



NORTHWEST FLORIDA
STATE COLLEGE

Salary Schedule

2019-2020



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INTRODUCTION

The Northwest Florida State College Salary Schedule is established pursuant to State Board of Education Rule 6A-14.0261, Florida Statute 1001.64(18) and approved by the Northwest Florida State College Board of Trustees. The College President recommends the Salary Schedule each year to the Board of Trustees before the beginning of the new fiscal year with the annual budget proposal. Once approved, the salary schedule becomes the approved instrument used to determine employee compensation.

NON-DISCRIMINATION STATEMENT

Northwest Florida State College does not discriminate on the basis of race, color, national origin, ethnicity, age, sex, marital status, military status, genetic information, sexual orientation, religion, pregnancy, or disability in its programs, activities, or employment practices.

The following person has been designated to handle inquiries and grievances regarding the non-discrimination policies:

Equity Officer and Title IX Coordinator: Roberta Mackey, Executive Director, Human Resources.

DIVERSITY AND INCLUSION STATEMENT

Northwest Florida State College is fully committed to diversity among its faculty, staff, and students. We are responsible for inclusion in all forms. Our ability to thrive in a multicultural world depends on our respecting differences and dismantling barriers. Our institution embraces this challenge by creating educational opportunities, raising awareness, and implementing programs and initiatives that bring the celebration of diversity to life on our campuses, at our centers, and in the community.

OBJECTIVES

The Northwest Florida State College Salary Schedule is designed to ensure that the college complies with State and Federal compensation regulations, ensure fair treatment of employees, enhance the ability of the college to attract and retain quality faculty and staff, and provide a clear, consistent, and concise reference for compensation decisions.

EMPLOYMENT OF PERSONNEL

The President reserves the right to assign and transfer personnel to meet the needs of the College. All new employees are subject to a criminal background check through a fingerprinting process and all assignments are contingent until a successful background check has been completed.

All newly hired employees must show proof that they are eligible to work in the United States within 3 days of beginning employment as mandated by the Department of Homeland Security. As applicable to the position, employees must provide the appropriate documentation to the Human Resources office such as appropriate college transcripts, certifications, licenses, and other documentation to support the job qualifications.

It is the employee's responsibility for maintaining any required licenses or certifications necessary for the areas in which they teach or work and must be on file with the Human Resources office.

Full-time employees of Northwest Florida State College are expected to consider employment at the college as their primary vocational/professional pursuit. Employment outside the College should not infringe on the ability of the full-time employee to adequately perform his/her duties at the College. Full-time employees are precluded from teaching courses at the undergraduate level at other colleges without approval of the College President or designee.

All full time employees are required to notify their supervisor in writing of any requests for outside employment.

Acceptance by any Northwest Florida State College personnel of any personal or financial benefit or gain (direct or indirect) from any course offering or activity of the College in any form other than compensation according to established College compensation provisions is a conflict of interest. Likewise, any use of College equipment, property, or work time of any College personnel, in any way, for activities which will lead to or result in any personal or financial benefit or gain shall be considered improper (except for honoraria authorized in advance by the President upon recommendation of the relevant administrator). Establishment of the fact of any such conflict(s) of interest or impropriety may subject that person to discontinuance of employment by Northwest Florida State College.

Abandonment of Position - College personnel absent from duty without leave or notification to the College of an emergency for 3 consecutive days shall be considered to have abandoned the position and will be subject to dismissal.

Grant positions - shall be determined as outlined in the grant contract with the College or at the recommendation of the grant project director and the approval of the College President. Most grant positions require a probationary/evaluation period. Any increase in compensation for a grant funded position shall be approved by the president upon request by the appropriate administrator and must be commensurate with the College approved salary schedule.

Presidential Authority - The President has the authority to assign employees to any classification, position or salary within the salary classification. The President has the authority to pay employees supplementary compensation for additional work performed.

EMPLOYEE CLASSIFICATIONS

Executive – The primary duties of these positions shall include executive decision making responsibilities. This includes planning, directing, developing, organizing and utilizing College resources in a manner that is prudent to the operation of the College. These positions are considered exempt under the Fair Labor Standards Act (FLSA).

Administrative – The primary duties of these positions shall include directing, scheduling, managing, supervising college employees and departmental resources. These positions are considered exempt under the Fair Labor Standards Act (FLSA).

Professional – The primary duties of these positions shall include directing, supervising and performing work of a highly technical nature to ensure college resources are being utilized properly. These positions require a Bachelor degree, Master's degree or specialized training, experience or certifications directly related to the functions of the position. These positions are considered exempt under the Fair Labor Standards Act (FLSA).

Career Service – The primary duties of these positions involve performance of support functions essential to the effective operation of the college. Some Career Service Personnel may supervise other employees or students. These positions are considered non-exempt under FLSA standards are subject to overtime and compensatory time. Personnel in a Career Service position are not eligible to teach in an adjunct faculty capacity.

Faculty – These positions are designated as Instructional. The primary duties involve direct instruction, student support activities, professional development and service to the College. These positions are considered Exempt under FLSA.

Appointed ranks for Faculty:

Instructor – Must have appropriate academic credentials and/or technical certifications.

Assistant Professor – Master's degree and 18 graduate hours in area of study they will be teaching as required by SACSCOC.

Associate Professor – Master's degree and 18 graduate hours in area of study they will be teaching as required by SACSCOC and approved for tenure.

Professor – Ph. D. or Master's degree and 18 graduate hours in area of study they will be teaching as required by SACSCOC and tenured by the College.

Adjunct Faculty – These positions teach classes but are considered Temporary and part time in nature and are on an as needed basis each semester. All adjunct faculty must have appropriate academic credentials and/or technical certifications.

Degrees – Must be from an accredited institution and meet all SACSCOC criteria and it is the responsibility of the applicant to provide official transcripts and proof of work eligibility to Human Resources within 3 days of their first day of employment. Any falsification or misrepresentation of credentials is subject to immediate termination.

Grant Funded Positions- Individuals employed through a grant should not expect continuation of employment beyond the expiration of the grant. The president will approve all requests for salary adjustments for all grant funded personnel.

Part time employees – Part time employees are hired as needed by the department and are not considered permanent employees. Each semester or fiscal year the department head is responsible for submitting a new Personnel Action Form (PAF) through the chain of approvals to continue the employment of a part time employee.

Evaluation/Probation Period – The Evaluation/Probation period is intended to give new employees and promoted employees the opportunity to demonstrate the ability to achieve a satisfactory level of performance and to determine if they believe the position is a good fit for both them and the department.

The supervisor of the Career Service probationary employee shall submit a three-month, and six-month performance evaluation. The probationary period may be extended up to three times to enable the College and the employee to mutually assess the demands of the job. Any employee in probationary status who receives lower than an overall satisfactory six-month evaluation may be terminated without recourse. An employee transferred into a position will be required to serve a Probationary period in the new role (i.e. 3 month, 6 month).

If a current employee receives an overall unsatisfactory performance evaluation during the college's annual evaluation period, the employee will be placed on a mandatory six-month probationary status and shall be subject to termination without recourse at any time during that period of service. The supervisor of the probationary employee shall submit a three-month, and six-month performance evaluation to the Human Resources Office during this time period.

Should the appropriate supervisor believe that a special evaluation is warranted due to problems or concerns regarding the employee's performance, such special evaluations may be conducted at any time upon approval of the appropriate Vice President. A special evaluation, if conducted, shall deal only with the problem or concerns which necessitated the evaluation.

Salary Administration or Changes - A newly hired employee will typically start at the minimum of the range; however, the President reserves the right to approve exceptions. Experience credit may be given to a candidate who can demonstrate full time related work experience as approved by the President.

If an employee works a fraction of a year, he/she will receive the pro-rated portion of the salary until the end of the fiscal year. Annual salary increases may be recommended to the Board of Trustees and are dependent upon the availability of funding. Employees hired after March 1st of each year will not be eligible for a pay increase until the next year.

Demotion - Upon demotion for cause, the employee will be placed at the new classification recommended by the appropriate Vice President and the Executive Director of Human Resources; approved by the President.

Transfer - A transfer is the assignment of an employee from one position to another within the same classification.

Reclassification - Reclassification is defined as changing the class title, duties and responsibilities for a particular position when those duties change substantially. When a reclassification occurs, the employee shall be placed at the classification level in the new position. Reclassifications may be temporary.

Educational Attainment – Career Service employees may be considered to receive additional compensation in the form of a lump sum payment for attainment of additional academic credentials. Consideration for the lump sum payment is contingent upon performance evaluations, budget position, recommendation of the supervisor and approval by the college president. Generally, a payment for additional academic credentials occurs at the beginning of the fiscal year following the attainment of the employees official transcript. Human Resources must receive official transcripts before consideration is given for any payment.

Salary Adjustments - The 12-month salary base may be appropriately reduced for less than 12-months (the compensation shall be an appropriate pro-rata share of the 12-month salary rate) or for less than a full-time position.

Lump Sum - Upon recommendation of the President and at the discretion of the Board of Trustees, a non-recurring salary increase or lump sum payment to all eligible employees may be awarded at any time during the fiscal year, contingent upon available funds. This non-recurring salary lump sum payment may be in addition to or in lieu of a regular salary increase. Employees working through performance improvement plans (PIP) are not eligible for a lump sum payment neither are those who do not meet the acceptable minimum of the annual performance evaluation.

Merit Increase - Upon approval of the President each year full time employees may be eligible for a merit lump sum payment at the beginning of the next fiscal year. Each year the merit lump sum payment will be dependent upon specific prescribed factors as approved by the Board of Trustees. Additionally, merit increases will only be considered when college funding is available.

Reimbursement of Moving and Travel Expenses - The President shall have the authority to reimburse Administrative or Executive full-time employees for moving expenses (household goods) not to exceed \$5,000.00, when the President deems such reimbursement is in the best interest of the College. Receipts must be submitted to Human Resources before any moving and/or travel expenses are authorized.

Health and Life Insurance Benefit Program - The premium for single-rate coverage for any full-time employee, approved by the Board, for benefits who elects to participate in the College group plan will be paid by the College. Premiums for life insurance of such persons will be paid by the College at two times the employee's current salary rate.

Compensation - Personnel shall be compensated in accordance with the applicable salary schedule and paid in accordance with their employment letter and the payroll calendar. Salaries shall be recommended by Human Resources to the President based on educational background, experience, and position requirements to his/her assignment at Northwest Florida State College. The base may be appropriately reduced for contracts of less than 12-months upon approval of the President. Employees hired after March 1st of each year will not receive a pay increase for the following fiscal year. The President has the authority to pay employees supplementary compensation for additional work performed (see Part-time Personnel Pay Rates). The Board of Trustees shall determine the compensation of the President. Classifications in this salary schedule may or may not be exempt from the provisions of the Fair Labor Standards Act.

Please Note: The President shall have the authority to freeze salaries of personnel or to reclassify personnel when changes in assignments or in operational or organizational circumstances necessitate; with the understanding that the compensation of such affected persons may: (1) be reduced or (2) be frozen at the specified salary rate until circumstances make removal of the freeze feasible or until a reclassified person regains the appropriate pay level under a new classification. Should a reclassification provide advancement in classification for a person, his/her compensation shall be appropriately advanced.

Please Note: At the President's discretion a stipend may be given for hard to fill positions. Requests must be submitted in writing and approved by the President.

Work Obligation - The work obligation for all full time employees shall be 37½ hours per week (normally 7½ hours per day, Monday through Friday), exclusive of one (1) hour per day for lunch. Employees are obligated to be present at their work assignment locations on each day of their appointment period unless on appropriate leave or Temporary Duty (as defined and set forth in the Personnel Handbook). Since the accomplishment of the mission of the College in serving students and the community places highly varied demands and pressures upon each person involved in accomplishing that mission, daily schedules shall be established jointly by each employee's supervisor.

Personnel in the category of Administrative or Professional may be assigned instructional or instructional related responsibilities as a part of or in addition to the 37½ weekly hours required for their appointment period. Teaching responsibilities included as a part of the appointment and supplemental instruction performed in addition to an employee's full-time assignment shall be authorized only by the President upon recommendation by the Vice President – Teaching and Learning each semester.

Any such assignments shall be governed by the instructional salary schedule principles and provisions as they relate to instructional requirements. Compensation for supplemental instruction shall be governed by the instructional salary schedule rates for such instruction. Personnel holding continuing contract status will maintain that status, thus honoring contracts previously made with those employees.

Personnel in these categories are not permitted to teach either online or face to face during regular working hours.

In order to ensure the smooth operation of the college and the departments, a person hired into a full-time position must complete 6 months in the position before being eligible to apply for other positions within the college. Any variance to this regulation must be approved by the President.

Career Service Positions – Non Exempt Salary Schedule

Pay Grade	Job Title	Minimum	Midpoint	Maximum
1	Office Specialist I Facilities I Groundskeeper Mail Clerk Receiving Clerk Grant Support Staff	\$22,225	\$29,461	\$36,696
2	Library Specialist Office Specialist II Facilities II	\$24,875	\$33,077	\$41,278
3	Office Specialist III Facilities III IT Specialist I	\$27,855	\$39,862	\$51,868
4	IT Specialist II	\$30,047	\$41,954	\$53,862

Campus Safety and Security

5	Campus Police Officer I	\$25,188	\$32,240	\$40,300
6	Campus Police Officer II	\$27,706	\$35,464	\$45,394
7	Campus Police Officer III	\$30,477	\$39,010	\$49,933

*Please note the above list is not all-inclusive of all Career Service positions.

- Grant Funded positions are contingent upon grant funding and Board of Trustees approval. Employment shall be in accordance with State Board Rule and Northwest Florida State College Board Policy. Workdays and/or hours will satisfy the grant requirements and/or community being served. There shall be no expectation of continued employment with the College after the termination of the grant. Compensation of grant personnel will be based on grant funding, education, and experience and the applicable pay grade within the college salary schedule. Grant positions will not receive a salary increase if there are insufficient funds in the grant budget. All increases require approval by the President.

Part Time Personnel Pay Rates – These are for one time or temporary assignments as approved by the College President.

Job Title	Pay Rates
Art & Drama Development Personnel Cultural Development Assistant Curriculum and Instructional Specialist Health Program Personnel Institutional Research Assistant Musicians Professional – Special Projects Publication Assistant Research Assistant Sports Related Assistants Campus Safety	For temporary and salaried assignments - \$50.00 - \$16,000 *Other Part time positions not listed may fall into this category.
Co-Curricular Camp Coordinators Co-Curricular Camp Counselors	\$250- \$1,500 \$25 - \$250

The following part-time hourly positions will be compensated according to the rates listed below. Rates higher than listed below will require approval of the President. **Please note- The below list is not all inclusive of all part time positions.**

Position	Hourly Rate	Position	Hourly Rate
Student Worker	Minimum Wage	Trade Worker - Renovation	\$12.92
		CBA Ecology/Education Technician I	\$12.92
Auxillary Learning Aids/Mentors/Notetakers	\$11.33	Educational Advisor	\$13.36
Cashiers	\$11.33	Skilled Trade Worker Renovation	\$13.48
Night/Weekend Monitors	\$11.33	CBA Ecology/Education Technician II	\$13.48
Staff Assistant	\$11.33	Testing Administrator PT Navigator	\$15.57
Support Technicians	\$11.33	Job Supervisor - Renovation	\$16.03
Test Proctor	\$11.33	Bus Driver	\$16.89
Tutors	\$11.33	Campus Police	\$17.76
Campus Safety Specialist	\$11.33	Interpreter for the Hearing Impaired	\$20.39
Program Assistants	\$11.66	Job Superintendent - Renovation	\$21.33
Teaching Aids	\$11.66	AV After hour support	\$25.00
Lab Assistants	\$12.92	Professional Security	\$27.34
Computer IT- Help Desk	\$12.92	On Call (Per Event)	\$55.48
Testing Specialist	\$12.92		

Education Requirements for Career Service Positions

Pay Grade	Requirements
1	HS Diploma + 1-3 years relevant work experience
2	HS Diploma + 2-4 years relevant work experience. Associate's degree or Trade certificate preferred.
3	Associate's degree + 2-4 years relevant work experience or Bachelor's degree + 1 year relevant work experience. Trade Certification in relevant work area.
4	Associate's degree required with proper IT certifications
5	HS Diploma with valid certification from accredited Police/Criminal Justice program + 2-4 years relevant experience.
6	Associate's degree with valid certification from accredited Police/Criminal Justice program + 2-4 years relevant experience. 10 years' experience may be substituted for Associate's degree at President's discretion.
7	Bachelor degree with valid certification from accredited Police/Criminal Justice program. 15 years' experience may be substituted for Bachelor degree at President's discretion.

Professional, Administrative & Executive - Exempt Salary Schedule

Personnel in this category may be assigned instructional or instructional related responsibilities as a part of or in addition to the 37½ weekly hours required for the basic appointment period. Teaching responsibilities included as a part of the basic appointment and supplemental instruction performed in addition to an employee's full-time assignment shall be authorized only by the President upon recommendation by the Vice President – Teaching and Learning each semester. Any such assignments shall be governed by the instructional salary schedule principles and provisions as they relate to instructional requirements. Compensation for supplemental instruction shall be governed by the instructional salary schedule rates for such instruction. Personnel holding continuing contract status will maintain that status, thus honoring contracts previously made with those employees.

Personnel of academic programs may receive a specified number of hours reassigned time each semester (Fall, Spring, Summer) depending upon responsibilities as recommended by Senior Level cabinet and approved by the President.

Pay Grade	Job Title	Minimum	Midpoint	Maximum
8	Assistant Coach	\$22,165	\$30,225	\$40,300
9	Professional I Assistant Controller Accountant Center Coordinator S. Affordability Advocate Learning and Retention Navigator Cashier Supervisor Supervisor of Plant Operations Human Resources Specialist I Videographer Coordinator	\$30,225	\$43,826	\$57,428
10	Professional II Student Success Navigator Human Resources Specialist II Database Administrator Purchasing Director Strategic Communications Coordinator	\$40,300	\$52,894	\$65,488

11	Professional III Foundation Operations Manager Project Manager of Degree Works Manager of Retention and Completion Librarian Campus Police Supervisor	\$45,338	\$60,954	\$79,492
12	Administrative I Director Head Coach Senior System Administrator Exec. Asst. to the President Tech Support Manager Controller	\$49,871	\$64,228	\$80,197
13	Administrative II Executive Director Institutional Data Analyst	\$55,413	\$73,044	\$94,000
14	Administrative III Dean Principal	\$70,525	\$90,675	\$100,750
15	Executive Vice President Executive Officer, Government Relations Chief Information Officer	\$90,675	\$125,938	\$161,200

*Please note the list above is not an all-inclusive list of every position with the College.

Head Coaches may be eligible for the following stipend related to winning state, local and national championships:

- Conference championships - \$2,500
- State championships - \$2,500
- National Championships - \$5,000

Please note: These stipends are subject to available funds in the Athletic Program budget. For a coach to be eligible for a stipend, he/she must have earned an exemplary performance evaluation as determined by the Athletic Director and the President. Also there must be no performance related issues noted in a coach's personnel file.

Educational Requirements for Professional, Administrative, Executive Positions

Pay Grade	Requirements
8	Associate's degree required, Bachelor degree preferred with 2-4 years' relevant experience.
9	Bachelor's + 2-4 years relevant work experience.
10	Bachelor's + 4-6 years relevant work experience.
11	Bachelor's + 5-7 years relevant work experience.
12	Bachelor's + a minimum of 7 years relevant work experience. Master's Preferred. For Academic Directors- Master's degree required.
13	Master's + 3-5 years relevant work experience.
14	Master's + 5-10 years relevant work experience.
15	Master's + 10 years relevant work experience. PhD preferred.

Nine- Month Instructional Personnel

Exempt Salary Schedule

BASIC CONTRACTS

The basic contractual obligation for a full-time, nine-month faculty member is thirty-four (34) hours per week in the fall and spring semesters. At least twenty-five (25) of those hours, spread over five (5) days, must be student contact hours, of which at least fifteen (15) must be classroom/instructional hours. The remaining nine (9) hours will be devoted to other professional activities. Satisfaction of the fifteen (15) hour classroom/instructional hour obligation is defined as a 100% (1.0) load obligation and is further defined by course load factors, a list of which is maintained in the Office of the Vice President – Teaching and Learning. For other full-time, nine-month faculty members, including librarians, the basic contractual obligation is thirty-four (34) hours per week of professional duties, which may include a teaching assignment. Persons teaching less than the basic contractual obligation shall be considered part-time, except for designated Board approved “half-time” or other pro-rata positions requiring a minimum of eight (8) classroom/instructional hours or its assigned equivalent.

Any and all instructional personnel are assignable to appropriate college credit, clock hour, college prep credit and noncredit courses, or to combinations of such courses to meet the needs of the comprehensive program to which the College is committed. Faculty who teach in clock hour programs shall teach at least twenty (20) clock hours per week and hold at least five (5) office hours per week to satisfy the minimum requirement of twenty-five student contact hours with the remaining nine (9) hours devoted to other professional activities. Should there be a mix of instructional and instructional service equivalent obligations within the contract of a faculty member, the pro-rata distribution of contract obligations of time for the respective functions and the pro-rata distribution of salary to the respective functions will be determined by the Vice President – Teaching and Learning in cooperation with any other relevant administrator in accordance with the criteria and guidelines on file in the Office of the Vice President – Teaching and Learning. Should the pro-rata classroom teaching portion of such a contract be less than fifty percent (50%) of a normal teaching load and the remaining assignment is other than instructional service equivalent, the position will cease to be instructional and will be reclassified accordingly.

After consideration of the recommendations of the pertinent program director or department chair, class assignments for each faculty member shall be made by the Vice President – Teaching and Learning in the manner which best meets the needs of students and the College. Full-time class loads shall be assigned as appropriate according to the instructional load determination formula.

Teaching by any full-time Northwest Florida State College employee of courses for other educational institutions at the undergraduate level (or equivalent to) courses taught by Northwest Florida State College (or activity involved in the generation or implementation of such courses) is considered a conflict of interest unless authorized in advance by the President or his designee and, therefore, subjects the person so doing to a choice of discontinuance of employment by Northwest Florida State College or to termination of such outside employment. Acceptance by any Northwest Florida State College personnel of any personal or financial benefit or gain (direct or indirect) from any course offering or activity of the College in any form other than compensation according to established College compensation provisions is a conflict of interest. Likewise, any use of College equipment, property, work time, or the work time of any College personnel, in any way, for activities which will lead to or result in any personal or financial benefit or gain shall be considered improper (except for honoraria authorized in advance by the President on recommendation of the relevant administrator). Establishment of the fact of any such conflict(s) of interest or impropriety shall subject that person to discontinuance of employment by Northwest Florida State College regardless of employment status (i.e., continuing service).

FACULTY SCHEDULES AND WORK WEEK

Individual weekly schedules shall be established jointly each semester by each full and half-time faculty member in cooperation with his or her program director or department chair (with the Academic Dean as appropriate in the case of program directors and department chairs) as follows. Each Fall and Spring semester, a final copy of each full-time and half-time faculty member's weekly schedule, signed by the faculty member and the appropriate supervisor, shall be filed with the department and the Office of the Vice President – Teaching and Learning according to the deadlines established by the Vice President - Teaching and Learning. Each department shall maintain a roster of part-time (adjunct) faculty members teaching during the term and the hours and manner in which the faculty members are available to assist students.

Full-Time Faculty Members

Sufficient time to constitute the instructor's full-time obligation consisting of a minimum of 34 scheduled hours per week shall be distributed appropriately throughout each week, and shall contain a minimum of 25 student contact hours and posted office hours available to students each week. Office hours shall be scheduled during normal college operating hours and at such time as will maximize accessibility for students. The remaining 9 hours weekly which relate to a basic teaching load may be devoted to any combination of other professional duties such as scheduled office hours, obligations for committee work, department meetings, general or specific faculty meetings, class preparation, advising, academic research, approved community outreach special occasion obligations, etc. at the most appropriate location(s). Distance learning, hybrid, or other non-traditional classes may be included as part of the regular full-time obligation as determined by the Vice President – Teaching and Learning.

If reassignments or non-traditional classes are used to meet the full-time obligation, the faculty member must still schedule a minimum of 34 hours per week. Unless approved in advance by the Vice President – Teaching and Learning, the minimum 25 student contact hours shall be scheduled across the usual Monday through Friday work week.

Class hours for any supplemental assignment shall be in addition to the 34 weekly hours required for the basic load during Fall and Spring semesters; for example, a supplemental load of 3 credit hours requires at least 3 scheduled weekly contact hours beyond the minimum 34 weekly hours. Supplemental assignments in distance learning format must be completed outside the 34 weekly hours.

During the hours which constitute the 34 hour full-time obligation to the College, the faculty member shall be conveniently and promptly accessible to students for assistance and advisement and to other College personnel for general conduct of College business. The faculty member's written weekly schedule shall show at least 34 scheduled hours. Normally, the 25 student contact hours are scheduled over the five-day period Monday through Friday; however, exceptions to a scheduled work week may be made in certain cases the hours may be scheduled over a four-day period, with approval from the Vice President of Teaching and Learning.

Half-Time Faculty Members (as approved by the President)

Sufficient time to constitute the instructor's obligation consisting of a minimum of 17 scheduled hours per week for half-time (based on 34 hours full-time) shall be distributed appropriately throughout each week, and shall contain as a minimum 13 classroom contact hours and posted office hours (minimum of eight [8] in scheduled hours) available to students each week. Office hours shall be scheduled during normal college operating hours and at such times as will maximize accessibility for students. Distance learning, hybrid, or other non-traditional assignments may be included as part of the regular half-time obligation as determined by the Vice President – Teaching and Learning. The remaining hours, relating to the basic load, may be scheduled in the same manner as specified above for full-time faculty members. The faculty member's weekly schedule shall show at least 17 scheduled hours over a minimum of two (2) work days per week.

If reassignments or non-traditional classes are used to meet the half-time obligation, the faculty member must still schedule at least 17 hours per week. Credit hours or equivalents above the minimum eight (8) for a half-time position will be contracted on a supplemental basis and must be completed outside the regular 17 hour work week. Contracted semester credits for half-time positions, regardless of the number of supplemental credits, do not accrue toward continuing contracts.

During the hours which constitute the 17 hour half-time obligation to the College, the faculty member shall be conveniently and promptly accessible to students for assistance and advisement and to other College personnel for general conduct of College business. The faculty member's written weekly schedule shall be at least 17 scheduled hours.

Part-Time Faculty Members

All part-time faculty members, including full-time employees teaching classes on a supplemental load basis during the fall, spring, and summer, shall provide time outside of class for assisting students. Ideally, such time shall be scheduled immediately prior to or following the scheduled class(es) and at the same teaching location. If such scheduling is not feasible, the faculty member may arrange with the appropriate supervisor to fulfill this obligation through alternate means such as e-mail and/or individual student appointments.

12 Month Faculty Members

Individuals hired as 12 month Faculty members will be required to work the same weekly hours as nine month faculty. Salary will be determined by taking the nine month salary and multiplying it 1.2.

LEAVES OF ABSENCE

All absences shall be covered by appropriate leave ***approved in advance*** (other than absences resulting in the use of Sick Leave) in accordance with the procedures, deadlines, and policies contained in the Personnel Handbook. Any and all TDY's or leaves shall (per Board Policy and FAC Rules) be specifically approved by the President or his designee. Recommendations for TDY's or leaves for instructional personnel are made by the appropriate Academic Dean, Program Director or the Department Chair and the Vice President – Teaching and Learning, as appropriate. Such requests and recommendations are expected to be made on a timely basis to allow ample time to meet deadlines for travel reservations, preferred-rate hotel/motel reservations, registration details, etc., and to enable implementation of approval procedures. It should be noted especially that ***absence from the two-county district*** during an instructor's obligated hours requires appropriate leave or TDY to protect the employment status, perquisites, and interests of the employee. Voluntary leave (personal, professional, etc.) shall be taken at the ***mutual convenience*** of the College (as judged by the Vice President – Teaching and Learning on recommendation from the appropriate Dean, Program Director or the Department Chair) and the instructional staff member involved. Should a person be on a schedule other than a regular 5-day work week, calculation of any leave time shall be appropriately pro-rated.

HEALTH AND LIFE INSURANCE BENEFIT PROGRAM

The premium for single-rate coverage for any full-time employee approved by the Board for benefits who elects to participate in the College group plan will be paid by the College. Premiums for life insurance for such persons will be paid by the College at two times the employee's current salary rate. Persons filling authorized half-time or other pro-rata positions are also entitled to these benefits.

SUPPLEMENTAL AND PART-TIME CONTRACTS

At the option of the College, a separate contract may, upon recommendation of the Vice President – Teaching and Learning, as appropriate, be drawn with full-time and half-time personnel including qualified twelve-month contract personnel, for a duration of less than nine months (either within or outside of their contract period) for provision of instructional services or other authorized services over and beyond their basic contract. Determination of such assignments will be based on qualifications, interest, the need for such services, and the best interests of the students and the College. Such assignments shall have prior approval by the President or his designee.

Supplemental and part-time instructional personnel are paid per the Adjunct and Supplemental Personnel Pay Rate Schedule, according to the classification of the teaching assignment. When noncredit, college, vocational, or prep courses are taught in combined form, classification of the assignment for payroll purposes will be determined by the Vice President – Teaching and Learning in accordance with guidelines on file in the Office of the Vice President – Teaching and Learning. Part-time and supplemental instructional personnel shall not be permitted to exceed the number of semester and/or contact hours in their contracts except under extenuating circumstances; advance approval from the Vice President – Teaching and Learning is required.

Instructional personnel on part-time teaching contracts (including supplemental contracts) shall be obligated to set up appointments to meet with students outside of class time and to arrange for appropriate scheduled conference times which will be established by joint action of the faculty member and the Dean, Program Director or the Department Chair for the purpose of assisting and advising students at mutually appropriate locations and times convenient to the student(s) whom they teach and serve. Ideally, such activities will be scheduled immediately before or after classes and at the same location. The supplemental office hours and class hours for full-time and half-time faculty shall be in addition to the 34 hours and 17 hours, respectively, required for basic instructional loads during Fall and Spring semesters. Supplemental contact hours for twelve-month contract personnel are, likewise, in addition to their minimum required 37.5 weekly contact hours. A copy of the scheduled class and conference hours, as approved by the Dean, Program Director or the Department Chair, shall be filed with the Vice President – Teaching and Learning.

Part-time instructional personnel shall be limited to twelve (12) semester hours including semester hour equivalents, 360 non-credit hours, or equivalent combination. Exceptions to these limits may be made under extenuating circumstances; advance approval from the Vice President – Teaching and Learning is required.

Within the Faculty Member's Regular 9-Month Contract Period

Instructional personnel who are assigned a full-time or half-time nine-month teaching load (as defined under Basic Contracts) shall be eligible for supplemental contract assignments based upon that portion of the total load which exceeds 100 percent or appropriate distribution of a full load (15 credits or equivalent load for full-time and 8 credits or equivalent for half-time). The excess percentage shall be converted to the appropriate number of credits or equivalent for pay determination purposes at supplemental contract pay rates. Should a faculty member have less than a full load, any supplemental contract arrangement will be on the basis of the percentage of the obligations that will, in fact, be over and above a full teaching (or instructional equivalent) assignment that equates to the appropriate full or half-time contract. Supplemental contracts issued to full-time or half-time faculty members during the nine-month contract for obligations beyond the regular load shall not exceed twelve (12) credits (or equivalent) during any semester unless approved in advance by the Vice President – Teaching and Learning and the President. Exceptions to this maximum are made only under unique or extraordinary circumstances. Supplemental assignments in asynchronous distance learning format shall be included in the calculation of the twelve (12) credit maximum; such credits will accrue at the same rate applied to traditional classroom instruction. Calculation of the maximum load is independent of the calculation of compensation for such classes. Additional guidelines are maintained by the Vice President – Teaching and Learning.

Outside of the Faculty Member's Regular 9-Month Contract Period

Regular full and half-time instructional personnel (persons who have been on 9-month contract prior to Summer semester of each year and who have commitments for teaching on full or half-time contracts in the subsequent academic year) shall be given first priority for supplemental teaching contracts during Summer semester. Normally, supplemental contracts issued during Summer semester shall not exceed twenty-seven (27) semester hours or equivalent in total for Sessions I, II, III and all other abbreviated terms of the Summer semester. Distance Learning supplemental assignments shall be included in the maximum summer load calculations in the same manner as used during the regular 9-month contract period. The Vice President – Teaching and Learning shall determine the loads within these guidelines. Assignments of any loads in excess of these guidelines (which would occur only because of unique, unavoidable circumstances) shall be approved *in advance* by the Vice President – Teaching and Learning. All full and half-time, regular nine-month faculty members who elect to teach during Summer semester, Sessions A, B, C or other abbreviated terms are classified as Supplemental Faculty Members and will be paid as such.

COMPENSATION

Full-Time 9-Month Instructional Personnel and Department Chairs

Faculty are initially assigned a salary within the appropriate level based upon the following criteria:

1. The minimum salary within the level is the base salary for the position;
2. Three percent of the base salary may be granted for each year of prior experience up to a maximum of ten (10) years. However, the maximum allowable experience shall be reduced by one year for every year within the past 10 years that the College was unable to award a faculty salary increase.

The initial placement shall be recommended by the Human Resources Office in terms of relevance of the experience background of the faculty member to his/her assignment at Northwest Florida State College, and any allowance for experience outside of the educational frame of reference (for relevant work experience) is normally assessed on a 2-to-1 ratio.

Salary Adjustments: Current employees on continuing contract or whose annual contract is renewed are eligible for an annual increase in salary in those years in which an increase is awarded, up to the maximum salary for the assigned level.

Lump Sum: Upon recommendation of the President and at the discretion of the Board of Trustees, a non-recurring salary increase to all eligible employees may be awarded at any time during the fiscal year, contingent upon available funds. This non-recurring salary increase may be in addition to or in lieu of a regular salary increase.

Faculty attaining the next level of education through completion of approved coursework at a regionally accredited postsecondary institution will be compensated as follows:

Degree Level	Increase in Current Salary	Non-recurring Bonus on Current Salary*
From Bachelor's to Master's	6%	3%
From Master's to Doctorate	6%	5%

*Any pay increase due to attaining the next level of education is subject to College funding and will be effective at the beginning of the next fiscal year.

* Full-time 9-month Instructional Personnel and department Chairs hired after July, 2011 are not eligible for the non-recurring bonus on current salary.

Release time for Department Chairs: Release Time will be determined by the Vice-President of Teaching and Learning and is determined on a case by case basis.

2019-2020 Nine Month Salary Base for Instructional Personnel

Experience Level	Bachelors	Masters	Doctorate
0	36,229	38,402	40,740
1	37,316	39,553	41,962
2	38,403	40,706	43,184
3	39,489	41,858	44,407
4	40,576	43,010	45,629
5	41,663	44,162	46,852
6	42,750	45,314	48,074
7	43,836	46,466	49,296
8	44,923	47,618	50,518
9	46,011	48,770	51,740
10	47,098	49,923	52,962

SUPPLEMENTAL/ADJUNCT TEACHING ASSIGNMENT PAY RATES*			
FY 2019-2020			
Course Type	Doctorate	Masters	Bachelors
College Credit	\$720	\$660	\$585
Vocational Credit (Clinical, Lab, or Practicum)	\$720	\$660	\$585
Vocational Credit (Theory/Didactic)	\$48.00 per credit hour	\$44.00 per credit hour	\$39.00 per credit hour
College Preparatory Credit	\$48.00 per contact hour	\$44.00 per credit hour	\$39.00 per credit hour
Adult Basic Education (non-credit), ESOL (non- credit), GED Preparatory (non- credit), Vocational Preparatory (non- credit)	\$22.09 per contact hour	\$19.72 per contact hour	18.01 per contact hour
Continuing Workforce Education, Prime Time, Recreation and leisure, Institute for Professional Development, Clinical Specialist, corporate Training (non-credit), PT Librarian	\$17.16- \$300.00 Per contact hour (Placement within range is determined in accordance with criteria on file in the Office of the Vice-President of Teaching and Learning.)		
Public Service Academies: Law Enforcement, Corrections, EMT, Paramedic, and Fire	\$34.00 per contact hour		