

**Northwest Florida State College**  
**Professional, Administrative, and Executive Salary Schedule**  
**2013-2014**

All employees shall be obligated for twelve (12) months of full-time service in accordance with the provisions of the payroll calendar for 2013-2014 and his/her contract.

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. Employees are obligated to be present at their work assignment locations on each day of their contract period unless on appropriate leave or TDY (as defined and set forth in the Personnel Handbook). Since the accomplishment of the mission of the College in serving its clientele places highly varied demands and pressures upon each professional person involved in accomplishing that mission, daily schedules shall be established jointly by each such person and his/her supervisor.

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 contract. Teaching responsibilities included as a part of the basic contract 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 - Academic Affairs. 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 approved by the Vice President - Academic Affairs.

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 freshman and sophomore level at the undergraduate level at other colleges without approval of the College President or designee.

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 on 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.

## **Compensation**

Personnel shall be compensated in accordance with the attached schedule and paid in accordance with their employment letter and the payroll calendar. Salaries shall be recommended by 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 1 will not receive a pay increase for the next fiscal year. However the President may approve a pay increase under extenuating circumstances.

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.

**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.

## **Health and Life Insurance Benefit Program**

The premium for single-rate coverage for any full-time employee approved by the Board, who elects to participate in the College group health 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 up to \$200,000.

## **Senior Management Service Class in the Florida Retirement System**

The President is authorized to designate selected Executive/Administrative/Managerial positions for inclusion in the senior management service class of the Florida Retirement System. Positions designated must meet all criteria established by Florida Statutes.

## **Annuity Benefit Program**

Personnel may be eligible to participate in an advanced payment annuity program. The employee may have an annuity payment and applicable FICA pertaining to the annuity payment paid each July out of his/her annual salary, up to the maximum allowable tax-free deduction for a calendar year under IRS Rules and Regulations. The balance of the employee's salary shall then be paid in twelve equal installments. An employee who participates in the advanced payment annuity program shall be obligated to refund to the College the appropriate portion of any advanced payment, if the termination occurs prior to the end of the contracted employment period.\*

### **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.

### **Reimbursement of Moving and Travel Expenses**

The President shall have the authority to reimburse administrative 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.

\*Current participating employees may continue in the program; new hires after July, 2011 are not eligible.

**Listing of Professional, Administrative, and Executive Classifications**  
**2013-2014**

<b>Classification</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Assistant Coach	\$20,000	\$30,000	\$40,000
Professional I	\$30,000	\$43,500	\$57,000
Professional II	\$40,000	\$52,500	\$65,000
Professional III	\$45,000	\$60,500	\$76,000

<b>Classification</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Administrative I	\$49,500	\$63,750	\$78,000
Administrative II	\$55,000	\$72,500	\$90,000
Administrative III	\$70,000	\$90,000	\$100,000
Executive	\$90,000	\$125,000	\$160,000