




June 18, 2018

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Change to Salary Schedule

Item Description

This item requests Board approval of changes to the Salary Schedule.

Overview and Background

The College brings forth a request to update existing Annual Salary Schedule, 2018 – 2019.

Page 3: Online Website Updated
Page 4: General Provisions, Effective Date updated
Page 6: Faculty, clarified language
Page 7: Faculty and Time Limited, change to Post-Secondary Audit Vocational (PSAV)
Page 7: Executive, added Senior Management
Page 11: Adjunct Faculty, clarified language
Page 12: Adjunct Faculty Advancement Program, clarified language
Page 14: Adjunct Instructors, clarified language
Page 14: Adjuncts-Instructors, change to Post-Secondary Audit Vocational (PSAV)
Page 17: Sworn Law Enforcement – Added the Chief of Police
Page 17: Reserve Officers, Updated language
Page 17: Athletics, Updated Contract Provisions
Page 21: Work-Study Students, Updated minimum hourly rate for work-study
Page 23: Appendix A, New Titles were added and existing titles were updated
Page 25-34: Appendix B, added new job titles
Page 35: Appendix C, updated dates

Past Actions by the Board

The Board previously revised the Salary Schedule on May 17, 2017.

Funding/Financial Implications

The item is funded by the 2018 -2019 Operating Budget.

Staff Resource

Barbara Wills

Recommended Action

Approve updates to the College 2018 – 2019 Salary Schedule as presented.



TALLAHASSEE COMMUNITY COLLEGE

ANNUAL SALARY SCHEDULE

~~2017~~ **2018** - ~~2018~~ **2019**

Prepared by the Office of Human Resources

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INTRODUCTION

The Tallahassee Community 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 Community 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 will pursue ACEN accreditation. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Tallahassee Community College.

EQUITY STATEMENT

Tallahassee Community College is committed to an environment that embraces Diversity and Inclusion, respects the rights of all individuals, provides equal access and equal opportunity, and does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities.

The College has designated Renae Tolson, Director of Business Process Improvement, as the College's Equity Officer and Title IX Coordinator. Ms. Tolson is located in the Administrative Services Suite, room number 239 on the second floor of the Administration Building.

Any student, employee or applicant who believes they have experienced discrimination, sexual misconduct or harassment of any kind should report their concerns to the College's Equity Officer & Title IX Coordinator directly at (850) 201-6074 or tolsonr@tcc.fl.edu or the Office for Civil Rights of the U.S. Department of Education.

WEBSITE

This Salary Schedule may be viewed online at:

<http://www.tcc.fl.edu/about/college/administrative-services/human-resources/current-employees/>

GENERAL PROVISIONS

Effective Date

July 1, ~~2017~~ 2018

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.

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

Maximum of Salary Range

When an employee reaches the maximum in salary range, a one-time non-recurring pay adjustment (equivalent to the pay increase) may be authorized when approved by the Board. The employee's base rate of pay will remain unchanged. Supplemental payments and payments for instruction, when not part of regular duties, are in addition to regular earnings, and may allow an employee to exceed assigned salary range.

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 regards to wages, compensation, initial or promotional placement and is discovered during the employee's current academic year, then the wages of that employee will be adjusted accordingly. If the error is discovered in subsequent years, the monetary liability will not exceed one (1) year (the preceding year) for overpayment or underpayment. In the case of overpayment or underpayment, the employee's pay rate will be adjusted in the present year. Pay discrepancies impacting former employees will be processed according to the College's collection process.

Addition of Positions and Job Classifications

Additional job titles, job descriptions and classifications may be developed as needed based upon the recommendation of the Provost, 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 Contracts and Grants, 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 the 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 which 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).

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 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.

EMPLOYEE CLASSIFICATIONS

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 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 (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.

- ~~Full time Faculty~~
- ~~Adjuncts~~
- ~~Instructors~~

• ~~Professional Services Adjunct~~ Post-Secondary Adult Vocational (PSAV)

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.

- Counselors
- Faculty Librarians

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. Employees in these positions often supervise other employees. Positions assigned to this classification are in the 200 series as referenced in Appendix B. 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 as referenced in Appendix B. These positions may be designated as exempt or non-exempt under FLSA standards.

Time Limited

This class of positions are 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
- ~~Professional Services Adjunct~~ Post-Secondary Adult Vocational (PSAV)
- Work-study Students

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 the 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 an Executive Position of 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 Provost and 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.

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 Provost or appropriate Vice President or Executive Director.

Classified Staff - The starting salary for persons in a Classified Staff Position 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.

Faculty and Non-Teaching Faculty – All matters related to full time Faculty compensation remain the status quo as stated in the July 1, 2015 – June 30, 2016 Annual Salary Schedule and are now subject to collective bargaining.

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 approval to support that the individual meets minimum qualifications, the individual may not be hired.

If written verification required to calculate compensation higher than the starting salary is not received within thirty (30) days of hire, 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.

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 the 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 Provost, 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 Provost, 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.

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.

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 at least 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.

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.

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 a 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

All matters related to full-time faculty (teaching and non-teaching) compensation remain the status quo as stated in the July 1, 2015 – June 30, 2016 Annual Salary Schedule are now subject to collective bargaining.

ADJUNCTS ~~-FACULTY~~ (Credit/Contract Hours)

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

Academic Credentials	Credit Hour Rates
Doctorate	\$769
Masters	\$714
Bachelors	\$648
Less than Bachelors with program specific credentials and Associate degree	\$571

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

Academic Credentials	Class Hour Rates
Doctorate	\$27
Masters	\$25
Bachelors	\$23
Less than Bachelors with program specific credentials and Associate degree	\$21

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 a 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	\$51
Masters	\$45
Bachelors	\$38
Less than Bachelors with program specific credentials and Associate degree	\$35

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

Academic Credentials	Clinical Hour Rates
Doctorate	\$40
Masters	\$36
Bachelors	\$28
Less than Bachelors with program specific credentials and Associate degree	\$25

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/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	\$876
Masters	\$812
Bachelors	\$738
Less than Bachelors with program specific credentials and Associate degree	\$654

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	\$51
Masters	\$45
Bachelors	\$38
Less than Bachelors with program specific credentials and Associate degree	\$35

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	\$846
Masters	\$786
Bachelors	\$713
Less than Bachelors with program specific credentials and Associate degree	\$630

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	\$27
Masters	\$25
Bachelors	\$23
Less than Bachelors with program specific credentials and Associate degree	\$21

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.

ADJUNCTS (Clock Hours)–INSTRUCTORS

1. Clock Hours: 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 ~~Professional Services Adjunct~~ [Post-Secondary Adult Vocational \(PSAV\)](#) assignments. Separate office hours or preparation time are not required.

Academic Credentials	Clock Hour Rates
Doctorate	\$46
Masters	\$39
Bachelors	\$32
Less than Bachelors with program specific credentials and Associate degree	\$29
Professional certification or licensure	\$28

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

Academic Credentials	Clock Hour Rates
Doctorate	\$40
Masters	\$36
Bachelors	\$28
Less than Bachelors with program specific credentials and Associate degree	\$25

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	\$28
Masters	\$26
Bachelors	\$23

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	\$44.72
Masters	\$31.20
Bachelors	\$28.08
Associate	\$27.04
Professional certification or licensure	\$26.00

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

Employees in certain classifications that have the majority of their work hours assigned to shifts outside of the College's regular business hours, 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.

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.

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

- [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 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.~~ [Reserve officers are certified sworn law enforcement officers who volunteer law enforcement services to the College in accordance with TCCPD 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 TCCPD 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, [Assistant Coaches](#) and Athletic Director positions shall be on annual contract. ~~Such contracts may have rollover provisions not to exceed two (2) 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 National tournaments~~

~~Other significant achievements or performance criteria, as recommended by the Vice President of 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.

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 C.
2. **Timesheet Submission:** Non-exempt Classified staff 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 TCC-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 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 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 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.

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 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 & Chief Business Officer 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.

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-TCC 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 2080 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 \$01.25 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 Students is the same as the reporting period for non-exempt staff as outlined by Appendix C.
2. **Timesheet Submission:** OPS and Work-study Student 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, 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. 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.

APPENDIX A MANAGERIAL/PROFESSIONAL POSITIONS

The following positions are designated as Managerial/Professional (GL Code 53000). The starting salary of this class is determined by the President, on the recommendation of the Provost, appropriate Vice President or Executive Director and Human Resources.

Position Title	
Assistant Director of Facilities and Energy	Director of Food Services (FPSI)
-Associate Director of Wakulla Environmental Institute	Director of Business Office (FPSI)
Chief of Campus Police	Director of Grants and Special Projects
Chief of Staff	Director Human Resources
Controller	Director of Information Technology Infrastructure
Director of Admissions & College Registrar College Registrar and Director of Admissions	Director of Institutional Research and Planning
Director of Athletics	Director of Instructional Programs (FPSI)
Assistant Director of Budget and Cost Analyst	Director of International Student Services
Director of Business & Industry Service Center	Director of Library Services
Director of Business Process Improvement	Director of Major Gifts
Director of Call Center	Director of Nursing Programs
Director of Career Center	Director of Public Safety Continuing Education (FPSI)
Director of Center for Professional Enrichment	Director of Purchasing and General Services
Director of Certificate Programs (FPSI)	Director of Student Services
Director of Communications and Public Information	Director of STEM
Director of Contracts and Grants Administration	Director of TCC Online
Director of Enterprise Systems	Director of Telecommunications and Network Systems
Director of Educational Research	Director of User Services
Director of Facilities, Planning and Construction	Director of Learning Commons
Director of Financial Aid	

APPENDIX B

Classified Staff Positions & Paygrades

(matrix does not include FLSA adjustments)

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Academic Advisor	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Academic Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Academy Business Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Academy Program Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Accounting Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Accounting Scholarship Assistant	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Accounting Specialist I	Classified Staff	110	NE	\$21,529	\$25,620	\$34,579.41
Accounting Specialist II	Classified Staff	112	NE	\$23,286	\$27,710	\$37,400.95
Achieving the Dream (ATD) Coordinator	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Admissions and Enrollment Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Adult Education Specialist	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Advanced and Specialized Instructional Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Advising and New Student Orientation Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Advising Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Alumni and Friends Association Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Alumni Relations Coordinator/Development Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Application Developer	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Applications Support Specialist	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Assistant Coach	Classified Staff	115	E	\$26,193	\$31,170	\$42,070.31
Assistant Controller	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Assistant Director, Applications Architecture & Support	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Assistant Director, Recruiting & K-12 Outreach	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Assistant Director, Student Services & Chief Judicial Officer	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Assistant Director, User Services for Instructional Technologies	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Assistant Enrollment Services Director Assistant Director of Admissions	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Assistant Financial Aid Director Assistant Director of Financial Aid	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Assistant Human Resource Director	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Assistant Learning Commons Coordinator Assistant Director of the Learning Commons	CS Professional	224 229	E	\$37,281 \$45,359	\$44,365 \$53,977	\$59,880.08 \$72,853.38
Assistant Plant Operations Director	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Assistant Production Coordinator	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Assistant Registrar	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Assistant to the Dean	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Assistant to the Director	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Assistant to the President	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Assistant to the Vice President	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Athletic Trainer	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Auxiliary Service Manager	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Business Analyst	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Business Manager	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Business Services and Corporate Training Manager	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Call Center Representative	Classified Staff	111	NE	\$22,390	\$26,644	\$35,962.33
Campus Police Captain	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Campus Police Corporal	Classified Staff	122	E	\$34,469	\$41,018	\$55,361.76
Campus Police Dispatcher	Classified Staff	111	NE	\$22,390	\$26,644	\$35,962.33

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Campus Police Lieutenant	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Campus Police Major	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Campus Police Officer	Classified Staff	120	NE	\$31,868	\$37,923	\$51,185.15
Campus Police Sergeant	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Campus Recreation and Sports Facility Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Campus Resource Advisor	Classified Staff	119	NE	\$30,643	\$36,465	\$49,217.36
Capitol Center Coordinator Center for Innovation Coordinator	CS Professional	220 <u>222</u>	E	\$31,868 \$34,469	\$37,923 \$41,018	\$51,185.15 \$55,361.76
Career Pathways Specialist	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Career Placement Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Conference and Events Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Career Services Counseling Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Cashier	Classified Staff	109	NE	\$20,701	\$24,634	\$33,248.98
Cashiering Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Center Manager	CS Professional	224	NE	\$37,281	\$44,365	\$59,880.08
Circulation Technician	Classified Staff	113	NE	\$24,217	\$28,819	\$38,896.34
CIT Support Technician	Classified Staff	114	NE	\$25,186	\$29,971	\$40,452.80
Classroom Technologies Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Client Support Specialist	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
College Admissions Recruiter	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Communications and Marketing Specialist	CS Professional	217	E	\$28,331	\$33,714	\$45,503.50
Communications Editor	CS Professional	219	E	\$30,643	\$36,465	\$49,217.36
Communications Skills Specialist	CS Professional	219	E	\$30,643	\$36,465	\$49,217.36
Communications Specialist	CS Professional	217	E	\$28,331	\$33,714	\$45,503.50
Community Contract Consultant	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Computer Lab Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Computer Lab Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Computer Operations Specialist	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Computer Programmer/Analyst	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Computer Specialist	CS Professional	224	NE	\$37,281	\$44,365	\$59,880.08
Computer Support Technician	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Computer Systems Analyst	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Computer Technician Lab Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Conference and Events Assistant	Classified Staff	111	NE	\$22,390	\$26,644	\$35,962.33
Conference and Events Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Conference and Events Specialist	Classified Staff	114	NE	\$25,186	\$29,971	\$40,452.80
Construction Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Content & Digital Strategy Manager	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Contracts and Grants Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Contracts and Grants Manager	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Coordinator of Student Technology Support	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Coordinator, TCC Internship Program	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Courier	Classified Staff	107	NE	\$19,193	\$22,776	\$30,740.23
Criminal Justice Instructional Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Custodial Shift Supervisor	Classified Staff	111	NE	\$22,390	\$26,644	\$35,962.33
Custodial Superintendent	Classified Staff	117	E	\$28,331	\$33,714	\$45,503.50
Custodial Worker	Classified Staff	106	NE	\$18,403	\$21,900	\$29,558.69
Data Analyst and Special Projects Coordinator Recruitment Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Data Integration Specialist	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Database Administrator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Dental Clinic Assistant	Classified Staff	113	NE	\$24,217	\$28,819	\$38,896.34
Digital Communications Specialist	CS Professional	219 218	E	\$30,643	\$36,465	\$49,217.36
Dining Facilities Manager (FPSI)	Classified Staff	126	E	\$40,324	\$47,985	\$72,853.38 \$64,765.83
Dining Services Shift Supervisor (FPSI)	Classified Staff	111	NE	\$22,390	\$26,644	\$35,962.33

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Director, Wakulla Center	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Disability Services Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Distance Learning Student Service Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Distance Learning Support Technician	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Distributed Computer Systems Analyst	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Educator Preparation Institute Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Emergency Management Service Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
EMS Clinical Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
EMS Technology Clinical Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Engineering Technician	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Enrollment Clerk	Classified Staff	109	NE	\$20,701	\$24,634	\$33,248.98
Environmental Health/Safety Specialist	CS Professional	220	E	\$31,868	\$37,923	\$51,185.15
Environmental Management and Safety Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Environmental Safety Technician	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Equipment Mechanic	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Executive Assistant I	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Executive Assistant II	Classified Staff	119	NE	\$30,643	\$36,465	\$49,217.36
Executive Assistant III	Classified Staff	120	E	\$31,868	\$37,923	\$51,185.15
Executive Coordinator	Classified Staff	120	E	\$31,868	\$37,923	\$51,185.15
Facilities Coordinator	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Facilities Maintenance Superintendent	Classified Staff	127	E	\$41,937	\$49,904	\$67,357.06
Facilities Office Manager	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Facilities Supervisor	Classified Staff	118	E	\$29,464	\$35,062	\$47,323.47
Facilities Superintendent	Classified Staff	118	NE	\$28,331	\$33,714	\$45,503.50
Finance and Accounting Administrator	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Financial Aid Assistant	Classified Staff	110	NE	\$21,529	\$25,620	\$34,579.41
Financial Aid Specialist	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Financial Aid Technician	Classified Staff	112	NE	\$23,286	\$27,710	\$37,400.95
Food Service Assistant	Classified Staff	106	NE	\$18,403	\$21,900	\$29,558.69
Foundation Alumni Relations Coordinator	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Foundation Development and Annual Fund Officer Donor Stewardship Officer	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Foundation Development and Communications Associate	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Foundation Development Associate	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Foundation Development Officer	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Foundation Projects Coordinator	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Foundation Scholarship Officer	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Foundation Specialist	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Gadsden Center Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Gear Up Administrative Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Graphic Designer	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Head Coach	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Head of Access Services	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Health Care Education Manager	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
High Liability Training Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Human Resources Aide	Classified Staff	114	NE	\$25,186	\$29,971	\$40,452.80
Human Resources Specialist I	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Human Resources Specialist II	CS Professional	221	NE	\$33,143	\$39,440	\$53,233.28
Human Resources Specialist III	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Human Resources Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
HVAC/Building Automation Specialist	Classified Staff	120	NE	\$31,868	\$37,923	\$51,185.15
Information Specialist	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Information Technology Project Manager	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Information Technology Support Specialist I	Classified Staff	111	NE	\$22,390	\$26,644	\$35,962.33
Information Technology Support Specialist II	Classified Staff	114	NE	\$25,186	\$29,971	\$40,452.80
Information Technology Trainer	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Instructional Designer	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Instructional Network Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Instructional Technologist	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Instructional Technology Specialist	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
International Recruitment Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
International Student Advisor	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
International Student Program Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Intramurals Coordinator	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Landscaper	Classified Staff	108	NE	\$19,905	\$23,687	\$31,969.96
Lead Computer Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Leadership Coordinator	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Learning Commons Coordinator Learning Commons Technical Manager	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Learning Commons Specialist	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Learning Management Systems Administrator	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Learning Management Systems Specialist	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Library Services Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Library Services Supervisor	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Library Technical Assistant I	Classified Staff	114	NE	\$25,186	\$29,971	\$40,452.80
Library Technical Assistant II	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Mail Coordinator	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Maintenance Support Worker	Classified Staff	110	NE	\$21,529	\$25,620	\$34,579.41
Maintenance Technician I	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Maintenance Technician II	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Manager, Healthcare Education	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Manager, Application Development	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Manager, Auxiliary	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Manager, Client Support	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Manager, Data Warehouse and Web Technologies	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Manager, Help Desk	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Manager, Server Database Administrator	CS Professional	232	E	\$51,022	\$60,716	\$81,950.01 \$81,950.01
Manager, Technology and Training	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Manufacturing Technology Project Manager	CS Professional	233	E	\$53,063	\$63,145	\$85,227.89
Marketing Research and Digital Communication Specialist	CS Professional	225	NE	\$38,773	\$46,140	\$62,275.28
Media Production Specialist I	CS Professional	219	E	\$30,643	\$36,465	\$49,217.36
Media Production Specialist II	CS Professional	221	E	\$35,848	\$42,659	\$57,577.00
Mental Health Counselor	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Network Administrator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Network and Computer Systems Specialist	CS Professional	225	NE	\$38,773	\$46,140	\$62,275.28
Network Systems/Data Communications Analyst	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Network Technician	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Non-Profit Resource Center Coordinator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Office Manager	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Office Manager/Dispatcher Supervisor	Classified Staff	117	E	\$28,331	\$33,714	\$45,503.50
Production Coordinator	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Production Media Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Program Assistant	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Program Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Program Coordinator for Online Solutions	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Program Coordinator for Online Training	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Program Manager, Advance Manufacturing Training Center	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Program Specialist	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Program Specialist for Corporate Solutions	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Project Coordinator	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Property Records Specialist	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Public Safety Officer	Classified Staff	112	NE	\$23,286	\$27,710	\$37,400.95
Publications Coordinator	CS Professional	219	E	\$30,643	\$36,465	\$49,217.36
Purchasing Assistant	Classified Staff	113	NE	\$24,217	\$28,819	\$38,896.34
Purchasing Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Purchasing Technician	Classified Staff	110	NE	\$21,529	\$25,620	\$34,579.41
Receiving Clerk	Classified Staff	110	NE	\$21,529	\$25,620	\$34,579.41
Registration Specialist	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Research Analyst	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Research and Business Analyst	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Scholarship Coordinator	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Science Lab Manager	CS Professional	224	NE	\$37,281	\$44,365	\$59,880.08
Senior Accountant	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Senior Accounting Specialist	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Senior Cashier	Classified Staff	114	NE	\$25,186	\$29,971	\$40,452.80
Senior Contracts and Grants Accountant	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Senior Custodian	Classified Staff	107	NE	\$19,193	\$22,776	\$30,740.23
Senior Engineering Technician	Classified Staff	126	E	\$40,324	\$47,985	\$72,853.38 \$64,765.82
Senior Enrollment Clerk	Classified Staff	112	NE	\$23,286	\$27,710	\$37,400.95
Senior Financial Aid Assistant	Classified Staff	114	NE	\$25,186	\$29,971	\$40,452.80
Senior Lab Assistant	Classified Staff	119	NE	\$30,643	\$36,465	\$49,217.36
Senior Program Development Specialist	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Senior Science Lab Assistant	CS Professional	220	E	\$31,868	\$37,923	\$51,185.15
Senior Staff Assistant	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Senior Systems Administrator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
SEP Disability Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Service Learning and Civic Engagement Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Shipping, Receiving, and Mail Supervisor	Classified Staff	126	E	\$40,324	\$47,985	\$72,853.38 \$64,765.82
Sign Language Interpreter	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Sign Language Interpreter Specialist	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Simulation & Information Tech Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Simulation Program Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Simulator Lab Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Software Distribution Specialist	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Sports Facility Manager	CS Professional	224	NE	\$37,281	\$44,365	\$51,185.15
Sports Information Coordinator	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Staff Assistant I	Classified Staff	111	NE	\$22,390	\$26,644	\$35,962.33
Staff Assistant II	Classified Staff	114	NE	\$25,186	\$29,971	\$40,452.80
STEM Center Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Store Manager	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Stores Clerk	Classified Staff	107	NE	\$19,193	\$22,776	\$30,740.23
Student Accounts Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Student Accounts Manager	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Student Accounts Specialist/Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Student Activities Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Student Development Specialist	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Student Involvement Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Student Judicial Advisor	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Student Judicial Assistant	CS Professional	218	E	\$29,464	\$35,062	\$47,323.47
Student Recruiter	CS Professional	224	NE	\$37,281	\$44,365	\$51,185.15
Student Support Technology Specialist	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Student Success Specialist	CS Professional	224	NE	\$37,281	\$44,365	\$51,185.15
Supervisor Landscape Services	Classified Staff	120	E	\$31,868	\$37,923	\$51,185.15
Supplies Specialist	Classified Staff	109	NE	\$20,701	\$24,634	\$33,248.98
Systems Administrator	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Systems Programmer	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Systems Training Specialist	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
TCC Online Support Staff	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Technology Outreach Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Technology Project Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Technology Services Assistant	Classified Staff	114	NE	\$25,186	\$29,971	\$40,452.80
Telecommunications and Network Systems Technician	Classified Staff	112	NE	\$23,286	\$27,710	\$37,400.95
Telecommunications Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Testing and Retention Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Testing Specialist	Classified Staff	112	NE	\$23,286	\$27,710	\$37,400.95
Transfer and Graduation Specialist	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Veterans Affairs Coordinator	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Virtual Advisor	CS Professional	224	E	\$37,281	\$44,365	\$51,185.15
Volunteer and Peer Support Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Wakula Center Manager	CS Professional	224	E	\$37,281	\$44,365	\$51,185.15
Web Collaboration and Special Projects Coordinator	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Web Administrator and Application Developer	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38

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

Start Date	End Date	Time & Attendance Lock Out Dates	Pay Date
June 18, 2017 June 17, 2018	July 15, 2017 July 14, 2018	July 19, 2017 July 19, 2018	Monday, July 31, 2017 Tuesday, July 31, 2018
July 16, 2017 July 15, 2018	August 12, 2017 August 11, 2018	August 16, 2017 August 17, 2018	Thursday, August 31, 2017 Friday, August 31, 2018
August 13, 2017 August 12, 2018	September 9, 2017 September 8, 2018	September 20, 2017 September 18, 2018	Friday, September 29, 2017 Friday, September 28, 2018
September 10, 2017 September 9, 2018	October 7, 2017 October 6, 2018	October 18, 2017 October 19, 2018	Tuesday, October 31, 2017 Wednesday, October 31, 2018
October 8, 2017 October 7, 2018	November 4, 2017 November 3, 2018	November 16, 2017 November 13, 2018	Thursday, November 30, 2017 Friday, November 30, 2018
November 5, 2017 November 4, 2018	December 2, 2017 December 1, 2018	December 4, 2017 December 10, 2018	Friday, December 8, 2017 Friday, December 14, 2018
December 3, 2017 December 2, 2018	January 13, 2018 January 12, 2019	January 17, 2018 January 18, 2019	Wednesday, January 31, 2018 Thursday, January 31, 2019
January 14, 2018 January 13, 2019	February 10, 2018 February 9, 2019	February 15, 2018 February 14, 2019	Wednesday, February 28, 2018 Thursday, February 28, 2019
February 11, 2018 February 10, 2019	March 17, 2018 March 16, 2019	March 20, 2018 March 19, 2019	Friday, March 30, 2018 Friday, March 29, 2019
March 18, 2018 March 17, 2019	April 14, 2018 April 13, 2019	April 17, 2018 April 17, 2019	Monday, April 30, 2018 Tuesday, April 30, 2019
April 15, 2018 April 14, 2019	May 12, 2018 May 11, 2019	May 15, 2018 May 17, 2019	Thursday, May 31, 2018 Friday, May 31, 2019
May 13, 2018 May 12, 2019	June 16, 2018 June 15, 2019	June 19, 2018 June 17, 2019	Friday, June 29, 2018 Friday, June 28, 2019

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TALLAHASSEE COMMUNITY COLLEGE

ANNUAL SALARY SCHEDULE

2018 - 2019

Prepared by the Office of Human Resources

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INTRODUCTION

The Tallahassee Community 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 Community 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 will pursue ACEN accreditation. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Tallahassee Community College.

EQUITY STATEMENT

Tallahassee Community College is committed to an environment that embraces Diversity and Inclusion, respects the rights of all individuals, provides equal access and equal opportunity, and does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities.

The College has designated Renae Tolson, Director of Business Process Improvement, as the College's Equity Officer and Title IX Coordinator. Ms. Tolson is located in the Administrative Services Suite, room number 239 on the second floor of the Administration Building.

Any student, employee or applicant who believes they have experienced discrimination, sexual misconduct or harassment of any kind should report their concerns to the College's Equity Officer & Title IX Coordinator directly at (850) 201-6074 or tolsonr@tcc.fl.edu or the Office for Civil Rights of the U.S. Department of Education.

WEBSITE

This Salary Schedule may be viewed online at:

<http://www.tcc.fl.edu/about/college/administrative-services/human-resources/current-employees/>

GENERAL PROVISIONS

Effective Date

July 1, 2018

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.

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

Maximum of Salary Range

When an employee reaches the maximum in salary range, a one-time non-recurring pay adjustment (equivalent to the pay increase) may be authorized when approved by the Board. The employee's base rate of pay will remain unchanged. Supplemental payments and payments for instruction, when not part of regular duties, are in addition to regular earnings, and may allow an employee to exceed assigned salary range.

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 regards to wages, compensation, initial or promotional placement and is discovered during the employee's current academic year, then the wages of that employee will be adjusted accordingly. If the error is discovered in subsequent years, the monetary liability will not exceed one (1) year (the preceding year) for overpayment or underpayment. In the case of overpayment or underpayment, the employee's pay rate will be adjusted in the present year. Pay discrepancies impacting former employees will be processed according to the College's collection process.

Addition of Positions and Job Classifications

Additional job titles, job descriptions and classifications may be developed as needed based upon the recommendation of the Provost, 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 Contracts and Grants, 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 the 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 which 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).

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 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.

EMPLOYEE CLASSIFICATIONS

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 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 (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.

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.

- Counselors
- Faculty Librarians

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. Employees in these positions often supervise other employees. Positions assigned to this classification are in the 200 series as referenced in Appendix B. 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 as referenced in Appendix B. These positions may be designated as exempt or non-exempt under FLSA standards.

Time Limited

This class of positions are 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

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 the 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 an Executive Position of 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 Provost and 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.

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 Provost or appropriate Vice President or Executive Director.

Classified Staff - The starting salary for persons in a Classified Staff Position 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.

Faculty and Non-Teaching Faculty – All matters related to full time Faculty compensation remain the status quo as stated in the July 1, 2015 – June 30, 2016 Annual Salary Schedule and are now subject to collective bargaining.

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 approval to support that the individual meets minimum qualifications, the individual may not be hired.

If written verification required to calculate compensation higher than the starting salary is not received within thirty (30) days of hire, 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.

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 the 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 Provost, 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 Provost, 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.

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.

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 at least 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.

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.

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 a 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

All matters related to full-time faculty (teaching and non-teaching) compensation remain the status quo as stated in the July 1, 2015 – June 30, 2016 Annual Salary Schedule are now subject to collective bargaining.

ADJUNCTS (Credit/Contract Hours)

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

Academic Credentials	Credit Hour Rates
Doctorate	\$769
Masters	\$714
Bachelors	\$648
Less than Bachelors with program specific credentials and Associate degree	\$571

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

Academic Credentials	Class Hour Rates
Doctorate	\$27
Masters	\$25
Bachelors	\$23
Less than Bachelors with program specific credentials and Associate degree	\$21

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 a 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	\$51
Masters	\$45
Bachelors	\$38

Less than Bachelors with program specific credentials and Associate degree	\$35
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Substitutes: Substitutes for clinicals and clinically related labs shall be paid according to approved clinical hours as follows:

Academic Credentials	Clinical Hour Rates
Doctorate	\$40
Masters	\$36
Bachelors	\$28
Less than Bachelors with program specific credentials and Associate degree	\$25

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	\$876
Masters	\$812
Bachelors	\$738
Less than Bachelors with program specific credentials and Associate degree	\$654

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	\$51
Masters	\$45
Bachelors	\$38
Less than Bachelors with program specific credentials and Associate degree	\$35

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	\$846
Masters	\$786
Bachelors	\$713
Less than Bachelors with program specific credentials and Associate degree	\$630

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	\$27
Masters	\$25
Bachelors	\$23
Less than Bachelors with program specific credentials and Associate degree	\$21

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.

ADJUNCTS (Clock Hours)

1. Clock Hours: 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	\$46
Masters	\$39
Bachelors	\$32
Less than Bachelors with program specific credentials and Associate degree	\$29
Professional certification or licensure	\$28

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

Academic Credentials	Clock Hour Rates
Doctorate	\$40
Masters	\$36
Bachelors	\$28
Less than Bachelors with program specific credentials and Associate degree	\$25

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	\$28
Masters	\$26
Bachelors	\$23

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	\$44.72
Masters	\$31.20
Bachelors	\$28.08
Associate	\$27.04
Professional certification or licensure	\$26.00

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

Employees in certain classifications that have the majority of their work hours assigned to shifts outside of the College's regular business hours, 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.

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.

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 Corporal
- Campus Police Sergeant
- Campus Police Lieutenant
- Campus Police Captain
- Campus Police Major
- 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 TCCPD 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 TCCPD 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, Assistant Coaches and Athletic Director positions shall be on annual 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 C.
2. **Timesheet Submission:** Non-exempt Classified staff 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.

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 ORP retirement plan or FRS Investment Plan and draws a benefit from the TCC-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 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 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 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.

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 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 & Chief Business Officer 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.

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-TCC 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 2080 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 Students is the same as the reporting period for non-exempt staff as outlined by Appendix C.
2. **Timesheet Submission:** OPS and Work-study Student 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, 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. 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.

APPENDIX A MANAGERIAL/PROFESSIONAL POSITIONS

The following positions are designated as Managerial/Professional (GL Code 53000). The starting salary of this class is determined by the President, on the recommendation of the Provost, appropriate Vice President or Executive Director and Human Resources.

Position Title	
Assistant Director of Facilities and Energy	Director of Food Service (FPSI)
Associate Director of Wakulla Environmental Institute	Director of Business Office (FPSI)
Chief of Campus Police	Director of Grants and Special Projects
Chief of Staff	Director of Human Resources
Controller	Director of Information Technology Infrastructure
College Registrar and Director of Admissions	Director of Institutional Research and Planning
Director of Athletics	Director of Instructional Programs (FPSI)
Assistant Director of Budget and Cost Analyst	Director of International Student Services
Director of Business & Industry	Director of Library Services
Director of Business Process Improvement	Director of Learning Commons
Director of Call Center	Director of Major Gifts
Director of Career Center	Director of Nursing Programs
Director of Center for Professional Enrichment	Director of Public Safety Continuing Education (FPSI)
Director of Certificate Programs (FPSI)	Director of Purchasing & General Services
Director of Communications and Public Information	Director of Student Services
Director of Contracts and Grants Administration	Director of STEM Programs
Director of Enterprise Systems	Director of TCC Online
Director of Educational Research	Director of Telecommunications and Network Systems
Director of Facilities, Planning and Construction	Director of User Services
Director of Financial Aid	

APPENDIX B

Classified Staff Positions & Paygrades

(matrix does not include FLSA adjustments)

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Academic Advisor	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Academic Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Academy Business Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Academy Program Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Accounting Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Accounting Scholarship Assistant	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Accounting Specialist I	Classified Staff	110	NE	\$21,529	\$25,620	\$34,579.41
Accounting Specialist II	Classified Staff	112	NE	\$23,286	\$27,710	\$37,400.95
Achieving the Dream (ATD) Coordinator	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Admissions and Enrollment Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Adult Education Specialist	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Advanced and Specialized Instructional Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Advising and New Student Orientation Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Advising Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Alumni and Friends Association Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Alumni Relations Coordinator/Development Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Application Developer	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Applications Support Specialist	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Assistant Coach	Classified Staff	115	E	\$26,193	\$31,170	\$42,070.31
Assistant Controller	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Assistant Director, Applications Architecture & Support	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Assistant Director, Recruiting & K-12 Outreach	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Assistant Director, Student Services & Chief Judicial Officer	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Assistant Director, User Services for Instructional Technologies	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Assistant Director of Admissions	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Assistant Director of Financial Aid	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Assistant Human Resource Director	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Assistant Director of the Learning Commons	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Assistant Production Coordinator	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Assistant Registrar	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Assistant to the Dean	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Assistant to the Director	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Assistant to the President	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Assistant to the Vice President	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Athletic Trainer	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Auxiliary Service Manager	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Business Analyst	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Business Manager	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Business Services and Corporate Training Manager	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Call Center Representative	Classified Staff	111	NE	\$22,390	\$26,644	\$35,962.33
Campus Police Captain	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Campus Police Corporal	Classified Staff	122	E	\$34,469	\$41,018	\$55,361.76
Campus Police Dispatcher	Classified Staff	111	NE	\$22,390	\$26,644	\$35,962.33
Campus Police Lieutenant	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Campus Police Major	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Campus Police Officer	Classified Staff	120	NE	\$31,868	\$37,923	\$51,185.15
Campus Police Sergeant	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Campus Recreation and Sports Facility Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Campus Resource Advisor	Classified Staff	119	NE	\$30,643	\$36,465	\$49,217.36
Center for Innovation Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Career Pathways Specialist	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Career Placement Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Conference and Events Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Career Services Counseling Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Cashier	Classified Staff	109	NE	\$20,701	\$24,634	\$33,248.98
Cashiering Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Center Manager	CS Professional	224	NE	\$37,281	\$44,365	\$59,880.08
Circulation Technician	Classified Staff	113	NE	\$24,217	\$28,819	\$38,896.34
CIT Support Technician	Classified Staff	114	NE	\$25,186	\$29,971	\$40,452.80
Classroom Technologies Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Client Support Specialist	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
College Admissions Recruiter	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Communications and Marketing Specialist	CS Professional	217	E	\$28,331	\$33,714	\$45,503.50
Communications Editor	CS Professional	219	E	\$30,643	\$36,465	\$49,217.36
Communications Skills Specialist	CS Professional	219	E	\$30,643	\$36,465	\$49,217.36
Communications Specialist	CS Professional	217	E	\$28,331	\$33,714	\$45,503.50
Community Contract Consultant	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Computer Lab Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Computer Lab Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Computer Operations Specialist	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Computer Programmer/Analyst	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Computer Specialist	CS Professional	224	NE	\$37,281	\$44,365	\$59,880.08
Computer Support Technician	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Computer Systems Analyst	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Computer Technician Lab Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Conference and Events Assistant	Classified Staff	111	NE	\$22,390	\$26,644	\$35,962.33
Conference and Events Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Conference and Events Specialist	Classified Staff	114	NE	\$25,186	\$29,971	\$40,452.80
Construction Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Content & Digital Strategy Manager	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Contracts and Grants Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Contracts and Grants Manager	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Coordinator of Student Technology Support	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Coordinator, TCC Internship Program	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Courier	Classified Staff	107	NE	\$19,193	\$22,776	\$30,740.23
Criminal Justice Instructional Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Custodial Shift Supervisor	Classified Staff	111	NE	\$22,390	\$26,644	\$35,962.33
Custodial Superintendent	Classified Staff	117	E	\$28,331	\$33,714	\$45,503.50
Custodial Worker	Classified Staff	106	NE	\$18,403	\$21,900	\$29,558.69
Data Integration Specialist	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Database Administrator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Dental Clinic Assistant	Classified Staff	113	NE	\$24,217	\$28,819	\$38,896.34
Digital Communications Specialist	CS Professional	218	E	\$30,643	\$36,465	\$49,217.36
Dining Facilities Manager	Classified Staff	126	E	\$40,324	\$47,985	\$64,765.83
Dining Services Shift Supervisor	Classified Staff	111	NE	\$22,390	\$26,644	\$35,962.33
Director, Wakulla Center	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Disability Services Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Distance Learning Student Service Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Distance Learning Support Technician	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Distributed Computer Systems Analyst	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Educator Preparation Institute Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Emergency Management Service Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
EMS Clinical Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
EMS Technology Clinical Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Engineering Technician	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Enrollment Clerk	Classified Staff	109	NE	\$20,701	\$24,634	\$33,248.98
Environmental Health/Safety Specialist	CS Professional	220	E	\$31,868	\$37,923	\$51,185.15
Environmental Management and Safety Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Environmental Safety Technician	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Equipment Mechanic	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Executive Assistant I	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Executive Assistant II	Classified Staff	119	NE	\$30,643	\$36,465	\$49,217.36
Executive Assistant III	Classified Staff	120	E	\$31,868	\$37,923	\$51,185.15
Executive Coordinator	Classified Staff	120	E	\$31,868	\$37,923	\$51,185.15
Facilities Coordinator	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Facilities Maintenance Superintendent	Classified Staff	127	E	\$41,937	\$49,904	\$67,357.06
Facilities Office Manager	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Facilities Supervisor	Classified Staff	118	E	\$29,464	\$35,062	\$47,323.47
Facilities Superintendent	Classified Staff	118	NE	\$28,331	\$33,714	\$45,503.50
Finance and Accounting Administrator	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Financial Aid Assistant	Classified Staff	110	NE	\$21,529	\$25,620	\$34,579.41
Financial Aid Specialist	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Financial Aid Technician	Classified Staff	112	NE	\$23,286	\$27,710	\$37,400.95
Food Service Assistant	Classified Staff	106	NE	\$18,403	\$21,900	\$29,558.69
Foundation Alumni Relations Coordinator	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Donor Stewardship Officer	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Foundation Development and Communications Associate	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Foundation Development Associate	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Foundation Development Officer	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Foundation Projects Coordinator	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Foundation Scholarship Officer	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Foundation Specialist	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Gadsden Center Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Gear Up Administrative Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Graphic Designer	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Head Coach	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Head of Access Services	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Health Care Education Manager	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
High Liability Training Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Human Resources Aide	Classified Staff	114	NE	\$25,186	\$29,971	\$40,452.80
Human Resources Specialist I	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Human Resources Specialist II	CS Professional	221	NE	\$33,143	\$39,440	\$53,233.28
Human Resources Specialist III	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Human Resources Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
HVAC/Building Automation Specialist	Classified Staff	120	NE	\$31,868	\$37,923	\$51,185.15
Information Specialist	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Information Technology Project Manager	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Information Technology Support Specialist I	Classified Staff	111	NE	\$22,390	\$26,644	\$35,962.33
Information Technology Support Specialist II	Classified Staff	114	NE	\$25,186	\$29,971	\$40,452.80
Information Technology Trainer	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Instructional Designer	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Instructional Network Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Instructional Technologist	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Instructional Technology Specialist	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
International Recruitment Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
International Student Advisor	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
International Student Program Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Intramurals Coordinator	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Landscaper	Classified Staff	108	NE	\$19,905	\$23,687	\$31,969.96
Lead Computer Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Leadership Coordinator	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Learning Commons Technical Manager	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Learning Commons Specialist	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Learning Management Systems Administrator	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Learning Management Systems Specialist	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Library Services Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Library Services Supervisor	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Library Technical Assistant I	Classified Staff	114	NE	\$25,186	\$29,971	\$40,452.80
Library Technical Assistant II	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Mail Coordinator	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Maintenance Support Worker	Classified Staff	110	NE	\$21,529	\$25,620	\$34,579.41
Maintenance Technician I	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Maintenance Technician II	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Manager, Healthcare Education	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Manager, Application Development	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Manager, Auxiliary	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Manager, Client Support	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Manager, Data Warehouse and Web Technologies	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Manager, Help Desk	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Manager, Server Database Administrator	CS Professional	232	E	\$51,022	\$60,716	\$81,950.01
Manager, Technology and Training	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Manufacturing Technology Project Manager	CS Professional	233	E	\$53,063	\$63,145	\$85,227.89
Marketing Research and Digital Communication Specialist	CS Professional	225	NE	\$38,773	\$46,140	\$62,275.28
Media Production Specialist I	CS Professional	219	E	\$30,643	\$36,465	\$49,217.36
Media Production Specialist II	CS Professional	221	E	\$35,848	\$42,659	\$57,577.00
Mental Health Counselor	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Network Administrator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Network and Computer Systems Specialist	CS Professional	225	NE	\$38,773	\$46,140	\$62,275.28
Network Systems/Data Communications Analyst	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Network Technician	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Non-Profit Resource Center Coordinator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Office Manager	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Office Manager/Dispatcher Supervisor	Classified Staff	117	E	\$28,331	\$33,714	\$45,503.50
Production Coordinator	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Production Media Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Program Assistant	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Program Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Program Coordinator for Online Solutions	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Program Coordinator for Online Training	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Program Manager, Advance Manufacturing Training Center	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Program Specialist	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Program Specialist for Corporate Solutions	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Project Coordinator	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Property Records Specialist	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Public Safety Officer	Classified Staff	112	NE	\$23,286	\$27,710	\$37,400.95
Publications Coordinator	CS Professional	219	E	\$30,643	\$36,465	\$49,217.36

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Purchasing Assistant	Classified Staff	113	NE	\$24,217	\$28,819	\$38,896.34
Purchasing Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Purchasing Technician	Classified Staff	110	NE	\$21,529	\$25,620	\$34,579.41
Receiving Clerk	Classified Staff	110	NE	\$21,529	\$25,620	\$34,579.41
Recruitment Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Registration Specialist	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Research Analyst	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Research and Business Analyst	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Scholarship Coordinator	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Science Lab Manager	CS Professional	224	NE	\$37,281	\$44,365	\$59,880.08
Senior Accountant	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Senior Accounting Specialist	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Senior Cashier	Classified Staff	114	NE	\$25,186	\$29,971	\$40,452.80
Senior Contracts and Grants Accountant	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Senior Custodian	Classified Staff	107	NE	\$19,193	\$22,776	\$30,740.23
Senior Engineering Technician	Classified Staff	126	E	\$40,324	\$47,985	\$64,765.82
Senior Enrollment Clerk	Classified Staff	112	NE	\$23,286	\$27,710	\$37,400.95
Senior Financial Aid Assistant	Classified Staff	114	NE	\$25,186	\$29,971	\$40,452.80
Senior Lab Assistant	Classified Staff	119	NE	\$30,643	\$36,465	\$49,217.36
Senior Program Development Specialist	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Senior Science Lab Assistant	CS Professional	220	E	\$31,868	\$37,923	\$51,185.15
Senior Staff Assistant	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Senior Systems Administrator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
SEP Disability Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Service Learning and Civic Engagement Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Shipping, Receiving, and Mail Supervisor	Classified Staff	126	E	\$40,324	\$47,985	\$64,765.82
Sign Language Interpreter	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Sign Language Interpreter Specialist	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Simulation & Information Tech Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Simulation Program Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Simulator Lab Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Software Distribution Specialist	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Sports Facility Manager	CS Professional	224	NE	\$37,281	\$44,365	\$51,185.15
Sports Information Coordinator	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Staff Assistant I	Classified Staff	111	NE	\$22,390	\$26,644	\$35,962.33
Staff Assistant II	Classified Staff	114	NE	\$25,186	\$29,971	\$40,452.80
STEM Center Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Store Manager	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Stores Clerk	Classified Staff	107	NE	\$19,193	\$22,776	\$30,740.23
Student Accounts Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Student Accounts Manager	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Student Accounts Specialist/Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Student Activities Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Student Development Specialist	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Student Involvement Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Student Judicial Advisor	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Student Judicial Assistant	CS Professional	218	E	\$29,464	\$35,062	\$47,323.47
Student Recruiter	CS Professional	224	NE	\$37,281	\$44,365	\$51,185.15
Student Support Technology Specialist	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Student Success Specialist	CS Professional	224	NE	\$37,281	\$44,365	\$51,185.15
Supervisor Landscape Services	Classified Staff	120	E	\$31,868	\$37,923	\$51,185.15
Supplies Specialist	Classified Staff	109	NE	\$20,701	\$24,634	\$33,248.98
Systems Administrator	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Systems Programmer	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Systems Training Specialist	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
TCC Online Support Staff	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Technology Outreach Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Technology Project Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Technology Services Assistant	Classified Staff	114	NE	\$25,186	\$29,971	\$40,452.80
Telecommunications and Network Systems Technician	Classified Staff	112	NE	\$23,286	\$27,710	\$37,400.95
Telecommunications Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Testing and Retention Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Testing Specialist	Classified Staff	112	NE	\$23,286	\$27,710	\$37,400.95
Transfer and Graduation Specialist	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Veterans Affairs Coordinator	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Virtual Advisor	CS Professional	224	E	\$37,281	\$44,365	\$51,185.15
Volunteer and Peer Support Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Wakula Center Manager	CS Professional	224	E	\$37,281	\$44,365	\$51,185.15
Web Collaboration and Special Projects Coordinator	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Web Administrator and Application Developer	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38

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

Start Date	End Date	Time & Attendance Lock Out Dates	Pay Date
June 17, 2018	July 14, 2018	July 19, 2018	Tuesday, July 31, 2018
July 15, 2018	August 11, 2018	August 17, 2018	Friday, August 31, 2018
August 12, 2018	September 8, 2018	September 18, 2018	Friday, September 28, 2018
September 9, 2018	October 6, 2018	October 19, 2018	Wednesday, October 31, 2018
October 7, 2018	November 3, 2018	November 13, 2018	Friday, November 30, 2018
November 4, 2018	December 1, 2018	December 10, 2018	Friday, December 14, 2018
December 2, 2018	January 12, 2019	January 18, 2019	Thursday, January 31, 2019
January 13, 2019	February 9, 2019	February 14, 2019	Thursday, February 28, 2019
February 10, 2019	March 16, 2019	March 19, 2019	Friday, March 29, 2019
March 17, 2019	April 13, 2019	April 17, 2019	Tuesday, April 30, 2019
April 14, 2019	May 11, 2019	May 17, 2019	Friday, May 31, 2019
May 12, 2019	June 15, 2019	June 17, 2019	Friday, June 28, 2019
June 16, 2019	July 13, 2019	July 18, 2019	Wednesday, July 31, 2019

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