

Northwest Florida State College
Career Service Salary Schedule
2013-2014

All Career Service employees will serve for either twelve (12) months of full-time service or nine (9) months in accordance with the provisions of the payroll calendar for 2013-2014. The work obligation for employees shall be 37½ hours per week (normally 7½ hours per day, Monday through Friday), exclusive of one (1) hour per day for lunch.

1. **New Hiring** - the starting salary will be at the minimum salary. The President may approve exceptions. If an employee works a fraction of a year, he/she will be paid at the twelve-month rate on a pro-rated basis. Proper verification of experience and education shall be submitted to Human Resources. Employees hired after March 1 will not receive a pay increase for the following fiscal year.

2. Changes in Salary - Changes in salary will be implemented for the following:

Promotion - A promotion occurs when an employee moves from a position in one classification to a position in a higher classification. Upon promotion, the employee may receive an increase up to 3% for each classification. In no case will the promotional increase place an employee's salary above the maximum of the assigned classification. The President may authorize additional compensation within the classification as long as the salary does not exceed the maximum.

Demotion - Upon demotion for cause, the employee will be placed at the new classification recommended by the appropriate Vice President and the Director of Human Resources; approved by the President. If the current salary is above the mid-point, the salary may be frozen. No salary increments or general structure increases will be given until the mid-point for the new classification exceeds the salary.

Transfer - A transfer is the assignment of an employee from one position to another within the same classification. There shall be no salary increase or decrease as a result of a transfer.

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 (see promotion and demotion). Reclassifications may be temporary.

Educational Attainment - Employees will be eligible to receive an increase of 3% for each level of degree earned (associate, bachelor, masters, doctorate). If the employee receives a higher degree in a higher job classification, the employee will be eligible to receive an increase of 3%. The increase will be granted effective with the first pay period following receipt of the official school transcript by the Human Resources Office.

3. **Probationary Status** - Newly hired individuals both new to the College and current employees promoted to a different position, 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 two-month, four-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.

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 two-month, four-month, and six-month performance evaluation to the Human Resources Office.

Should the appropriate supervisor feel 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 appropriate Vice President. A special evaluation, if conducted, shall deal only with the problem or concerns which necessitated the evaluation. The supervisor of the probationary employee shall submit a two-month, four-month, and six-month performance evaluation to Human Resources and shall be subject to termination without recourse at any time during that period of service.

4. **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's group health 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. Full-time Career Service employees filling authorized 9-month positions shall have their health/life insurance premiums paid by the College on an annual (12-month) basis.
5. **Part-Time Teaching** - Any part-time teaching done by a Career Service employee in addition to his/her full-time assignment shall be authorized only by the President upon recommendation by the appropriate Vice President/Dean. Any such assignment, and compensation for it, shall be governed by the instructional salary schedule principles and provisions.
6. **Abandonment of Position** - College personnel absent from duty without leave or notification to the College of an emergency shall forfeit compensation for the absence and shall be considered to have abandoned the position and may be subject to dismissal.
7. **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.
8. **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 appropriate College administrator. Most grant positions require a probationary period. Classifications are listed separately.
9. **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.
10. **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.

**Listing of Career Service Position Classification
2013-2014**

Classification	Minimum	Midpoint	Maximum
Facilities I	\$18,003	\$24,569	\$31,135
Facilities II	\$20,250	\$26,963	\$33,676
Facilities III	\$21,903	\$31,437	\$40,971

Classification	Minimum	Midpoint	Maximum
Office Specialist I	\$21,060	\$28,742	\$36,423
Office Specialist II	\$23,690	\$32,331	\$40,971
Office Specialist III	\$26,648	\$39,065	\$51,482

Classification	Minimum	Midpoint	Maximum
IT Specialist I	\$24,638	\$35,363	\$46,087
IT Specialist II	\$28,823	\$41,142	\$53,461

Listing of Grant Positions by Classification 2013-2014		
(Use Appropriate Grant Title)		
Classification	Minimum	Maximum
Grant Support	\$18,003.00	\$40,000.00
Grant Manager/Coordinator	\$25,000.00	\$60,000.00
Grant Administrator	\$30,000.00	\$80,000.00
Part-time Hourly Rates		
Appropriate Grant Title	\$7.79	\$200.00

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. Grant positions will not receive a salary increase if there are insufficient funds in the grant to provide for it.

Part-time Personnel Pay Rates	
Art & Drama Development Personnel	\$100 - \$16,000
Cultural Development Assistant	
Curriculum and Instructional Specialist	
Health Program Personnel	
Institutional Research Assistant	
Musicians	
Professional - Special Projects	
Publication Assistant	
Research Assistant	
Sports Related Assistants	

Co-Curricular Camps	
Camp Coordinators	\$ 250 - \$1,500
Camp Counselors	\$ 25 - \$ 250

Personnel will be paid in accordance with their employment letter and the payroll calendar and may be pro-rated. State and Federal fringe benefits will apply.

**2013-2014
Non-Instructional Part-Time Hourly Rates**

The following part-time hourly positions will be compensated according to the rates listed below. Rates will generally be at the minimum of the range, however, higher rates may be approved by the president based on circumstances.

Position	Hourly Rate
Student Worker	\$8.00 - \$8.40
Custodial Worker	\$9.15 - \$9.61
Groundskeeper	\$9.55 - \$10.03
Auxiliary Learning Aids/Mentors/Notetakers Cashiers Night/Weekend Monitors Staff Assistant Support Technicians Test Proctor Tutors	\$10.05 - \$10.55
Program Assistants Teaching Aids	\$10.75 - \$11.29
Lab Assistants Computer IT – Help Desk Testing Specialist	\$12.35 - \$12.97
Costume Technician	\$12.40 - \$13.02

Position	Hourly Rate
Educational Advisor	\$12.70 - \$13.34
Graphic Designer	\$13.55 - \$14.23
Trade Worker – Renovation	\$12.40 - \$13.02
Skilled Trade Worker – Renovation	\$12.90 - \$13.55
Testing Administrator	\$14.90 - \$15.65
Job Supervisor – Renovation	\$15.10 - \$15.86
Bus Driver	\$16.15 - \$16.96
Job Superintendent – Renovation	\$20.40 - \$21.42
Interpreter for the Hearing Impaired	\$19.50 - \$20.48
AV after-hour support (see note)	\$25.00 - \$26.25
Professional Security	\$26.00 - \$27.30
On-Call (Per Event)	\$53.00 - \$55.65

Part-time hourly persons employed in categories other than those listed above will be compensated at the hourly rate of the minimum salary of the appropriate Career Service classification. Employment in these categories shall be approved by the appropriate Vice President, Director of Human Resources, and the President. Appropriate job descriptions shall be on file in Human Resources prior to the approval of part-time hourly personnel. Personnel will be paid in accordance with their employment letter.

Note: after-hour Audio Visual support workers will be paid for the number of actual hours on campus plus one hour for travel and preparation.