clerk	112	NE	\$23,286	\$27,710	\$36,311.60
Telecommunications & Network Systems Technician	112	NE	\$23,286	\$27,710	\$36,311.60
Testing Specialist	112	NE	\$23,286	\$27,710	\$36,311.60
Circulation Technician	113	NE	\$24,217	\$28,819	\$37,763.44
Information Technology Support Specialist	113	NE	\$24,217	\$28,819	\$37,763.44
Purchasing Assistant	113	NE	\$24,217	\$28,819	\$37,763.44
CIT Support Technician	114	NE	\$25,186	\$29,971	\$39,274.56
Human Resources Aide	114	NE	\$25,186	\$29,971	\$39,274.56
Library Technical Assistant I	114	NE	\$25,186	\$29,971	\$39,274.56
Staff Assistant II	114	NE	\$25,186	\$29,971	\$39,274.56
Student Accounts Supervisor	114	NE	\$25,186	\$29,971	\$39,274.56
Technology Services Assistant	114	NE	\$25,186	\$29,971	\$39,274.56
Academy Services Specialist	115	NE	\$26,193	\$31,170	\$40,844.96
Computer Support Technician	115	NE	\$26,193	\$31,170	\$40,844.96
Equipment Mechanic	115	NE	\$26,193	\$31,170	\$40,844.96
Registration Specialist	115	NE	\$26,193	\$31,170	\$40,844.96
Mail Coordinator	116	NE	\$27,241	\$32,417	\$42,478.80
Maintenance Technician I	116	NE	\$27,241	\$32,417	\$42,478.80
Office Manager	116	NE	\$27,241	\$32,417	\$42,478.80
Sign Language Interpreter	116	NE	\$27,241	\$32,417	\$42,478.80
Computer Operations Specialist	117	NE	\$28,331	\$33,714	\$44,178.16
Custodial Superintendent	117	E	\$28,331	\$33,714	\$44,178.16
Foundation Alumni Relations Coordinator	117	NE	\$28,331	\$33,714	\$44,178.16
Intramurals Coordinator	117	NE	\$28,331	\$33,714	\$44,178.16
Library Technical Assistant II	117	NE	\$28,331	\$33,714	\$44,178.16

POSITION TITLE	PAY GRADE	EXEMPT/ NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Senior Staff Assistant	117	NE	\$28,331	\$33,714	\$44,178.16
Engineering Technician	118	NE	\$29,464	\$35,062	\$45,945.12
Executive Assistant I	118	NE	\$29,464	\$35,062	\$45,945.12
Locksmith	118	NE	\$29,464	\$35,062	\$45,945.12
Maintenance Technician II	118	NE	\$29,464	\$35,062	\$45,945.12
Property Records Specialist	118	NE	\$29,464	\$35,062	\$45,945.12
Senior Contracts and Grants Accountant	118	NE	\$29,464	\$35,062	\$45,945.12
Campus Resource Advisor	119	NE	\$30,643	\$36,465	\$47,783.84
Executive Assistant II	119	NE	\$30,643	\$36,465	\$47,783.84
Campus Police Officer	120	NE	\$31,868	\$37,923	\$49,694.32
Executive Assistant III	120	E	\$31,868	\$37,923	\$49,694.32
Executive Coordinator	120	E	\$31,868	\$37,923	\$49,694.32
HVAC/Building Automation Specialist	120	NE	\$31,868	\$37,923	\$49,694.32
Senior Engineering Technician	120	E	\$31,868	\$37,923	\$49,694.32
Supervisor Landscape Services	120	E	\$31,868	\$37,923	\$49,694.32
Campus Police Corporal	122	E	\$34,469	\$41,018	\$53,749.28
Dining Facilities Manager	126	E	\$40,324	\$47,985	\$62,879.44
Facilities Maintenance Superintendent	127	E	\$41,937	\$49,904	\$65,395.20

RETIREEES

For the purpose of extending College retirement benefits other than the Retirement Incentive Plan, a retiree shall be defined as either:

- 1) an employee who meets the retirement criteria under the Florida Retirement System (FRS) Pension Plans and draws a retirement benefit from FRS; or
- 2) an employee who is under an OR retirement plan or FRS Investment Plan and draws a benefit from the TCC-paid ORP or FRS Investment Plan and who has at least six years of creditable service as defined by FRS.

SPECIAL RETIREE PAY 401A PLAN

Effective November 1, 2000, all employees at time of retirement from the College shall participate in the Special Retiree Pay plan by transferring an IRS-defined amount into a 401a defined contribution account.

The amount transferred into the account is exempt from FICA taxes, and payment of federal withholding taxes is deferred until funds are withdrawn from the plan by the retiree at a later date. If an employee has not reached age 55 or older at the time of separation of service, any funds withdrawn from the 401a account may be subject to a ten (10) percent penalty for early withdrawal in accordance with IRS regulations.

The 401a contribution shall be calculated not to exceed one hundred (100) percent of the total of the employee's salary plus terminal pay up to the maximum allowed by IRS; however, the contribution cannot exceed the amount of the employee's terminal pay. The salary period for calculation will be based on the College's fiscal year (July 1 through June 30).

Complete information about the Special Retiree Pay plan is available in the Human Resources Department.

PHASED RETIREMENT PROGRAM (PRP)

When a full-time faculty member participating in the Florida State Retirement System has achieved both a minimum of ten (10) years of instructional service and normal retirement eligibility as defined by Florida Statutes, that employee becomes eligible to apply to participate in the Phased Retirement Plan (PRP).

Faculty participating in the Community College Optional Retirement Program (CCORP) are ineligible to participate in the PRP.

Faculty members will have a window of up to three (3) years or thirty-six (36) months after attaining eligibility for normal retirement within which they may apply to retire under the PRP provisions. Failure to do so within time period will result in the forfeiture of eligibility for the program.

Faculty members who decide to participate in the PRP must provide a written request to the Vice Presidents for Academic Affairs and Administrative Services prior to the expiration of their eligibility. The written request must be submitted not less than one hundred (100) calendar days prior to the effective date of retirement.

Faculty are not eligible to participate in the Deferred Optional Retirement Program (DROP) and Phased Retirement Program (PRP) simultaneously, however, faculty participating in DROP may withdraw from participation in DROP to participate in the PRP for the remainder of the elected DROP period. The written request must be submitted not less than sixty (60) calendar days prior to the withdrawal date.

Complete information about the PRP is available in the Human Resources Department.

DEFERRED RETIREMENT OPTION PROGRAM (DROP) - 121.091(13) FS

The Deferred Retirement Option Program (DROP) is an alternative method for payout of retirement benefits. Any employee who is a vested member of the Florida Retirement System Pension Plan (FRS) and who reaches normal retirement either by number of years and/or age shall be eligible to participate in DROP.

An employee wishing to elect DROP must provide written notification of intent to their immediate supervisor and the Vice President for Administrative Services & Chief Financial Officer not less than sixty (60) calendar days prior to the date of DROP retirement.

At the time of election for DROP, in order to have the maximum salary credit for the FRS calculation, the employee will be paid the six day reserve (which was withheld at original appointment), if appropriate, as outlined in the current Board-approved Salary Schedule. However, another six day reserve will be withheld from the employee's pay received the month following the effective date of DROP. The second six day reserve will be refunded at termination as outlined in the current Board-approved Salary Schedule.

An employee participating in DROP may elect to be paid for unused annual leave at the employee's current rate of pay, to the extent that the payment does not exceed the maximum payout for annual leave in the TCC Policy Manual. If this payment is less than the maximum, the balance of the employee's unused annual leave shall be paid at termination of employment, not to exceed the maximum payout for annual leave in the TCC Policy Manual.

Annual leave shall be earned during the DROP period, and unpaid annual leave shall be carried forward until used or paid at termination. Annual leave paid at termination shall not be counted in the retirement calculation.

Sick leave shall be earned during the DROP period, and unpaid sick leave shall be carried forward until used or paid at termination. All sick leave allowable per 121.091 F.S. up to a maximum of 480 hours shall be paid at termination at the current hourly rate of the employee.

When an employee retires and enters the DROP program, the contribution amount into the 401a will be calculated based on fiscal year salary and terminal pay in increments.

If an employee is participating in the DROP and the retirement incentive, the retirement incentive payout shall occur as outlined in the retirement incentive sections of the Board-approved Salary Schedule.

Complete information about DROP is available in the Human Resources Department.

RETIREMENT INCENTIVE

If an employee who was hired prior to July 1, 1995, elects to retire within thirty-six (36) months from achievement of normal retirement as defined in 121.091(1) F.S. or 238.07 F.S., the College shall pay up to a maximum of one thousand four hundred forty (1,440) hours of sick leave as allowed by 1012.865(2)(d)5F.S. This compensation shall be calculated at the hourly rate of pay at termination.

Any employee not choosing to exercise the above option shall not be eligible for the retirement incentive plan and shall follow the procedures in accordance to the sick leave payout policy as stated in the Policy Manual.

Retirees exercising the retirement incentive shall receive compensation as follows:

First payment: at the time of retirement, a ten percent (10%) incentive shall be paid based on the salary at retirement for those using the retirement incentive option. This incentive will be deposited into the Special Retiree Pay 401a/403(b) plan in accordance with IRS regulations.

Second payment: that portion of the accumulated sick leave hours which represents zero to four hundred eighty (0 - 480) hours with payment made into the Special Retiree Pay 401a plan five (5) months from termination.

Third payment: that portion of the accumulated sick leave hours which represents four hundred eighty-one to nine hundred sixty (481 - 960) hours with payment made into the Special Retiree Pay 401a/403(b) plan twenty-six (26) months from termination.

Fourth payment: that portion of the accumulated sick leave hours which represents nine-hundred and sixty-one to one thousand four hundred forty hours (961 - 1,440) with payment made into the Special Retiree Pay 401a/403(b) plan thirty-nine (39) months from termination.

Anyone wishing to retire must provide written notification of intent to their immediate supervisor and the Vice President for Administrative Services not less than sixty (60) calendar days prior to the date of retirement in order to participate in the retirement incentive.

REEMPLOYMENT PROVISIONS FOR RETIREES

Retirees shall have retired per 121.091(1) FS or 238.07 FS and shall have completed seven (7) years of service at the College.

Retirees and prospective retirees shall apply to the appropriate cost center administrator ninety (90) days prior to the term for which they wish to be considered for hire back. A contract shall be for no more than nine (9) credit hours per term for adjunct faculty. An Other Personal Services (OPS) authorization may be for up to forty (40) hours per week. The need to employ a senior adjunct faculty member in any given term is based on the College's need to add course sections beyond those that can be taught by the full-time faculty members. The need to employ a senior OPS staff member is based on the College's need to have work performed beyond that which can be performed by full-time staff.

The retiree shall confirm his/her availability with the appropriate cost center administrator in accordance with the cost center guidelines for such notification by the retiree.

No benefits of a full-time position shall accrue to the senior adjunct faculty or senior OPS employee except those provided in Statute or State Rule. The senior retiree shall perform only those duties normally performed by adjunct faculty or OPS employees.

For senior retirees, the salary shall be established at one point one (1.1) of the rate regular adjunct faculty earn for the degree the individual holds or one point one (1.1) of the appropriate OPS hourly rate.

HOURLY EMPLOYEES (OPS & WORK-STUDY STUDENTS)

Hourly employees are hired to fill temporary positions created to accomplish a specific task within a specific time. These employees work on an "as needed" or "available funds" basis and are compensated on an "hours worked" basis only. An hourly employee does not serve on a contractual basis, nor does the authorization form for hire constitute a contract. Hourly employees are classified as Other Personal Services (OPS), including Tutors and Work-Study Students. These employees are non-exempt and covered under the overtime provisions of the Fair Labor Standards Act (FLSA).

OTHER PERSONAL SERVICES (OPS)

Non-TCC students employed in this category will be subject to a 1.45 percent Medicare tax and will be required to contribute 7.5 percent to the FICA Alternative Plan. After employees work a minimum of 2080 hours, they are subject to combined FICA and Medicare taxes of 7.65 percent and are eligible for employer contributions in the Florida Retirement System (FRS).

Hourly rates for OPS employees should be determined based on the comparability of work assigned to established Classified Staff/Professional positions (similar pay for similar work). Any rate beyond \$24.87 per hour (pay grades 233-235, OPS VI) for an OPS employee must have special approval by the Vice President for Administrative Services and Chief Financial Officer.

All OPS employees will be compensated according to the following schedules:

COMPARABLE CLASSIFIED STAFF HOURLY RATES		
LEVEL	EQUIVALENT PAY GRADE	EQUIVALENT HOURLY RATE
OPS I	-	\$7.25 - \$8.49
OPS II	106 -109	\$8.60 - \$10.34
OPS III	110 -114	\$10.35 - \$12.41
OPS IV	115 - 120	\$12.42 - \$15.49
OPS V	121 - 126	\$15.50 - \$19.52
OPS VI	127	\$19.53 - \$24.87

COMPARABLE CS - PROFESSIONAL HOURLY RATES		
OPS LEVEL	EQUIVALENT PAY GRADE	EQUIVALENT HOURLY RATE
OPS IV	217 - 220	\$12.42 - \$15.49
OPS V	221 - 226	\$15.50 - \$19.52
OPS VI	227 - 232	\$19.53 - \$24.87

OTHER PROVISIONS

1. **Classified Staff Replacements:** OPS employees working as temporary replacements for classified staff on approved leave shall be paid the minimum hourly wage for the position classification to which they are assigned. No other use of classified staff titles for OPS employees is appropriate.
2. **Transcripts:** OPS employees whose responsibilities have degree requirements must have an unofficial transcript on file in the Human Resources Department in order for appropriate compensation rate to be determined. In order for these workers to receive a second paycheck, the official transcript showing the degree must be on file in the Human Resources Department.
3. **Rate Changes:** All OPS rate changes require either an OPS authorization with the new rate or an OPS change form.
4. **Timesheet Reporting Period:** The reporting period for OPS timesheets is the same as the reporting period for non-exempt staff (see page 43).
5. **Timesheet Submission:** OPS employees are to submit timesheets to their supervisor as soon as possible after the end of the monthly reporting period in order to meet payroll deadlines.

If the timesheet is not turned in to the supervisor in a timely manner, the employee may be required to wait until the next payroll cycle to receive compensation for that reporting period. The final decision in that case rests with the Vice President of Administrative Services and Chief Financial Officer.

WORK-STUDY STUDENTS

Student personnel may qualify to work under the Federal College Work-Study (FCWS) program for a specified number of hours as determined by the Financial Aid Office. Work-study students are not eligible to receive employee benefits and are exempt from Social Security and Medicare taxes.

The hourly rate for work-study student employees is \$7.75 per hour.

OTHER PROVISIONS

1. **Timesheet Reporting Period:** The reporting period for Work-Study timesheets is the same as the reporting period for non-exempt staff (see page 43).
2. **Timesheet Submission:** Work-Study employees are to submit timesheets to their supervisor as soon as possible after the end of the monthly reporting period in order to meet payroll deadlines.

If the timesheet is not turned in to the supervisor in a timely manner, the employee may be required to wait until the next payroll cycle to receive compensation for that reporting period. The final decision in that case rests with the Vice President and Chief Financial Officer.

**TIMESHEET PERIODS FOR NON-EXEMPT STAFF
(INCLUDING OPS AND WORK-STUDY STUDENTS)**

June 6 - July 17, 2010

July 18 - August 14, 2010

August 15 - September 11, 2010

September 12 – October 16, 2010

October 17 – November 13, 2010

November 14 – December 4, 2010

December 5, 2010 – January 15, 2011

January 16 – February 12, 2011

February 13 – March 12, 2011

March 13 – April 16, 2011

April 17 – May 14, 2011

May 15 – June 11, 2011