



TALLAHASSEE STATE COLLEGE

ANNUAL SALARY SCHEDULE

2024 - 2025

Prepared by Human Resources

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INTRODUCTION

The Tallahassee State College's Salary Schedule is established annually pursuant to s.1001.64(18), F.S. The President recommends the Salary Schedule to the College's District Board of Trustees ("Board") at the June Board Meeting and, once adopted, it becomes the sole instrument used to determine employee compensation and supersedes all rules, handbooks and other policies. The Salary Schedule is not intended to create and/or be interpreted as a contract of employment nor does the Salary Schedule give employees the right to or an expectancy of continued employment.

PURPOSE

This Salary Schedule is 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 fair treatment of employees through internal consistency;
- Provide a clear and concise reference for fair compensation decisions;
- Serve as a guide regarding employee salaries so that the compensation structure remains responsive to changes in the marketplace, the organization and funding availability.

ACCREDITATION

Tallahassee State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. The Bachelor of Science in Nursing (BSN) degree program is accredited by SACSCOC and the Accreditation Commission for Education in Nursing (ACEN).

WEBSITE

This Salary Schedule may be viewed online at:

[Salary Schedule 2024 - 2025](#)

GENERAL PROVISIONS

Effective Date

January 1, 2025

Budgeted Personnel Costs

The budget for salaries and benefits is approved annually by the Board as a major component of the College's Operating Budget. The budgeted costs are based on the annual amount required for each authorized position filled or to be filled. Throughout the year, the President and the Vice President of Administrative Services & Chief Business Officer are responsible for maintaining the salary budget. Funding provisions within this Salary Schedule are subject to the maximum identified by the President. Budgeted compensation for those individuals identified in s.1012.885 and 1012.886, F.S. are considered budgeted from appropriated state funds up to the allowable statutory limit, and any budgeted compensation in excess of said statutory limit considered budgeted proportionally from other college operating revenues sources, such as tuition and fees and other available funds.

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 Board 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 the College's budget priorities.

Eligible employees must be in good standing and not on a performance improvement plan. Additionally, employees must be in a regularly established position not grant funded, OPS, PSAV or PSC.

Probationary employees are not eligible for salary increases until the first of the following month after non-probationary status is obtained.

Pay Dates

All College employees shall be paid on a monthly basis. 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 Business Officer.

If an error has been noted in regard to wages, compensation, initial or promotional placement and is discovered, the wages of that employee will be adjusted accordingly. In the case of underpayment, the employee's pay rate will be adjusted in the present year. In the event of an overpayment, the College will collect all monies owed via payroll deduction or through the College's collection process if for a former employee. If necessary, the College may utilize a third-party collection agency to collect funds from former employees and any applicable collection fees would be assessed to the former employee's outstanding balance.

Addition of Positions and Job Classifications

Additional job titles, job descriptions and classifications may be developed as needed based upon the recommendation of the appropriate Vice President and Human Resources, with approval from the President. It is not necessary for the Board to approve new job titles, job descriptions and classifications.

Contracts and Grants Personnel

The College shall adhere to the established classification plan, salary schedules, and appointment procedures when appointing grant personnel. Exceptions to the College's standard practices must be recommended by the Director of Financial Services, Vice President of Administrative Services & Chief Business Officer, Human Resources Director and approved by the President, and documented fully in the personnel files of the concerned employees.

When a new position is grant-funded, a job description is developed by the supervisor and Human Resources. Based on the duties, Human Resources places the position at the appropriate classification on the Salary Schedule; the salary may be specified by the grant. College funding beyond the grant period is

determined by business necessity and other factors. Employees holding a grant-funded position are required to record grant-funded hours separately from College-funded hours.

The President may designate specific college closure periods that may/may not coincide with the terms of a specific grant. College funding outside of days identified as regular scheduled holidays or regular workdays identified by the grant-funded position is determined by the terms/conditions of the grant, business necessity and/or other controlling factors.

Board approved salary increases for personnel employed under federal/state grants will be granted only if the increases are budgeted in the grants.

Wireless Allowance Plans

Approved requests for wireless allowance plans may be made at any time during the fiscal year in Workday. Plans are determined on a year-to-year basis and may be rescinded and/or modified by College management. This allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay. It also is not reportable wages for College paid retirement plans. It will be counted as earned income for W-2 purposes.

Terminal Pay

Shall be calculated and determined in accordance with College Policy or the controlling terms and conditions of a contract and/or grant.

Other Provisions

Under special circumstances, the Board 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 Board. Changes to the approved Salary Schedule may only be made by the Human Resources Director with approval from the President or Vice President of Administrative Services & Chief Business Officer.

To attract and/or retain faculty and staff, the College is authorized to make salary adjustments beyond the normal salary schedules when specifically authorized by the President. During the contract year, the President is authorized to offer special contract terms to qualified faculty and staff as additional incentive for recruitment and/or retention of these employees. In instances where the marketplace salary or promotional placement for certain positions is beyond the maximum of the approved salary range or initial placement on the Salary Schedule, the President may recommend appropriate salary figure. Documentation must be provided to Human Resources by the requesting department that supports the adjustment.

SALARY STATEMENT

The Board determines the President's salary. The President, in turn, determines the salaries of his direct reports. As shown by Appendix B, all Classified Staff positions are assigned to a specific salary range based upon a fully documented assessment and approval from the President and Board.

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. FLSA 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). Effective November 15, federal guidelines require exempt positions earn a minimum of \$35,568 annually and meet additional federal requirements.

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 which includes the salary threshold as described above.

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 hours per week to be paid in the form of compensatory leave.

Essential Personnel

In the event of extraordinary situations, the college may suspend normal operations and classes in whole or in part. In such instances, staff designated as essential personnel must fulfill duties to: (1) ensure the continuation of critical College operations; (2) attend to the needs of students and other members of the College community; and (3) protect the College's assets. Essential personnel may be exempt or non-exempt under FLSA standards and are designated by the appropriate executive team member.

EMPLOYEE CLASSIFICATIONS

Executive, Administrative and Managerial/Professional

These are high-level strategic planning, policymaking and management positions. The duties of these positions include planning, directing, developing, organizing and utilizing College resources (human, material, financial and facility resources). These positions are considered exempt positions under FLSA standards.

Executive Positions/Senior Management

The following positions are designated as Senior Management as outlined in the College's Policy and defined by the Florida Retirement System: President (GL Code 51000), Provost and Vice President of Academic Affairs (GL Code 51000), Vice President (GL Code 51000), Associate Vice President (GL Code 51200), Assistant Vice President (GL Codes 51201 and 51202) and Executive Director (GL Code 51000).

Administrative Positions

The following positions are designated as Administrative: Dean (GL Code 51100) and Associate Dean (GL Code 51100). Administrators are designated as Select Exempt for leave purposes as outlined by the College's Policy.

Managerial/Professional Positions

Positions designated as Managerial/Professional (GL Code 53000) are listed by Appendix A. Managerial/Professional positions are designated as Select Exempt for leave purposes as outlined by the College's Policy.

Faculty

These positions are officially designated by the Board as instructional. The primary and predominant activities of such positions involve direct instruction. These positions are considered exempt positions under FLSA standards. These positions are governed under the College's collective bargaining agreement.

Non-Teaching Faculty

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. These positions are governed under the College's collective bargaining agreement.

Classified Staff/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.

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.

Time Limited

This class of positions is created to cover the College's employment need in any classification. Time Limited positions are restricted to serve no more than ten (10) months during the College's fiscal year and benefit restrictions are also associated with this class. These positions may be designated as exempt or non-exempt under FLSA standards and must be approved by the President.

- Other Personal Services (OPS)
- Professional Service Contracts (PSC)
- Adjuncts
- Post-Secondary Adult Vocational (PSAV)
- Work-study Students
- Adult Education
- Continuing Education Instructors

ORIGINAL APPOINTMENTS AND STARTING SALARY DETERMINATIONS

Recommendations for original appointments and starting salaries are made to Human Resources. Formal offers of employment are made by Human Resources, subject to the approval from the President and Board, and in accordance with all applicable laws, rules, and policies.

When the desired effective date of an appointment predates the next regularly scheduled Board meeting, the President or his designee is authorized to tentatively approve the appointment. Final authorization is subject to approval from the Board.

President – The starting salary of the President is determined by the Board.

Executive/Senior Management - The starting salary for persons in a Vice President, Assistant Vice President or Associate Vice President shall be determined by the President.

Administrative - The starting salary for persons selected for an Administrative Position shall be determined by the President on the recommendation of the appropriate Vice President and Human Resources. 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.

Managerial/Professional - The starting salary for persons in a Managerial/Professional Position shall be determined by the President on the recommendation of the Human Resources Director and appropriate Vice President or Executive Director.

Classified Staff - The starting salary for persons in a Classified Staff Position will be at the base of the salary range. The appointment salary may increase by up to twelve percent (12%) of the base 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 (12%) of the base rate must be approved by the President.

Faculty and Non-Teaching Faculty – Matters related to full time Faculty compensation are covered in the Collective Bargaining Agreement. The Collective Bargaining Agreement can be accessed by: [TSC - UFF Contract](#).

Verification of Experience and Education

Previous work-related experience considered in the starting 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 Human Resources prior to the employee's appointment and shall include the dates of employment, job title, hours worked weekly, and an authorizing signature.

If verification of previous work-related experience or education is not received by Human Resources prior to hiring, the employment offer may be rescinded.

Starting salary will be determined by employment verifications received at the time of hire.

Transcripts/Certificates/Licensures

For all positions, copies of transcripts, certificates or licenses are required prior to hiring approval and official transcripts are required within thirty (30) days of hire date. If an individual fails to provide an official transcript to Human Resources within 30 days of their original appointment, the employee may cease to receive compensation and necessary action may be taken to terminate the employee.

EDUCATIONAL ATTAINMENT/DEGREE CHANGE

A non-probationary employee who obtains a higher-level degree after being employed beyond the minimum degree required for their position from a regionally accredited institution, shall be eligible to receive a 2% salary increase to their base pay. Provided funds are available in the departmental budget, the salary increase shall be effective the first month following receipt of the official transcript by Human Resources. It is the employee's responsibility to obtain and submit the official transcript to Human Resources.

Credit for educational attainment shall be granted only when an official transcript reflecting the degree is received in Human Resources. Original transcripts shall be placed in the employee's personnel file in Human Resources. Processing of the increase will begin upon receipt of the required documentation and will be effective with the next available pay period.

TEMPORARY ASSIGNMENTS

Upon recommendation by the appropriate Vice President or Executive Director and Human Resources, employees may be given a temporary work assignment which encompasses duties and responsibilities of a different and advanced nature for a specified, limited period of time. After working 2 weeks (10 consecutive business days), an employee may be given a pay supplement of up to ten percent (10%) with the approval from the appropriate Vice President or Executive Director and Human Resources. Temporary assignments may be rescinded at any time and do not constitute a promotion. During this limited period of assignment, this pay supplement will not be added to the employee's base pay and will not be included in the calculation of percentage increases to base pay. It also is not reportable wages for College paid retirement plans. It will be counted as earned income for W-2 purposes.

Interim Positions

An employee may be appointed to an interim position by the President. Interim appointments shall not exceed two (2) years.

Acting Assignment as Executive or Administrator

An employee may be designated as "acting" by the President. The acting appointment shall not exceed six (6) months unless authorized by the President.

Additional Duties

An employee may be assigned additional duties due to hard to fill or challenging recruiting efforts (documented by unsuccessful advertisements); or the current incumbent who is responsible for the work is absent due to a serious health condition; or some other situation creates an undue hardship on the operations of the College. The additional duties stipends shall not exceed two (2) years.

Extraordinary Task or Project

An employee may be assigned a task or project that is beyond the scope of the employee's regular duties.

Overlap in Position

Up to a two (2) month overlap in any 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.

RECLASSIFICATION/ORGANIZATIONAL CHANGES

When a position is reclassified to a higher or lower salary level or grade, adjustments to salary may be handled in the same manner as a promotion or demotion. Departmental or institutional reorganizations may be recommended and submitted for consideration during the budget process each year. Exceptions to this rule will be determined by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer and approved by the President. Requests for reclassifications shall be made using the Request for Reclassification form as provided by Human Resources.

Promotion: Occurs when an employee is appointed to a position in a job classification that has a higher pay grade or level. Upon promotion, the employee will receive either an increase in salary to the minimum of the new pay grade/level or the amount an employee would have been eligible for as a new hire; whichever

is greater. In any occurrence whereby an employee is assigned to a higher pay grade or level, the promotional increase should be up to ten (10%) percent.

Demotion: Occurs when an employee is transferred to a position in a job classification that has a lower pay grade or level. A demotion may be voluntary or involuntary. For voluntary and involuntary demotions, the employee's salary will be reduced by at least ten (10%) unless otherwise determined by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer and approved by the President. There shall be no salary increase as a result of a demotion. For Classified Staff, the new demoted salary will not exceed the maximum amount of the demoted position's pay grade. When positions are reclassified into a lower pay grade or level and employees are involuntarily moved for non-performance related issues, the employee's salary may remain the same unless otherwise determined by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer and approved by the President.

If an employee is demoted back to a class or pay grade in which they previously served, the employee's salary will be reduced by the aggregate amount of all promotional increases received since holding the class or pay grade.

Reassignment/Lateral/Transfer: Occurs when an employee is reassigned to an established position in a job classification with the same pay grade or level. If the reassignment results in a different job location/department, it shall be deemed a transfer. In either action, there shall be no salary increase or decrease as a result of a lateral or transfer. Reassignments may occur at the discretion of College management.

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.

WORK SCHEDULE

For full-time Executive, Administrative, Managerial/Professional and Classified employees, the work schedule is generally detailed as 40 hours per week. All employees, unless absent for approved purposes, are required to perform their assigned duties during the designated workdays of the College. The President shall establish a standard work week for all personnel predicated on the needs of the College and may authorize departures from the standard workday/work week.

FULL-TIME FACULTY

Matters related to full-time faculty (teaching and non-teaching) compensation are covered in the Collective Bargaining Agreement. The Collective Bargaining Agreement can be accessed by: [TSC - UFF Contract](#).

ADJUNCTS (Credit/Contract Hours)

1. Credit and Contact Hours: Adjuncts teaching on a credit/contact hour basis as defined in the District Board of Trustees Policy Manual are hired according to degree and appropriate subject matter credentials. Adjuncts are paid for classroom instruction, office hours, grading and preparation time based on a time formula consistent with full time teaching faculty weekly commitments for the same work.

Adjuncts teaching on a credit/contact hour basis as defined in the District Board of Trustees Policy Manual shall be paid according to the following credit hour rates:

Academic Credentials	Credit Hour Rates
Doctorate	\$884
Master's	\$821

Bachelor's	\$745
Less than Bachelor's with program specific credentials and Associate degree	\$657

Substitutes: Substitute instructors shall be paid per class hour for lecture as follows:

Academic Credentials	Class Hour Rates
Doctorate	\$31
Master's	\$29
Bachelor's	\$26
Less than Bachelor's with program specific credentials and Associate degree	\$24

If a substitute is needed for more than one day of instruction, the Provost may authorize a supplemental contract paid at the semester credit hour rate for the degree of the substitute calculated on a ratio of days taught by the substitute.

2. Clinical Hours:** Adjuncts teaching clinicals, clinically related labs or dental assisting on an hourly basis in credit hour programs, shall be paid according to the following clinical hourly rates. This instruction includes student assessment and feedback as part of the time scheduled. Separate office hours or preparation time are not required.

Academic Credentials	Clinical Hour Rates
Doctorate	\$53
Master's	\$45
Bachelor's	\$37
Less than Bachelor's with program specific credentials and Associate degree	\$33

Substitutes: Substitutes for clinicals and clinically related labs shall be paid according to approved clinical hours as follows:

Academic Credentials	Clinical Hour Rates
Doctorate	\$46
Master's	\$41
Bachelor's	\$32
Less than Bachelor's with program specific credentials and Associate degree	\$29

3. Adjunct Advancement Program: Adjuncts who have completed the Adjunct 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/Contact Hours: Adjunct Professors teaching on a credit/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	\$1007
Master's	\$934
Bachelor's	\$849
Less than Bachelor's with program specific credentials and Associate degree	\$752

Clinical Hours:** Adjunct Professors teaching clinicals and clinically related labs and dental assisting on an hourly basis, shall be paid according to the following clinical hourly rates:

Academic Credentials	Clinical Hour Rates
Doctorate	\$59
Master's	\$52
Bachelor's	\$44
Less than Bachelor's with program specific credentials and Associate degree	\$40

4. Retirees: Returning retirees working as Adjunct Professors teaching on a credit/contact hourly basis as defined in the Policy Manual, shall be paid according to the following credit hour rates:

Academic Credentials	Credit Hour Rates
Doctorate	\$973
Master's	\$904
Bachelor's	\$820
Less than Bachelor's with program specific credentials and Associate degree	\$725

5. Pay Adjustments for Absences: Compensation shall be adjusted for any classes or final exams missed by Adjuncts or Adjunct Professors.

Adjuncts who miss scheduled work hours will have pay reduced for class lectures and office hours as follows:

Academic Credentials	Class and Office Hour Rates
Doctorate	\$31
Master's	\$29
Bachelor's	\$26
Less than Bachelor's with program specific credentials and Associate degree	\$24

Note: Adjustments are made based on accepted practice for a credit hour 50-minute class equaling 60 clock minutes. Other class times (75 minutes equaling 90 clock minutes) are similarly adjusted.

If a substitute is needed for more than one day of instruction, the /Provost may authorize a supplemental contract paid at the semester credit hour rate for the degree of the substitute calculated on a ratio of days taught by the substitute.

Clinical hour faculty salary will be reduced for the hours missed according to the table in (2) Clinical Hour above.

****The College may offer additional compensation for positions where specialized credentials or experience are required. Such compensation may be a one-time payment or a temporary increase up to twenty percent (20%) of the hourly rates listed in the table above at the College's discretion.**

ADJUNCTS (Clock Hours)

- 1. Florida Public Safety Institute:** Adjuncts teaching on a clock hourly basis in non-credit hour program shall be paid according to the following clock hourly rates. This instruction includes student assessment and feedback as part of the time scheduled. This includes Post-Secondary Adult Vocational (PSAV) assignments. Separate office hours or preparation time are not required.

Academic Credentials	Clock Hour Rates
Doctorate	\$53
Master's	\$45
Bachelor's	\$37
Less than Bachelor's with program specific credentials and Associate degree	\$33
Professional certification or licensure	\$32

Substitutes: Substitutes for clock hours shall be paid according to approved clock hours as follows:

Academic Credentials	Clock Hour Rates
Doctorate	\$46
Master's	\$41
Bachelor's	\$32

Less than Bachelor's with program specific credentials and Associate degree	\$29
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2. Adult Education: The maximum permissible rate for adjunct instructors teaching adult education courses on a clock hour basis shall be the following:

Academic Credentials	Clock Hour Rates
Doctorate	\$32
Master's	\$30
Bachelor's	\$26

3. Workforce Development: The permissible rate for adjunct instructors teaching on a clock hour basis shall be the following:

Credentials	Clock Hour Rates
Professional certification or licensure	\$40 - \$47

Upon the recommendation from the appropriate Vice President or Executive Director and Human Resources, the President may authorize a higher rate of pay for courses where special expertise is required or the market for available instructors dictates.

DIS COURSES

Instructors teaching courses through 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
Masters	\$26	\$78	\$104	\$130
Bachelors	\$25	\$75	\$100	\$125
Less than Bachelors with program specific credentials and Associate degree	\$24	\$72	\$96	\$120

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 Rates by Academic Degrees (when appropriate to course taught):

Academic Credentials	Maximum Hourly Rates
Doctorate	\$51
Masters	\$36
Bachelors	\$32
Associate	\$31
Professional certification or licensure	\$30

CLASSIFIED STAFF/PROFESSIONAL POSITIONS

Positions assigned to these classifications are designated by their paygrade (in either 100 or 200 series) as referenced in Appendix B. These positions may be designated as exempt or non-exempt under FLSA standards.

Shift Differential

Environmental Service Technicians that have the majority of their work hours assigned to shifts outside of the College's regular business hours shall receive an additional \$2.00 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.

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 proper member of the Executive Team. After finalization, the trainee recommendation should be submitted to the Vice President of Administrative Services & Chief Business Officer.

Upon completion of the one-year trainee period, the Classified Staff employee will be required to serve a six (6) month probationary period.

Sworn Law Enforcement

The original appointment salary for sworn law enforcement positions shall be determined by the Vice President of Administrative Services & Chief Business 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 Sergeant
- Campus Police Lieutenant
- Chief of Police

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 volunteer law enforcement services to the College in accordance with TSCPD General Orders and may be 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 for OPS law enforcement services beyond the volunteer hours required by TSCPD General Orders shall be at the rate of at least \$15.45 per hour.

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. Assistant Coaches may be hired in a 10-month professional services contract.

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.

Other Classified Staff Provisions

1. **Timesheet Reporting Period:** The reporting period for some Classified staff that hold a non-exempt role is outlined by Appendix E.
2. **Timesheet Submission:** Non-exempt employees are to submit timesheets on a weekly basis to their supervisor in order to meet payroll deadlines.

If the timesheet is not turned in to the supervisor by the designated Time and Attendance lockout dates, the employee may be required to wait until the next payroll cycle to receive compensation for that reporting period.

RETIREES

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 ORP retirement plan or FRS Investment Plan and draws a benefit from the TSC-paid ORP or FRS Investment Plan and who has at least eight 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 Human Resources.

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 service years 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 Human Resources not less than sixty (60) calendar days prior to the date of DROP retirement.

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 accordance with District Board of Trustees Policy Manual. This payment can either be made upon entering DROP or at the conclusion of DROP, but will only be counted in the retirement calculation one time.

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 if the annual leave was paid upon entering DROP.

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. Sick Leave is paid out on a percentage scale as follows:

- 0-3 Years 35%
- 4-6 Years 40%
- 7-9 Years 45%
- 10 Years or more 50%, with a max of 480 hours.

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. Contributions are made to the Plan at the end of each fiscal year of the DROP period leading up to your actual retirement date. The contribution amounts are based on salary and percentage of eligible sick leave. In accordance with College policy, employees terminating prior to the end date of their DROP will be paid 100% of their eligible sick leave

balance. 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 Human Resources.

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)(5), F.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 District Board of Trustees Sick Leave 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 Human Resource Director 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. Retirees must follow reemployment rules as outlined by FRS prior to returning to employment with an FRS participating employer. Retirees include anyone retiring from the Pension Plan, Investment Plan, DROP Program, or Optional Retirement Plan. Human Resources must be contacted prior to reemployment to confirm eligibility.

TIME LIMITED EMPLOYEES

Other Personal Services (OPS)

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 FLSA and may work no more than 25 hours a week.

Non-TSC students employed in this category will be subject to the Federal Medicare tax and will be required to contribute to the Alternate FICA Plan. After employees work a minimum of 2,080 hours, they are subject to combined FICA and Medicare taxes, as mandated by state and federal law, and are eligible for employer contributions in the Florida Retirement System (FRS).

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 \$1.25 above the minimum hourly rate set by the Florida Minimum Wage Act.

Other Time Limited Provisions

1. **Timesheet Reporting Period:** The reporting period for OPS and Work-study Student employees is the same as the reporting period for non-exempt staff as outlined by Appendix D.
2. **Timesheet Submission:** OPS and Work-study Student employee are to submit timesheets on a weekly basis to their supervisor in order to meet payroll deadlines.

If the timesheet is not turned in to the supervisor by the designated Time and Attendance lockout dates, employee may be required to wait until the next payroll cycle to receive compensation for that reporting period.

Professional Services Contract (PSC)

Providers working as Professional Service Contractors serve the College in a temporary capacity to complete a specific task within a determined period of time, which may be as little as one day to no more than six (6) months. Professional Services Contracts shall not extend beyond six (6) months without approval by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer. Payments may be one time only or multiple payments as determined by the contract.

Contracts & Grants

Employees working on a contract or grant are considered time limited employees (year-to-year) or as the contract/grant budget allows. Positions in this category are funded by an agency other than the College. The College's grant funded positions are listed in Appendix C.

APPENDIX A
Pay Grades

Grade	Base
101	\$33,280.00
102	\$34,611.20
103	\$35,857.83
104	\$37,650.57
105	\$39,532.50
106	\$41,509.62
107	\$43,585.35
108	\$45,435.74
109	\$47,707.53
110	\$50,092.90
111	\$52,597.55
112	\$55,227.43
113	\$57,988.80
114	\$59,760.68
115	\$62,748.71
116	\$65,886.15
117	\$69,180.45
118	\$74,714.89
119	\$80,318.51
120	\$86,342.40
121	\$94,976.64
122	\$101,625.00
123	\$109,755.00
124	\$118,535.40
125	\$132,759.65

APPENDIX B
Managerial/Professional Positions by Alpha

Position Title	Pay Grade	Base
Associate Dean, Academic Affairs	120	\$86,342.40
Associate Dean, Applied Sciences and Technology	120	\$86,342.40
Associate Dean, Faculty Initiatives	120	\$86,342.40
Associate Dean, Healthcare Professions	120	\$86,342.40
Associate Dean, Healthcare Professions & Academic Planning	120	\$86,342.40
Associate Dean, Mathematics and Science	120	\$86,342.40
Associate Dean, Social Science	120	\$86,342.40
Associate Director, Wakulla Environmental Institute	116	\$65,886.15
Associate Vice President for Administrative Services	125	\$132,759.65
Associate Vice President of Academic Affairs	125	\$132,759.65
Chief Engagement Officer	117	\$69,180.45
Chief of Campus Police	122	\$101,625.00
College Registrar	117	\$69,180.45
Dean, Applied Science and Technology	122	\$101,625.00
Dean, Career and Academic Planning	122	\$101,625.00
Dean, Communications and Humanities	122	\$101,625.00
Dean, Enrollment Services	122	\$101,625.00
Dean, Science and Mathematics	122	\$101,625.00
Dean, Social Science	122	\$101,625.00
Dean, Student Services	119	\$80,318.51
Director of Advising	116	\$65,886.15
Director of Assessment and Accreditation	117	\$69,180.45
Director of Athletics	117	\$69,180.45
Director of Business and Workforce Development	119	\$80,318.51
Director of Business Process Improvement	119	\$80,318.51
Director of Career and Academic Planning	122	\$101,625.00
Director of Certificate Programs	117	\$69,180.45
Director of Continuing Education Programs	117	\$69,180.45
Director of Continuing Workforce Education	119	\$80,318.51
Director of Development	119	\$80,318.51
Director of Enterprise Applications	119	\$80,318.51
Director of Facilities, Planning and Construction	122	\$101,625.00
Director of Financial Services	122	\$101,625.00
Director of Grants and Special Projects	117	\$69,180.45
Director of Hospitality	117	\$69,180.45
Director of Institutional Research and Planning	119	\$80,318.51
Director of Strategic Communications	119	\$80,318.51
Director of Student Financial Services	122	\$101,625.00
Director, Call Center	116	\$65,886.15
Director, Hospitality	117	\$69,180.45
Director, Human Resources	122	\$101,625.00

Position Title	Pay Grade	Base
Director, Information Technology Infrastructure	117	\$69,180.45
Director, Information Technology User Services	117	\$69,180.45
Director, IT Consulting	117	\$69,180.45
Director, Integrated Marketing	117	\$69,180.45
Director, Learning Commons	117	\$69,180.45
Director, Library Services	117	\$69,180.45
Director, Purchasing and Auxiliary Services	119	\$80,318.51
Director, Recruiting and Admissions	116	\$65,886.15
Director, Simulation Programs	117	\$69,180.45
Director, Special Projects and Innovation	119	\$80,318.51
Director, STEM and Honors Program	117	\$69,180.45
Director, Teaching and Learning Academy	117	\$69,180.45
Director, Transfer Services	119	\$80,318.51
Director, TSC Online	117	\$69,180.45
Executive Director, Florida Public Safety Institute	123	\$109,755.00
Executive Director, Ghazvini Center for Healthcare Education & Dean of Healthcare Professions	120	\$86,342.40
Executive Director, Wakulla Environmental Institute	120	\$86,342.40

The positions listed above are designated as Managerial/Professional (GL Code 53000).

APPENDIX C
Classified Staff Positions & Pay Grades by Alpha

Position Title	FLSA Status	Pay Grade	Base
Academic Coordinator	Exempt	108	\$45,435.74
Academy Program Coordinator	Exempt	111	\$52,597.55
Academy Program Coordinator (Firearms)	Exempt	111	\$52,597.55
Academy Program Coordinator (First Responder)	Exempt	111	\$52,597.55
Academy Program Manager	Exempt	112	\$55,227.43
Accounting Coordinator	Exempt	107	\$43,585.35
Accounting Manager	Exempt	115	\$62,748.71
Accounting Manager, FPSI	Exempt	112	\$55,227.43
Accounting Specialist	Non-Exempt	104	\$37,650.57
Administrative Assistant	Non-Exempt	103	\$35,857.83
Admissions Navigator	Non-Exempt	104	\$37,650.57
Admissions Specialist	Non-Exempt	104	\$37,650.57
Adult Education Specialist	Exempt	107	\$43,585.35
Advanced and Specialized Instructional Coordinator	Exempt	111	\$52,597.55
AMTC Program Specialist	Exempt	104	\$37,650.57
Application Developer	Exempt	112	\$55,227.43
Application Specialist	Exempt	108	\$45,435.74
Applications Administrator	Exempt	115	\$62,748.71
Applications Specialist	Exempt	108	\$45,435.74
Assessment Analyst	Exempt	107	\$43,585.35
Assistant Coach	Exempt	103	\$35,857.83
Assistant Director Academic Advising	Exempt	116	\$65,886.15
Assistant Director of Federal Programs	Exempt	112	\$55,227.43
Assistant Director of IT Consulting	Exempt	116	\$65,886.15
Assistant Director of State Programs and Scholarships	Exempt	112	\$55,227.43
Assistant Director of Student Services	Exempt	110	\$50,092.90
Assistant Director, Enterprise Applications	Exempt	114	\$59,760.68
Assistant Director, Facilities	Exempt	116	\$65,886.15
Assistant Director, Financial Aid Operations and State Programs	Exempt	112	\$55,227.43
Athletic Trainer	Exempt	108	\$45,435.74
Athletics and Campus Recreation Manager	Exempt	107	\$43,585.35
Benefits and Retirement Specialist	Non-Exempt	105	\$39,532.50
Benefits Manager	Exempt	112	\$55,227.43
Budget and Cost Analysis Manager	Exempt	111	\$52,597.55
Business Analyst (Academic)	Exempt	111	\$52,597.55
Business Analyst (Admissions)	Exempt	111	\$52,597.55
Business Analyst (Advising)	Exempt	111	\$52,597.55
Business Analyst (Financials)	Exempt	111	\$52,597.55

Position Title	FLSA Status	Pay Grade	Base
Business Analyst (HR)	Exempt	111	\$52,597.55
Business Analyst (State Reporting)	Exempt	111	\$52,597.55
Business Analyst (Student Financials)	Exempt	111	\$52,597.55
Call Center Representative	Non-Exempt	102	\$34,611.20
Campus Police Dispatcher	Non-Exempt	103	\$35,857.83
Campus Police Lieutenant	Exempt	111	\$52,597.55
Campus Police Officer	Non-Exempt	107	\$43,585.35
Campus Police Sergeant	Exempt	109	\$47,707.53
Career and Academic Advisor	Exempt	107	\$43,585.35
Career and Internship Specialist	Non-Exempt	106	\$41,509.62
Career Pathways Specialist	Exempt	106	\$41,509.62
Case Manager (Student Services)	Exempt	109	\$47,707.53
Cashier	Non-Exempt	102	\$34,611.20
CJ Instructional Coordinator	Exempt	111	\$52,597.55
CJ Instructional Coordinator - Corrections	Exempt	111	\$52,597.55
CJ Instructional Coordinator, Firefighter Program	Exempt	111	\$52,597.55
Classification and Compensation Analyst	Non-Exempt	107	\$43,585.35
College Admissions Recruiter	Exempt	106	\$41,509.62
Commercial Vehicle Driving Lead Instructor	Exempt	110	\$50,092.90
Communications Skills Specialist	Non-Exempt	105	\$39,532.50
Communications Technology Manager	Exempt	109	\$47,707.53
Computer Technology Lab Manager	Exempt	108	\$45,435.74
Construction Project Services Manager	Exempt	115	\$62,748.71
Coordinator of International Student Services	Exempt	108	\$45,435.74
Coordinator, Assistant Production	Exempt	102	\$34,611.20
Coordinator, Dental Clinic Office	Exempt	107	\$43,585.35
Coordinator, Dual Enrollment	Exempt	107	\$43,585.35
Coordinator, Emergency Management and Safety	Exempt	107	\$43,585.35
Coordinator, International Student Services	Non-Exempt	108	\$45,435.74
Coordinator, Instruction and Projects	Exempt	114	\$59,760.68
Coordinator, Intramural and Assistant Coach	Exempt	103	\$35,857.83
Coordinator, Nonprofit Resources Center	Exempt	115	\$62,748.71
Coordinator, Simulation Lab	Exempt	108	\$45,435.74
Coordinator, Student Life and Leadership	Exempt	107	\$43,585.35
Coordinator, Work Based Learning	Exempt	107	\$43,585.35
Corporate Solutions Manager	Exempt	112	\$55,227.43
Counseling Center Manager	Exempt	107	\$43,585.35
Custodial Services Specialist	Non-Exempt	101	\$33,280.00
Custodial Services Superintendent	Non-Exempt	103	\$35,857.83
Custodial Services Supervisor	Non-Exempt	105	\$39,532.50
Digital Communications Specialist	Exempt	107	\$43,585.35
Digital Media Technician	Exempt	108	\$45,435.74

Position Title	FLSA Status	Pay Grade	Base
Dining Facilities Manager	Exempt	112	\$55,227.43
Dining Services Supervisor	Non-Exempt	104	\$37,650.57
Dual Enrollment Advisor	Exempt	107	\$43,585.35
Emergency Management and Safety Coordinator	Exempt	107	\$43,585.35
Employee Relations and Engagement Manager	Exempt	112	\$55,227.43
Engagement Officer	Exempt	109	\$47,707.53
Engineering Technician (Locksmith)	Exempt	107	\$43,585.35
Equipment Mechanic	Non-Exempt	103	\$35,857.83
Event Audiovisual Specialist	Exempt	105	\$39,532.50
Event Support Specialist	Non-Exempt	106	\$41,509.62
Events Coordinator	Exempt	108	\$45,435.74
Executive Assistant	Exempt	107	\$43,585.35
Executive Assistant to the President	Exempt	108	\$45,435.74
Facilities Administrator	Exempt	112	\$55,227.43
Facilities Maintenance Superintendent	Exempt	111	\$52,597.55
Facilities Manager	Exempt	113	\$57,988.80
Food Service Assistant	Non-Exempt	101	\$33,280.00
Gift Processing and Scholarship Officer	Exempt	109	\$47,707.53
Graphic Designer	Exempt	108	\$45,435.74
Head Coach, Baseball	Exempt	109	\$47,707.53
Head Coach, Men's Basketball	Exempt	109	\$47,707.53
Head Coach, Softball	Exempt	109	\$47,707.53
Head Coach, Women's Basketball	Exempt	109	\$47,707.53
Healthcare Lead Instructor	Exempt	112	\$55,227.43
Help Desk Consultant	Exempt	106	\$41,509.62
Help Desk Manager	Exempt	113	\$57,988.80
Housing Services Specialist	Non-Exempt	103	\$35,857.83
HVAC Curriculum Specialist	Exempt	111	\$52,597.55
HVAC/Building Automation Specialist	Non-Exempt	107	\$43,585.35
Instructional Designer	Exempt	110	\$50,092.90
Instruction and Project Coordinator	Exempt	114	\$59,760.68
Landscaper	Non-Exempt	103	\$35,857.83
Lead Telecommunications Specialist	Exempt	106	\$41,509.62
Learning and Development Manager	Exempt	112	\$55,227.43
Learning Commons Specialist	Exempt	105	\$39,532.50
Learning Commons Success Coach	Exempt	104	\$37,650.57
Librarian - Information Specialist	Exempt	105	\$39,532.50
Library Circulation Services Supervisor	Exempt	105	\$39,532.50
Library Services Specialist	Non-Exempt	102	\$34,611.20
Library Services Supervisor	Exempt	107	\$43,585.35
Mailroom Clerk	Non-Exempt	101	\$33,280.00
Maintenance Computer Operations Specialist	Non-Exempt	101	\$33,280.00
Maintenance Support Worker	Non-Exempt	103	\$35,857.83

Position Title	FLSA Status	Pay Grade	Base
Maintenance Technician I	Non-Exempt	104	\$37,650.57
Maintenance Technician II	Non-Exempt	105	\$39,532.50
Manager, Accounting	Exempt	115	\$62,748.71
Manager, AMTC Program	Exempt	116	\$65,886.15
Manager, Applications Development	Exempt	116	\$65,886.15
Manager, Business Operations	Exempt	111	\$52,597.55
Manager, Career Services and Specialized Student Support	Exempt	109	\$47,707.53
Manager, Computer Technology Lab	Exempt	107	\$43,585.35
Manager, FPSI Accounting	Exempt	112	\$55,227.43
Manager, Healthcare Education	Exempt	116	\$65,886.15
Manager, Nursing Lab	Exempt	108	\$45,435.74
Manager, Recruitment	Exempt	112	\$55,227.43
Manager, Student Life	Exempt	107	\$43,585.35
Manager, Systems Administration	Exempt	116	\$65,886.15
Manager, Technology Consulting	Exempt	110	\$50,092.90
Mental Health Counselor	Exempt	110	\$50,092.90
Multimedia Operations and Production Specialist	Exempt	109	\$47,707.53
Network Administrator	Exempt	115	\$62,748.71
Network Technician	Exempt	109	\$47,707.53
Office Manager	Non-Exempt	106	\$41,509.62
Outreach Coordinator (Transfer Services)	Exempt	108	\$45,435.74
Pathways Advisor - A.S. and B.S. Programs	Exempt	107	\$43,585.35
Payroll Manager	Exempt	112	\$55,227.43
Payroll Specialist	Non-Exempt	105	\$39,532.50
Practicum Coordinator	Exempt	112	\$55,227.43
Production Coordinator	Exempt	114	\$59,760.68
Program Coordinator	Exempt	109	\$47,707.53
Program Coordinator (Learning Commons)	Exempt	110	\$50,092.90
Program Coordinator for Information Technology, Online & Professional Development	Exempt	109	\$47,707.53
Project Specialist	Exempt	106	\$41,509.62
Public Safety Officer	Non-Exempt	103	\$35,857.83
Purchasing Specialist	Non-Exempt	104	\$37,650.57
Recruitment Specialist	Non-Exempt	105	\$39,532.50
Registration Specialist	Non-Exempt	104	\$37,650.57
Research Analyst	Exempt	111	\$52,597.55
Scholarship Coordinator	Exempt	104	\$37,650.57
Science Lab Assistant	Non-Exempt	103	\$35,857.83
Science Lab Manager	Exempt	108	\$45,435.74
Security Administrator	Exempt	113	\$57,988.80
Senior Accounting Specialist	Non-Exempt	105	\$39,532.50
Senior Benefits and Leave Specialist	Non-Exempt	107	\$43,585.35

Position Title	FLSA Status	Pay Grade	Base
Senior Benefits and Retirement Specialist	Non-Exempt	107	\$43,585.35
Senior Custodial Services Specialist	Non-Exempt	103	\$35,857.83
Senior Engineering Technician	Exempt	108	\$45,435.74
Senior Recruitment Specialist	Non-Exempt	107	\$43,585.35
Senior Science Lab Assistant	Non-Exempt	103	\$35,857.83
Shipping, Receiving and Mail Supervisor	Exempt	109	\$47,707.53
Simulation and Information Technology Specialist	Exempt	108	\$45,435.74
Simulation Lab Technician, HCP	Exempt	103	\$35,857.83
Software Systems Administrator	Exempt	111	\$52,597.55
Special Projects Manager	Exempt	112	\$55,227.43
Special Projects, Coordinator	Exempt	113	\$57,988.80
Sponsored Programs Coordinator	Exempt	107	\$43,585.35
Sponsored Programs Manager	Exempt	113	\$57,988.80
Store Manager, FPSI	Non-Exempt	105	\$39,532.50
Strategic Communications Specialist	Exempt	107	\$43,585.35
Student Accessibility Advisor	Exempt	107	\$43,585.35
Student Accounts Specialist	Non-Exempt	105	\$39,532.50
Student Activities Advisor	Exempt	105	\$39,532.50
Student Conduct Coordinator	Exempt	105	\$39,532.50
Student Financial Advisor	Exempt	105	\$39,532.50
Student Financials Operation Officer	Exempt	116	\$65,886.15
Student Loans Coordinator	Exempt	108	\$45,435.74
Student Services Advisor	Exempt	105	\$39,532.50
Student Success Analyst	Exempt	111	\$52,597.55
Student Success Specialist	Exempt	106	\$41,509.62
Student Support Specialist	Non-Exempt	104	\$37,650.57
Supervisor Landscape Services	Exempt	105	\$39,532.50
Sustainability Specialist	Non-Exempt	102	\$34,611.20
Systems Administrator	Exempt	113	\$57,988.80
Systems Analyst	Exempt	111	\$52,597.55
Systems Support Manager	Exempt	107	\$43,585.35
Systems Support Specialist	Exempt	106	\$41,509.62
Technology Consultant	Exempt	107	\$43,585.35
Technology and Event Consultant	Exempt	106	\$41,509.62
Testing and Retention Coordinator	Exempt	107	\$43,585.35
Testing Specialist	Non-Exempt	104	\$37,650.57
Transfer Programs and Experiences Coordinator	Exempt	108	\$45,435.74
Transfer Specialist	Non-Exempt	104	\$37,650.57
Veterans Affairs Coordinator	Exempt	107	\$43,585.35
Veterans Success Center Coordinator	Exempt	107	\$43,585.35
Video/Multimedia Producer	Exempt	108	\$45,435.74
Welding Technologies Instructor	Exempt	111	\$52,597.55
Workforce Service Manager	Exempt	112	\$55,227.43

APPENDIX D
Classified Staff Positions by Pay Grades

Position Title	FLSA Status	Pay Grade	Base
Custodial Services Specialist	Non-Exempt	101	\$33,280.00
Food Service Assistant	Non-Exempt	101	\$33,280.00
Mailroom Clerk	Non-Exempt	101	\$33,280.00
Maintenance Computer Operations Specialist	Non-Exempt	101	\$33,280.00
Call Center Representative	Non-Exempt	102	\$34,611.20
Cashier	Non-Exempt	102	\$34,611.20
Coordinator, Assistant Production	Non-Exempt	102	\$34,611.20
Library Services Specialist	Non-Exempt	102	\$34,611.20
Administrative Assistant	Non-Exempt	103	\$35,857.83
Assistant Coach	Exempt	103	\$35,857.83
Campus Police Dispatcher	Non-Exempt	103	\$35,857.83
Coordinator, Intramural and Assistant Coach	Exempt	103	\$35,857.83
Equipment Mechanic	Non-Exempt	103	\$35,857.83
Housing Services Specialist	Non-Exempt	103	\$35,857.83
Landscaper	Non-Exempt	103	\$35,857.83
Maintenance Support Worker	Non-Exempt	103	\$35,857.83
Public Safety Officer	Non-Exempt	103	\$35,857.83
Senior Custodial Services Specialist	Non-Exempt	103	\$35,857.83
Science Lab Assistant	Non-Exempt	103	\$35,857.83
Senior Science Lab Assistant	Non-Exempt	103	\$35,857.83
Simulation Lab Technician, HCP	Exempt	103	\$35,857.83
Accounting Specialist	Non-Exempt	104	\$37,650.57
Admissions Navigator	Non-Exempt	104	\$37,650.57
Admissions Specialist	Non-Exempt	104	\$37,650.57
AMTC Program Specialist	Exempt	104	\$37,650.57
Dining Services Supervisor	Non-Exempt	104	\$37,650.57
Learning Commons Success Coach	Exempt	104	\$37,650.57
Maintenance Technician I	Non-Exempt	104	\$37,650.57
Purchasing Specialist	Non-Exempt	104	\$37,650.57
Registration Specialist	Non-Exempt	104	\$37,650.57
Scholarship Coordinator	Exempt	104	\$37,650.57
Student Support Specialist	Non-Exempt	104	\$37,650.57
Sustainability Specialist	Non-Exempt	104	\$37,650.57
Testing Specialist	Non-Exempt	104	\$37,650.57
Transfer Specialist	Non-Exempt	104	\$37,650.57
Benefits and Retirement Specialist	Non-Exempt	105	\$39,532.50

Position Title	FLSA Status	Pay Grade	Base
Custodial Services Supervisor	Non-Exempt	105	\$39,532.50
Event Audiovisual Specialist	Exempt	105	\$39,532.50
Learning Commons Specialist	Exempt	105	\$39,532.50
Librarian - Information Specialist	Non-Exempt	105	\$39,532.50
Maintenance Technician II	Non-Exempt	105	\$39,532.50
Payroll Specialist	Non-Exempt	105	\$39,532.50
Recruitment Specialist	Non-Exempt	105	\$39,532.50
Senior Accounting Specialist	Non-Exempt	105	\$39,532.50
Store Manager, FPSI	Non-Exempt	105	\$39,532.50
Student Accounts Specialist	Non-Exempt	105	\$39,532.50
Student Conduct Coordinator	Exempt	105	\$39,532.50
Student Financial Advisor	Non-Exempt	105	\$39,532.50
Supervisor Landscape Services	Exempt	105	\$39,532.50
Career and Internship Specialist	Non-Exempt	106	\$41,509.62
Career Pathways Specialist	Exempt	106	\$41,509.62
College Admissions Recruiter	Exempt	106	\$41,509.62
Counseling Center Manager	-Exempt	106	\$41,509.62
Event Support Specialist	Non-Exempt	106	\$41,509.62
Help Desk Consultant	Exempt	106	\$41,509.62
Lead Telecommunications Specialist	Exempt	106	\$41,509.62
Office Manager	Non-Exempt	106	\$41,509.62
Project Specialist	Exempt	106	\$41,509.62
Student Success Specialist	Exempt	106	\$41,509.62
Systems Support Specialist	Exempt	106	\$41,509.62
Technology Consultant	Exempt	107	\$43,585.35
Accounting Coordinator	Exempt	107	\$43,585.35
Adult Education Specialist	Exempt	107	\$43,585.35
Assessment Analyst	Exempt	107	\$43,585.35
Athletics and Campus Recreation Manager	Exempt	107	\$43,585.35
Campus Police Officer	Non-Exempt	107	\$43,585.35
Career and Academic Advisor	Exempt	107	\$43,585.35
Classification and Compensation Analyst	Non-Exempt	107	\$43,585.35
Communications Skills Specialist	Exempt	107	\$43,585.35
Coordinator, Dental Clinic Office	Exempt	107	\$43,585.35
Coordinator, Dual Enrollment	Exempt	107	\$43,585.35
Coordinator, Simulation Lab	Exempt	107	\$43,585.35
Coordinator, Student Life and Leadership	Exempt	107	\$43,585.35
Coordinator, Work Based Learning	Exempt	107	\$43,585.35
Counseling Center Manager	Exempt	107	\$43,585.35
Digital Communications Specialist	Exempt	107	\$43,585.35
Dual Enrollment Advisor	Exempt	107	\$43,585.35

Position Title	FLSA Status	Pay Grade	Base
Emergency Management and Safety Coordinator	-Exempt	107	\$43,585.35
Engineering Technician (Locksmith)	Exempt	107	\$43,585.35
Executive Assistant	Exempt	107	\$43,585.35
Executive Assistant to the President	Exempt	107	\$43,585.35
Executive Coordinator	Exempt	107	\$43,585.35
HVAC/Building Automation Specialist	Non-Exempt	107	\$43,585.35
Library Services Supervisor	Exempt	107	\$43,585.35
Manager, Computer Technology Lab	Exempt	107	\$43,585.35
Manager, Nursing Lab	Exempt	107	\$43,585.35
Manager, Student Life	Exempt	107	\$43,585.35
Pathways Advisor - A.S. and B.S. Programs	Exempt	107	\$43,585.35
Senior Benefits and Leave Specialist	Non-Exempt	107	\$43,585.35
Senior Benefits and Retirement Specialist	Non-Exempt	107	\$43,585.35
Senior Recruitment Specialist	Non-Exempt	107	\$43,585.35
Sponsored Programs Coordinator	Exempt	107	\$43,585.35
Strategic Communications Specialist	Exempt	107	\$43,585.35
Student Accessibility Advisor	Exempt	107	\$43,585.35
Student Activities Advisor	Exempt	107	\$43,585.35
Testing and Retention Coordinator	Exempt	107	\$43,585.35
Veterans Affairs Coordinator	-Exempt	107	\$43,585.35
Veterans Success Center Coordinator	Exempt	107	\$43,585.35
Academic Coordinator	Exempt	108	\$45,435.74
Applications Specialist	Exempt	108	\$45,435.74
Athletic Trainer	Exempt	108	\$45,435.74
Coordinator of International Student Services	Exempt	108	\$45,435.74
Digital Media Technician	Exempt	108	\$45,435.74
Events Coordinator	Exempt	108	\$45,435.74
Graphic Designer	Exempt	108	\$45,435.74
Outreach Coordinator (Transfer Services)	Exempt	108	\$45,435.74
Science Lab Manager	Exempt	108	\$45,435.74
Scholarship Coordinator	Exempt	108	\$45,435.74
Senior Engineering Technician	Exempt	108	\$45,435.74
Simulation & Information Technology Specialist	Exempt	108	\$45,435.74
Student Loans Coordinator	Exempt	108	\$45,435.74
Transfer Programs and Experiences Coordinator	Exempt	108	\$45,435.74
Video/Multimedia Producer	Exempt	108	\$45,435.74
Campus Police Sergeant	Exempt	109	\$47,707.53
Case Manager (Student Services)	Exempt	109	\$47,707.53
Communications Technology Manager	Exempt	109	\$47,707.53
Engagement Officer	Exempt	109	\$45,435.74
Gift Processing and Scholarship Officer	Exempt	109	\$47,707.53

Position Title	FLSA Status	Pay Grade	Base
Head Coach, Baseball	Exempt	109	\$47,707.53
Head Coach, Men's Basketball	Exempt	109	\$47,707.53
Head Coach, Softball	Exempt	109	\$47,707.53
Head Coach, Women's Basketball	Exempt	109	\$47,707.53
Manager, Career Services and Specialized Student Support	Exempt	109	\$47,707.53
Multimedia Operations and Production Specialist	Exempt	109	\$47,707.53
Network Technician	Exempt	109	\$47,707.53
Shipping, Receiving and Mail Supervisor	Exempt	109	\$47,707.53
Program Coordinator	Exempt	109	\$47,707.53
Program Coordinator for Information Technology, Online & Professional Development	Exempt	109	\$47,707.53
Assistant Director of Student Services	Exempt	110	\$50,092.90
Commercial Vehicle Driving Lead Instructor	Exempt	110	\$50,092.90
Instructional Designer	Exempt	110	\$50,092.90
Mental Health Counselor	Exempt	110	\$50,092.90
Program Coordinator (Learning Commons)	Exempt	110	\$50,092.90
Systems Support Manager	Exempt	110	\$50,092.90
Academy Program Coordinator	Exempt	111	\$52,597.55
Academy Program Coordinator (Firearms)	Exempt	111	\$52,597.55
Academy Program Coordinator (First Responder)	Exempt	111	\$52,597.55
Advanced and Specialized Instructional Coordinator	Exempt	111	\$52,597.55
Budget and Cost Analysis Manager	Exempt	111	\$52,597.55
Business Analyst (Academic)	Exempt	111	\$52,597.55
Business Analyst (Admissions)	Exempt	111	\$52,597.55
Business Analyst (Advising)	Exempt	111	\$52,597.55
Business Analyst (Financials)	Exempt	111	\$52,597.55
Business Analyst (HR)	Exempt	111	\$52,597.55
Business Analyst (State Reporting)	Exempt	111	\$52,597.55
Business Analyst (Student Financials)	Exempt	111	\$52,597.55
CJ Instructional Coordinator	Exempt	111	\$52,597.55
CJ Instructional Coordinator - Corrections	Exempt	111	\$52,597.55
CJ Instructional Coordinator, Firefighter Program	Exempt	111	\$52,597.55
Campus Police Lieutenant	Exempt	111	\$52,597.55
Facilities Maintenance Superintendent	Exempt	111	\$52,597.55
HVAC Curriculum Specialist	Exempt	111	\$52,597.55
Business Operations Manager	Exempt	111	\$52,597.55
Research Analyst	Exempt	111	\$52,597.55
Software Systems Administrator	Exempt	111	\$52,597.55
Student Success Analyst	Exempt	111	\$52,597.55
Systems Analyst	Exempt	111	\$52,597.55

Position Title	FLSA Status	Pay Grade	Base
Welding Technologies Instructor	Exempt	111	\$52,597.55
Academy Program Manager	Exempt	112	\$55,227.43
Application Developer	Exempt	112	\$55,227.43
Assistant Director of Federal Programs	Exempt	112	\$55,227.43
Assistant Director, Financial Aid Operations and State Programs	Exempt	112	\$55,227.43
Benefits Manager	Exempt	112	\$55,227.43
Corporate Solutions Manager	Exempt	112	\$55,227.43
Dining Facilities Manager	Exempt	112	\$55,227.43
Employee Relations and Engagement Manager	Exempt	112	\$55,227.43
Facilities Administrator	Exempt	112	\$55,227.43
Healthcare Lead Instructor	Exempt	112	\$55,227.43
Learning and Development Manager	Exempt	112	\$55,227.43
Recruitment Manager	Exempt	112	\$55,227.43
Payroll Manager	Exempt	112	\$55,227.43
Practicum Coordinator	Exempt	112	\$55,227.43
Special Projects Manager	Exempt	112	\$55,227.43
Workforce Service Manager	Exempt	112	\$55,227.43
Accounting Manager, FPSI	Exempt	113	\$57,988.80
Help Desk Manager	Exempt	113	\$57,988.80
Security Administrator	Exempt	113	\$57,988.80
Special Projects, Coordinator	Exempt	113	\$57,988.80
Sponsored Programs Manager	Exempt	113	\$57,988.80
Systems Administrator	Exempt	113	\$57,988.80
Assistant Director, Enterprise Applications	Exempt	114	\$59,760.68
Instruction and Project Coordinator	Exempt	114	\$59,760.68
Coordinator, Instruction and Project	Exempt	114	\$59,760.68
Production Coordinator	Exempt	114	\$59,760.68
Applications Administrator	Exempt	115	\$62,748.71
Accounting Manager	Exempt	115	\$62,748.71
Coordinator, Nonprofit Resources Center	Exempt	115	\$62,748.71
Network Administrator	Exempt	115	\$62,748.71
Assistant Director Academic Advising	Exempt	116	\$65,886.15
Assistant Director IT Consulting	Exempt	116	\$65,886.15
Assistant Director, Facilities	Exempt	116	\$65,886.15
Manager, AMTC Program	Exempt	116	\$65,886.15
Manager, Healthcare Education	Exempt	116	\$65,886.15
Manager, Applications Development	Exempt	116	\$65,886.15

Manager, Systems Administration	Exempt	116	\$65,886.15
Student Financials Operation Officer	Exempt	116	\$65,886.15

APPENDIX E
Contract/Grant Position Titles

Grant Management Positions
Associate Director
Director of CTE Outreach & Recruitment
Executive Director
Other Grant Positions
Administrative Assistant
Administrative Assistant II
Advising Specialist
Apprenticeship and Training Representative (ATR) Region 4
Apprenticeship and Training Representative (ATR) Region 6
Assessment Coordinator
Assessment Coordinator – Scoring
Assessment Coordinator – Supervisor
Assistant Director of CTE Outreach & Recruitment
Business Office Manager
Career & Technical Education & GED Prep Specialist
Career Development Specialist
Career Navigator, Project Anchor
Carpentry/Technical Educator Instructor
Case Management Specialist
College Success Coach
Coordinator, Development
Coordinator, English Language Arts Test Development
Coordinator, Mathematics Test Development
Coordinator, Mining
Coordinator, Professional Development
Coordinator, Program Logistics
Coordinator, Science Test Development – Grades 5&8, Science Content Specialist
Coordinator, Senior Assessment
Coordinator, Social Studies Test Development – Civics & US History Content Specialist
Coordinator, Statewide Academy & Senior Learning Consultant
Coordinator, Talent Search
Course Developer
CSP Contract Support Specialist
CTE Innovation Program Manager
Culinary Arts Technical Educator Instructor
Deputy Director
Direct Inmate Service Manager
Director of Test Development, Research and Policy
Eagle Connections Program Coordinator
Electrical/Technical Educator Instructor
Employee Navigator
English Language Arts Content Specialist Gr 10 Read Gr 9-10 Writing, FSA Retake
English Language Arts Content Specialist Gr 3-5 Read Gr 8 Writing
English Language Arts Content Specialist Gr 8-9 Read Gr 4-5 Write
English Language Arts Editor
English Language Arts Test Development Specialist
Executive Secretary
Human Resources Specialist II
HVAC Technical Educator Instructor
Information Technology Specialist
Instructional Systems Designer
Lead Career Navigator
Lead Instructor
Lead Instructor, Hospitality/Retail Management

Learning Consultant
Learning Consultant Manager
Learning Management Specialist
Masonry Technical Educator Instructor
Mathematics Content Specialist
Mathematics Content Specialist, Gr 6-8
Mathematics Editor
Mathematics Test Development Coordinator
Mining Coordinator
Plumbing Technical Educator Instructor
Postsecondary Assessment Specialist
Pre-Release Employment Navigator
Production Editor
Professional Development Coordinator
Program Administrator
Program Administrator
Program Director
Program Director of Integrated Education and Training & (IELCE)
Program Director, Troops 2 Teachers
Program Lead
Program Manager
Program Specialist
Program Specialist I
Program Specialist II
Program Specialist IV
Program Specialist, Eagle Connections
Project Director
Project Manager
Psychometrician
Reading Room Facilitator
Regional Civics Coach - Region 1
Regional Civics Literacy Captain
Regional Workforce Education Coordinator – North Region
Regional Workforce Education Coordinator – South Region
Science Content Specialist
Science Test Development Coordinator/Grades 5&8 Science Content Specialist
Senior Assessment Coordinator
Senior Business Intelligence Analyst
Senior Learning Specialist
Senior Training Specialist
Social Studies Editor
Social Studies Test Development Coordinator/Civics & US History Content Specialist
Special Education Assistant
Staff Assistant
Statewide Academy Coordinator Senior Learning Consultant
Statewide Regional Coordinator
Supervisor of Curriculum and Evaluation
Technical Educator Instructor
Technical Educator Instructor, Building and Trades Career
Technical Reading Instructor
Teen Traffic Safety Program Assistant
Teen Traffic Safety Program Specialist I
Traffic Safety Fiscal Assistant
Traffic Safety Resource Prosecutor
Training Specialist II
Veterans Pathways Program Coordinator
Victim Advocate

**APPENDIX F
TIMESHEET REPORTING PERIODS FOR
NON-EXEMPT CLASSIFIED STAFF, OPS AND WORK-STUDY STUDENTS**

Start Date	End Date	Time & Attendance Lock Out Dates	Pay Date
May 5, 2024	June 8, 2024	June 14, 2024	Friday, June 28, 2024
June 9, 2024	July 6, 2024	July 12, 2024	Wednesday, July 31, 2024
July 7, 2024	August 3, 2024	August 15, 2024	Friday, August 30, 2024
August 4, 2024	September 7, 2024	September 16, 2024	Friday, September 30, 2024
September 8, 2024	October 5, 2024	October 15, 2024	Thursday, October 31, 2024
October 6, 2024	November 2, 2024	November 15, 2024	Friday, November 29, 2024
November 3, 2024	December 7, 2024	December 12, 2024	Tuesday, December 31, 2024
December 8, 2024	January 4, 2025	January 17, 2025	Friday, January 31, 2025
January 5, 2025	February 1, 2025	February 10, 2025	Friday, February 28, 2025
February 2, 2025	March 8, 2025	March 18, 2025	Monday, March 31, 2025
March 9, 2025	April 5, 2025	April 11, 2024	Wednesday, April 30, 2025
April 6, 2025	May 3, 2025	May 9, 2025	Friday, May 30, 2025
May 4, 2025	June 7, 2025	June 13, 2025	Monday, June 30, 2025