



NORTHWEST FLORIDA
STATE COLLEGE

Salary Schedule | 2025 - 2026



Table of Contents

INTRODUCTION	3
Objectives	3
Notice of Equal Access/Equal Opportunity and Nondiscrimination	3
EMPLOYEE CLASSIFICATIONS	4
Position Types for FRS.....	5
SALARY SCHEDULES	6
Non-Instructional Personnel Salary Schedules	6
Career Service– Non-Exempt	7
Professional I – Non-Exempt.....	8
Professional, Administrative, and Executive – Exempt.....	9
Part-Time Pay Rates– Hourly Personnel	13
Part-Time Pay Rates – Special/Supplemental Assignment As-Needed	14
Instructional Personnel – Exempt.....	15
College Full-Time Instructional Personnel (9-month or 12-month) and Department Chairs	15
CHS Instructional Personnel.....	17
College Adjunct and Supplemental Teaching Assignment Pay Rates	17
Pay Rates for Public Service/Safety Adjunct Instructors.....	17
Overloads	18
Other Instructional Personnel Provisions	18
ADDITIONAL PROVISIONS REGARDING PERSONNEL COMPENSATION	19
PAYROLL CALENDARS.....	22

INTRODUCTION

The Northwest Florida State College Salary Schedule is established under Florida Statutes § 1001.64(18), as amended, and approved by The District Board of Trustees of Northwest Florida State College (“Board” or “Board of Trustees”). The President recommends the Salary Schedule to the Board of Trustees before the beginning of each new fiscal year with the annual budget proposal. Once approved, the Salary Schedule becomes the approved instrument to determine employee compensation.

The Northwest Florida State College Salary Schedule states standards for all full-time and part-time employees, including the employees of The Collegiate High School at Northwest Florida State College (“CHS”). CHS positions are prefaced by “CHS.”

Objectives

The Salary Schedule is designed to ensure that the College complies with state and federal compensation regulations, ensures fair treatment of applicants and employees, enhances its ability to attract and retain quality faculty and staff, and acts as a reference for compensation decisions.

Notice of Equal Access/Equal Opportunity and Nondiscrimination

Northwest Florida State College does not discriminate based on age, color, ethnicity, race, national origin, disability, marital status, pregnancy, religion, genetic information, sex, gender, or any other legally protected classification in its employment practices or its educational programs or activities. If you have questions regarding compliance with the College’s nondiscrimination policy or a complaint regarding harassment or discrimination, please contact:

Roberta Mackey
Executive Director of Human Resources
100 College Blvd. East, Niceville, FL 32578
Building 330
Phone: (850) 729-5337
Email: mackeyr@nwfsc.edu

Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681, et seq.) and its implementing regulations (34 C.F.R. part 106) prohibit and are designed to eliminate discrimination on the basis of sex in education programs or activities that receive federal financial assistance. The requirement not to discriminate in education programs or activities extends to admission and employment. Discrimination on the basis of sex includes, but is not limited to, sex-based harassment that is sufficiently serious to deny or limit an individual’s ability to participate in or benefit from the program at issue. Examples of sex-based harassment include sexual harassment, sexual violence, and gender-based harassment. The College complies with all aspects of Title IX and other federal and state laws regarding non-discrimination. For the College’s Title IX Procedure, visit: <https://www.nwfsc.edu/about/compliance/>. If you have questions regarding compliance with Title IX or if you have a complaint regarding sexual harassment or sexual violence, please contact the College’s Title IX Coordinator:

Amanda Diamond
Title IX Coordinator
100 College Blvd. East, Niceville, FL 32578
Building 330, Phone: (850) 729- 5365
Email: diamond4@nwfsc.edu

EMPLOYEE CLASSIFICATIONS

Career Service: The primary duties of these positions include performance of support functions essential to the effective operation of the College. In limited circumstances, a Career Service personnel may supervise other employees or students. These positions are non-exempt under the Fair Labor Standards Act (“FLSA”) and are subject to overtime and compensatory time. These personnel are not eligible to teach.

Professional: The primary duties of these positions include directing, supervising, and performing work of a highly technical nature to ensure College resources are being used properly. Except for the first professional classification (“Professional I”), these positions are exempt under the FLSA. Assistant coaches are included within the Professional schedule as FLSA exempt positions.

Administrative: The primary duties of these positions generally include directing, scheduling, managing, and supervising College employees and departmental resources. These positions are exempt under the FLSA.

Executive: The primary duties of these positions include executive decision-making, planning, directing, developing, organizing, and using resources in a manner that is prudent for the operation of the College. These positions are exempt under the FLSA.

Part-Time Employees: Part-time employees are hired on an as needed basis. Each semester or fiscal year the department head is responsible for submitting a new Personnel Action Form (“PAF”) for approval to continue the employment of a part-time employee. These positions work no more than 29 hours per week.

Instructional: These positions are designated for faculty. The primary duties involve direct instruction, student support activities, professional development, and service to the College. Instructional personnel are exempt from the provisions of the FLSA. In alignment with Board Policy TL 20.00, academic ranks exist to define a faculty member’s employment status at the College. Academic rank specifications represent a faculty member’s progression through major landmarks in their career.

The College recognizes and awards the following ranks:

1. **Adjunct Instructor**: A faculty member appointed to a part-time, at-will faculty position on an as needed basis. Adjunct instructor positions are not full-time and are not eligible for any faculty contract or benefits.
2. **Visiting Instructor**: A faculty member appointed to a temporary, full-time faculty position. Visiting instructor positions are not eligible for continuing contract. The College may issue non-continuing contracts to faculty in visiting instructor positions in accordance with Board policy regarding Full-time Faculty Contracts.
3. **Instructor**: A faculty member appointed to a full-time faculty position. Instructor positions are not eligible for continuing contract. The College may issue non-continuing contracts to faculty in instructor positions in accordance with Board policy regarding Full-time Faculty Contracts.
4. **Assistant Professor**: A faculty member appointed to a full-time faculty position. Assistant Professor positions are eligible for continuing contract in accordance with Board policy regarding Full-time Faculty Contracts.

5. Associate Professor: A faculty member appointed to a full-time faculty position who has been awarded a continuing contract in accordance with Board policy regarding Full-time Faculty Contracts.
6. Professor: A faculty member appointed to a full-time faculty position who has been awarded a continuing contract, and who has successfully completed two annual performance reviews following a continuing contract award, in accordance with Board policy regarding Full-time Faculty Contracts. Faculty may not hold the rank of Professor with fewer than seven years of full-time teaching experience at NWFSC.

CHS faculty positions are FLSA exempt positions and are separate from the College's faculty academic ranks. CHS faculty receive an annual, 10-month appointment, which is not eligible for continuing contract status. The primary duties involve direct instruction, student support activities, professional development, and service to CHS and the College. Based on specific CHS needs, there may exist a hybrid teaching and non-instructional role, which will be paid on the non-instructional pay scale.

Instructional – Adjunct Faculty: These College positions teach classes but are temporary and part-time and are on an as-needed basis each semester. All adjunct faculty assigned to teach college-credit or clock-hour coursework must have appropriate faculty qualifications, which may include academic credentials, professional licensure or industry certification, or a variance form with supporting documentation of alternate qualifications based on work experience or other record of achievement, which has been evaluated and approved by the Program Director, Academic Dean, and Vice President of Academic Affairs. Instructional personnel are FLSA exempt.

Position Types for FRS

- Regular Positions: For the purpose of determining eligibility for Florida Retirement System benefits, a regularly established position is an authorized and established position within the College staffing plan created to satisfy a continuing and recurring workload requirement. Regular positions can be full-time or part-time.
- Temporary Positions: For the purpose of determining eligibility for Florida Retirement System benefits, a temporary position includes full-time or part-time positions that are six months or less, casual laborers (persons who work intermittently when there are specific tasks to be performed), student employees, work study employees, temporary instructional personnel (persons appointed to teach with no expectation of continuation beyond one semester at a time), substitute teachers (persons not on an instructional contract who work intermittently to substitute), consultants or other professional persons on contract, persons on call (employees who are called to work unexpectedly for brief period and whose employment ceases when the purpose is satisfied), temporary non-instructional personnel (persons appointed to non-teaching positions which are established with no expectation of continuation beyond one semester at a time), or temporary replacements (persons employed for six months or less to perform the duties of an incumbent of a regularly established position who is on an approved leave of absence). Employees filling temporary positions shall not be eligible for membership in the Florida Retirement System.

SALARY SCHEDULES

Personnel will be compensated in accordance with the applicable Salary Schedule and paid in accordance with their employment letter or contract, as applicable, and the applicable payroll calendar. Human Resources recommends salaries to the President based on educational background, experience, and position requirements. The following Salary Schedules provide the appropriate rates and ranges for each employment classification. The titles listed under each non-instructional Salary Schedule are not inclusive of all possible job titles assignable to that classification and pay grade.

Non-Instructional Personnel Salary Schedules

This section sets out the Non-Instructional Salary Schedules. The Classifications and Jobs Titles column reflects classification of positions (i.e., Professional I, Administrative II, or Executive) and job titles of positions at the College that are currently assigned to that pay grade, which is subject to change. The Recommended Education and Experience column states recommended education credentials and work experience for that pay grade, which is useful in recruiting (posting and advertising vacancies), hiring, and promoting, provided, however, that comparable, relevant experience (demonstrated success), education, and professional licensure may be considered in lieu of the stated recommended education and experience, particularly for hard-to-fill positions.

College non-instructional personnel are initially assigned a salary based upon the factors outlined below. The supervisor will consult with Human Resources to ensure accuracy of the initial recommended salary based on relevance of this information.

- Base salary – the minimum salary stated within the relevant range will be considered the starting base salary for new full-time employees who meet the minimum educational requirements and the years of related experience requirements.
- Classification level for posted position – generally, Office Specialist, Professional I, and Professional II positions are hired into the College at the base salary level.
- Compensation level at prior place of employment.
- Professional experience – no more than 3% of the base salary may be granted for each year of related, professional work experience beyond the minimum work requirements listed up to a maximum of 10 years.
- Comparison of positions – a review of salaries for current employees in the same or closely aligned positions within the same department as well as within the job classification.

The work obligation for full-time employees, which may be adjusted by the President as stated in the Employee Handbook in accordance with Board Policy, is up to 40 hours per week, exclusive of up to one (1) hour per day for lunch. Exempt personnel may be assigned work beyond 40 hours as needed. Work assignments may occur on evenings or weekends. Leave accrues as provided by Florida law and Board Policy.

Career Service– Non-Exempt

All positions on the Career Service Schedule are at-will and are subject to successful completion of a probationary 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 the position is a good fit for both them and the College department. The supervisor of the Career Service probationary employee shall submit a 3-month and 6-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. CHS Administrative Support positions are non-instructional and, as such, are not eligible to receive one-time lump sum payments as part of CHS A+ Funds spending plans or similar CHS allocations designated for instructional personnel.

Pay Grade	Classifications and Job Titles (Not inclusive of all job titles)	Minimum	Midpoint	Maximum	Recommended Education and Experience
1	Career Service <ul style="list-style-type: none"> • Office Specialist • Facilities • Library Specialist • Receiving Clerk • Mail Clerk • Grant Support Staff • CHS Administrative Support 	\$32,841	\$45,855	\$59,458	High School Diploma, GED plus 1-4 years relevant work experience, or, as necessary for the position, Associate degree plus 1-4 years' relevant work experience, or Bachelor's degree plus 1 year relevant work experience. Trade certification in relevant work area may also be acceptable.

Professional I – Non-Exempt

All positions on the Professional I – Non-Exempt Schedule are at-will and are subject to successful completion of a probationary 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 the position is a good fit for both them and the College department. The supervisor of these Professional I probationary employees shall submit a 3-month and 6-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. CHS Student Support positions are non-instructional and, as such, are not eligible to receive one-time lump sum payments as part of CHS A+ Funds spending plans or similar CHS allocations designated for instructional personnel.

Pay Grade	Classifications and Job Titles (Not inclusive of all job titles)	Minimum	Midpoint	Maximum	Recommended Education and Experience
2	Professional I <ul style="list-style-type: none"> • Academic Affairs Coordinator • Academic Intervention Specialist • Coordinator – Dual Enrollment • Fiscal Accountant • Human Resources Specialist • Purchasing Coordinator 	\$37,063	\$53,742	\$63,394	Associate degree with 2-4 years' relevant work experience, or Bachelor's degree plus 1-3 years' relevant work experience. Trade certifications or professional licensure may also be acceptable. Campus Police Officer: High School diploma or GED with valid certification from accredited Police/Criminal Justice program plus 1-4 years' relevant experience; or Associate degree with valid certification from accredited Police/Criminal Justice program with 4-6 years' relevant experience

Professional, Administrative, and Executive – Exempt

Pay Grade	Classifications and Job Titles (Not inclusive of all job titles)	Minimum	Midpoint	Maximum	Recommended Education and Experience
3	Assistant Coach	\$24,550	\$33,034	\$44,487	Associate degree or Bachelor's degree plus 2-4 years' relevant work experience
4	Professional II <ul style="list-style-type: none"> • Copy Services Manager • Digital Content Creator • Events Manager • Gallery Director • Grants Management Coordinator • Student Services Advisor 	\$44,047	\$56,401	\$70,529	Bachelor's degree plus 4-6 years' relevant work experience. Trade certifications and/or professional licensure may also be acceptable.
5	Professional III <ul style="list-style-type: none"> • Associate Director of Campus Safety • Associate Director of Testing & Accommodations • Instructional Designer • Librarian • Web Developer 	\$49,553	\$66,621	\$87,751	Bachelor's degree plus 5-7 years' relevant work experience. Trade certifications and/or professional licensure may also be acceptable.

6	Administrative I <ul style="list-style-type: none"> • CHS Assistant Principals • Director • Head Coach • President’s Exec. Asst. • Registrar • Senior System Admin. • Tech Services Manager 	\$54,241	\$69,856	\$88,097	Bachelor’s degree plus at least 7 years’ relevant work experience. Master’s degree preferred. Academic Program Directors/Chairs: Master’s degree CHS Administrators and Assistant Principals: Master’s degree plus 3-5 years’ relevant work experience Trade certifications and/or professional licensure may also be acceptable
7	Administrative II <ul style="list-style-type: none"> • Executive Director • Institutional Data Analyst • CHS Principal 	\$60,269	\$79,444	\$103,260	Master’s degree plus 3-5 years’ relevant work experience CHS Principal: Master’s degree or Doctoral degree plus 10 years’ relevant experience
8	Administrative III <ul style="list-style-type: none"> • Dean 	\$76,706	\$98,138	\$121,379	Master’s degree plus 5-10 years’ relevant work experience
9	Executive <ul style="list-style-type: none"> • Vice Presidents: Senior, Academic Affairs, or Business Ops. • Associate Vice President, Information Technology 	\$98,138	\$136,303	\$179,930	Master’s degree or Doctoral degree plus 10 years’ relevant work experience

Head Coach Post-Season Payments: Head Coaches are eligible for specific additional stipend payment when their sport continues playing and winning beyond the regular season. Such payment shall be in exchange for the additional working time and duties necessary to provide leadership and supervision for winning post-season play in the respective sport; this payment is paid as a stipend rather than base salary because it is only available when a Head Coach leads their team into post-season play and achieve wins at listed levels. The following payment levels are designed to compensate coaches for additional services when they demonstrate the ability to continue participation in the post-season, which also fosters the growth and development of student-athletes and contributes to the overall success of the College's athletic program. Payment levels are set at the beginning of each fiscal year and are not variable based on negotiation after performance by the respective Head Coach. The Head Coach must also be on staff for the payroll period following the last post-season achievement listed below to receive the payment. Payments are also subject to the availability of non-Fund 1 monies.

To be eligible to receive a post-season payment, the Head Coach must have earned a performance evaluation of no less than 3.5 overall in the immediate prior cycle of performance evaluations, and there must be no performance-related issues noted in the Head Coach's personnel file. The Athletic Director or Head Coaches' Supervisor shall ensure a Personnel Action form(s) for post-season pay, if appropriate, is submitted immediately following regular season play to ensure approval of the post-season pay in advance of post-season work performed and to identify the funding source. Within three business days of the close of the final event in which the team participates, the Athletic Director or Head Coaches' supervisor shall send a memo to Human Resources indicating the events in which the team participated and won and noting the payment amount due to the Head Coach, using the table below.

Basketball, Baseball and Softball Coaches:

The amount of the payment shall not exceed a total maximum of \$22,500 per coach.

Events Completed and Won by Team	Amount
Conference Championship	\$2,500
FCSAA State Championship**	\$5,000
<i>National Championship Play^^</i>	
National Tournament At-Large Bid**	\$2,500
NJCAA Quarterfinals (Elite-8)	\$2,500
NJCAA Final Four^^	\$5,000
NJCAA Runner-Up^^	\$7,500
NJCAA National Championship	\$15,000
**Winning the FCSAA State Championship automatically clinches a bid in the NJCAA National Tournament, thus the At-Large Bid would not be compensated separately. ^^The amount paid for these national championship play will only be the furthest level achieved, not a combination of each metric. For example, if a team advances to the NJCAA championship round, the total payment reflective of services would be \$7,500 for the runner-up or \$15,000 for the winner, without adding in amounts for prior rounds won.	

E-Sports College-Employed Coach(es):

The amount of the payment shall not exceed a total payment of \$2,500 per College-employed coach (total budget not to exceed \$5,000).

Events Completed and Won by Team	Amount
NJCAA National Level League Competition Championship	\$2,500

Instructional Duties: Executive, administrative, and exempt professional personnel may be assigned instructional or instructional-related responsibilities as a part of their position’s job description or in addition to their basic work obligation. Supplemental instruction assignments are governed by the Part-time Special Assignment As Needed and the College Adjunct and Supplemental Teaching Assignment Pay Rates noted in the Salary Schedule.

CHS Academic Support: CHS personnel with the title of Learning Coordinator are instructional and, as such, may be eligible to receive one-time lump sum payments as part of CHS A+ Funds spending plans or similar CHS allocations designated for instructional personnel.

Part-Time Pay Rates– Hourly Personnel

These rates reflect the pay rate assigned to part-time positions. The Assignments to Schedule column reflects past or current assignments at the College; other positions may be assigned to this schedule as the needs of the College demand and positions may be moved within the Hourly Rate column to meet hiring needs. Assignments to this schedule are made in consultation between Human Resources and the relevant department and in all instances subject to approval by the President. Past practice for position assignments is considered. Relevant considerations for the assignment include effective use of available funds and the nature, length, and scope of the assignment; job duties, experience, skills, and qualifications of available candidates; and availability of qualified candidates. Time sheets detailing the hours worked must be submitted by the employee, signed by the supervisor, and submitted to payroll using the appropriate form by the 15th of each subsequent month to generate employee payment.

Hourly Rate	Recommended Education & Experience	Assignments to Schedule
Minimum Wage	High School diploma or GED	<ul style="list-style-type: none"> • Federal Work-Study Student
\$15.00	High School diploma or GED (Minimal to no experience)	<ul style="list-style-type: none"> • Aids/Mentors/Note-takers • Cashiers • Night/Weekend Monitors • Staff Assistant or Program Assistants • Support Technicians • Test Proctors • Tutors • Campus Safety Specialist
\$16.00	High School diploma or GED, food safety certification, trade certification, and/or 1-2 years' relevant work experience	<ul style="list-style-type: none"> • Lab Assistants • Computer IT- Help Desk • Testing Specialist • Trade Worker- Renovation • CBA Ecology/Education Technician I • Raider Café/ Food Service
\$17.00	High School diploma or GED, Associate degree, and/or 2-4 years' relevant work experience	<ul style="list-style-type: none"> • Educational Advisor • Skilled Trade Worker Renovation • CBA Ecology/Education Technician II
\$18.00	Bachelor's degree, Commercial Driver's License, and/or trade certifications	<ul style="list-style-type: none"> • Testing Administrator • PT Student Success Support • Job Supervisor for Renovations
Up to \$23.00	Applicable degree, credential, or professional licensure, Law Enforcement Certification, and/or 4+ years' work experience	<ul style="list-style-type: none"> • Interpreter for the Hearing Impaired • Job Superintendent- Renovations • PT Campus Police • Bus Driver • PT Librarian
Up to \$36.00	Certified Law Enforcement for details and events	<ul style="list-style-type: none"> • After hours support • Professional Security

Part-Time Pay Rates – Special/Supplemental Assignment As-Needed

These rates reflect a one-time or special assignment that is infrequent, temporary, and as needed that is paid either an hourly or flat rate to perform services. The below-listed assignments reflect past assignments at the College; other assignments may be made to this schedule as the needs of the College demand. For full-time staff, paid supplemental assignments may not occur during normal work hours, and no additional compensation will be paid for supplemental assignments that overlap with assigned work or work that is related to their job description, regardless of which College department assigns the work.

Future assignments to this schedule will be made in consultation between Human Resources and the relevant department and in all instances with final approval by the President. Past practice for position assignments will be considered. Relevant considerations for the assignment include effective use of available funds and the nature, length, and scope of the assignment as well as job duties, experience, skills, and qualifications of available candidates. Time sheets detailing the hours worked must be submitted by the employee, signed by the supervisor, and submitted to payroll using the appropriate form by the 15th of each subsequent month to generate employee payment.

Current Assignments to Schedule	Pay Rates
Athletic Camps (Exempt Employees Only): <ul style="list-style-type: none"> • Head Coach/Camp Director (max 1) • Assistant Coach/Camp Assistant Directors (max 2) • Camp Support Staff (max 4) 	\$165 per camp hour \$100 per camp hour \$20 per camp hour
CHS Capstone Research Paper Grading	\$50-\$1,000, as determined by CHS based on length, quantity, and qualifications needed to evaluate
CHS Course Development and Instruction (e.g., Supplemental Assignments for Minimester, WOW Week, Summer Programming—Industry certification camps, Early College enrichment events)	\$250-\$1,500, as determined by CHS based on length and type of commitment and with consideration for qualifications appropriate to the assignment
K-12 Programs Camp Staff (All camp compensation except Futures Forward faculty assignments that are not in-load.)	\$25.00 per hour
K-12 Programs Futures Forward (Faculty/Instructor compensation for non-in-load course assignments)	E-sports: \$25 per contact hour; Non-E-sports assignments: \$45 per contact hour
Workforce Development and Customized Training Instruction (Trainer)	\$17.16 - \$300.00 per contact hour; Placement within range is subject to approval of the Vice President of Academic Affairs.
Specialty Part-Time Professional Projects (e.g., musicians or professional labor)	\$20.00 - \$400.00 per hour; or up to \$15,000 per project (specialty, required work designated by the President). Hourly assignments should be made with consultation to the Part-Time Hourly pay schedule to ensure consistency. Assignments on this schedule for example, without limitation, may be paid on a per day or per project rate.

Instructional Personnel – Exempt

College Full-Time Instructional Personnel (9-month or 12-month) and Department Chairs

Instructional Personnel Basic Work Obligation: College full-time faculty members will work 34 hours per week, regardless of 9-month or 12-month status. CHS faculty will work 40 hours per week. Leave will accrue in accordance with Florida law and Board Policy. All instructional personnel may be assigned to appropriate courses to meet the needs of the College. Should there be a mix of instructional and instructional service equivalent obligations within the contract of a faculty member, the pro-rata distribution of salary to the respective functions will be determined by the Vice President of Academic Affairs. Except for department chairs, 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.

Full-time faculty members must schedule 34 hours each week; supplemental assignments, if recommended by the chair/director and approved by the dean and Vice President of Academic Affairs, must be in addition to those hours. The weekly schedule must contain at least 25 student contact hours, comprising 15 hours of classroom instruction and 10 office hours at the faculty member's assigned location. The remaining 9 hours are Other Professional Activities (OPA), which is defined in Faculty Handbook.

College Instructional Personnel Compensation: College instructional personnel 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 instructional or related work experience up to a maximum of 10 years. The supervisor will consult with Human Resources to ensure accuracy of the initial recommended salary in terms of relevance of the non-instructional experience and background of the instructional personnel to their assignment at the College and any allowance for experience outside of the educational frame of reference (for relevant work experience) is generally assessed on a 2-to-1 ratio.

Supplemental Assignment for College Instructional Personnel: A separate assignment may, as appropriate and according to established procedures, be given to full-time personnel, including qualified 12-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 beyond their basic instructional 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.

9-Month Salary Base for College Instructional Personnel: Instructional personnel who are hired to work a 9-month schedule will follow the 9-Month Salary Base Schedule.

Experience Level	Bachelor's	Master's	Doctorate
0	\$39,981	\$42,380	\$44,960
1	\$41,181	\$43,651	\$46,309
2	\$42,381	\$44,922	\$47,657
3	\$43,579	\$46,194	\$49,006
4	\$44,779	\$47,465	\$50,355
5	\$45,979	\$48,736	\$51,705
6	\$47,178	\$50,007	\$53,054
7	\$48,376	\$51,279	\$54,402
8	\$49,575	\$52,550	\$55,751
9	\$50,777	\$53,821	\$57,098
10	\$51,976	\$55,094	\$58,448

12-Month Salary Base for College Instructional Personnel: Instructional personnel who are hired to work a 12-month schedule will follow the 12-Month Salary Base Schedule. Salary of individuals hired as 12-month faculty members will be determined by dividing the 9-month salary by 9 and multiplying it by 12. For example, if the 9-month salary is \$39,981, divide by 9 (\$4,443 monthly) and multiply by 12 (\$53,309).

Experience Level	Bachelor's	Master's	Doctorate
0	\$53,309	\$56,505	\$59,947
1	\$54,908	\$58,200	\$61,746
2	\$56,508	\$59,896	\$63,543
3	\$58,106	\$61,590	\$65,342
4	\$59,705	\$63,286	\$67,139
5	\$61,306	\$64,981	\$68,939
6	\$62,904	\$66,677	\$70,737
7	\$64,502	\$68,372	\$72,536
8	\$66,102	\$70,067	\$74,334
9	\$67,701	\$71,762	\$76,133
10	\$69,302	\$73,459	\$77,930

Department Chairs: The position of department chair only applies to General Education disciplines. Full-time faculty assigned a Department Chair position receive 12 credit hours release time in fall and spring terms from their full-time faculty duties, as appropriate for department administration responsibilities. Additionally, Department Chairs whose work extends throughout the summer months per the job description will receive a summer stipend of \$7,500 for work occurring after the spring term ends and before the next fall term begins. During summer months, all Department Chairs are expected to report to work at a NWFSC campus or center location for twenty hours per week.

CHS Instructional Personnel

CHS faculty positions are paid from the CHS budget, are exempt positions, and are separate from the College's faculty academic ranks. CHS faculty receive an annual, 10-month contract, which is not eligible for continuing contract status.

Instructional Personnel Type	Salary	Recommended Education and Experience
CHS Faculty	\$65,000	<p>Master's degree plus 2 years' teaching experience.</p> <p>Bachelor's degree with certification(s) and 4 years' teaching experience may be substituted as needed.</p>

College Adjunct and Supplemental Teaching Assignment Pay Rates

Supplemental and part-time instructional personnel are paid under this schedule according to the classification of the teaching assignment. When non-credit, college, vocational, or prep courses are taught in combined form, combination of the courses and placement on the below schedules is subject to approval by the Vice President of Academic Affairs.

Part-time instructional personnel are 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 of Academic Affairs is required. Each department shall maintain a roster of part-time (adjunct) faculty teaching during each term.

Course Type	Bachelor's	Master's	Doctorate
College Credit	\$600.00	\$677.00	\$738.00
Vocational Credit (Clinical, Lab, or Practicum)	\$600.00	\$677.00	\$738.00
College Credit (Contact Hour)	\$40.00 per contact hour	\$45.00 per contact hour	\$49.00 per contact hour
Vocational Credit (Theory/Didactic)	\$40.00 per contact hour	\$45.00 per contact hour	\$49.00 per contact hour

Pay Rates for Public Service/Safety Adjunct Instructors

Step	In-Field Experience	Rate per Hour	Certification or Assignment Overrides
1	3 years	\$36.00	
2	7 years	\$39.00	Specialized Certification
3	11 years	\$42.00	Designated Lead or Paramedic Instructor
4	15 years	\$45.00	
5	19 years	\$48.00	
6	23 years	\$51.00	

Overloads

Overload refers to full-time faculty teaching assignments that exceed the standard 15 credit hour workload as defined by the institution's policies and contracts. Overloads are generally paid at the same rate as adjunct faculty compensation. All overload assignments are contingent upon the division's needs and are subject to approval by the appropriate chair/director and/or Dean, with final review by the Vice President for Academic Affairs.

Other Instructional Personnel Provisions

Equivalent credits for non-credit courses and activities for pay purposes are determined by the Vice President of Academic Affairs and computed based on the appropriate credit to contact hour relationship.

When enrollment is less than the minimum guideline for a given class, the Vice President of Academic Affairs or their delegate shall have the authority to cancel the class, combine classes to reach an equivalent minimum class size, and/or take any other action available to the College.

Compensation for applied lessons in the performing arts and for selected indirect supervision internships/preceptorships may be determined on a pro-rata basis, depending on student enrollments.

The President shall have the authority to compensate full or part-time instructional personnel on the appropriate credit or contact hour rate for teaching, developing, and working in selected non-credit courses such as workshops and seminars, and for curriculum development, special projects, or other similar activities.

Adjunct faculty members must complete annual mandatory training as any other College employee is required to do. Adjunct faculty members will be compensated \$50 for completing the training course after such training is complete.

Adjunct faculty members may be invited to attend workshops throughout the year. Adjunct faculty attending may receive a stipend for their participation, subject to the availability of funds and appropriate approvals.

ADDITIONAL PROVISIONS REGARDING PERSONNEL COMPENSATION

Salary Administration: If an employee works a fraction of a year, the employee will receive the pro-rated portion of the salary until the end of the fiscal year. The base may be appropriately reduced for employment periods or contracts of fewer than twelve months. The 12-month salary base also may be appropriately reduced for less than a full-time position.

Salary Increase: Annual Collegewide salary increases may be recommended to the Board of Trustees and are dependent upon the availability of funding. A recommended salary increase may be a general increase to base, or as discussed in the next section, a merit-based increase, or any other one-time or recurring type of increase available to the College under applicable law. Instructional 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. The Board of Trustees upon recommendation of the President may impose requirements for the salary increase, such as, without limitation, a hiring cutoff or evaluation requirement. This section does not limit the President's authority to approve individual personnel actions throughout the fiscal year; upon approval of the President, a full-time employee may receive a one-time lump sum payment or any other type of increase to base salary.

Merit Increase: Upon recommendation of the President and approval of the Board of Trustees, all full-time employees may be eligible for a lump payment that increases base salary or a percentage increase to base salary at the beginning of the next fiscal year, contingent upon ongoing employment and future services rendered, that reflects meritorious performance of duties assigned to the role. In a year with a merit compensation recommendation, the merit compensation will be dependent upon prescribed factors as approved by the Board of Trustees. Additionally, merit increases will only be considered when College funding is available. This section does not limit the President's authority to approve individual personnel actions throughout the fiscal year; upon approval of the President, a full-time employee may receive a one-time lump sum payment or any other type of increase to base salary.

Collegewide Lump Sum: Upon recommendation of the President and approval 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. The Board of Trustees upon recommendation of the President may impose requirements for the lump sum payment, such as, without limitation, a hiring cutoff or evaluation requirement. Employees working through a performance improvement plan (PIP) are not eligible for a lump sum payment nor are those who do not meet the acceptable minimum of the annual performance evaluation.

Educational Attainment: Employees (non-instructional and faculty) may be considered to receive additional compensation in the form of a base salary increase of 3% for attainment of additional, relevant academic credentials through completion of approved coursework at a regionally accredited postsecondary institution. Consideration for educational attainment increase is not guaranteed, is discretionary based on the College's determination of its best interests and is contingent upon receipt by Human Resources of official transcripts, performance evaluations, budget, recommendation of the employee's supervisors, and receipt or consideration of any other factors or documentation that the College deems relevant; and approval by the President. An educational attainment increase to base salary must be requested between February 1 and April 1 of each year to be considered as part of the budget process. Credential, transcript, or other relevant verification documents must be available by this date. Educational attainment increases occur at the beginning of the next fiscal year. Generally, the College will offer the employee the higher of the available salary increases but generally does not stack salary increases. Please reference the employee handbook for additional information about criteria and justification for an educational attainment increase.

Contingent Funding for Positions: The College may offer positions which are funded by grants, contracts, or other third-party contingent funding. These positions are contingent upon the grant or contract funding and appropriate personnel processing in accordance with College procedures. These positions are defined as outlined in the award agreement or other granting document or at the recommendation of the grant project director and the approval of the President consistent with the award agreement or other granting document. These positions may be regular or temporary position types. Compensation of grant or contract personnel is based on grant/contract funding, education, experience, and the applicable pay grade within the comparable Salary Schedule. Grant or contract positions may require a probationary/evaluation period. Individuals employed through a grant have no expectation of employment beyond the expiration of the grant/contract. The President will review and approve most all requests for salary adjustments for grant- or contract-funded personnel. Workdays or hours will satisfy the grant or contract requirements or community being served. Positions which are paid out of contingent funds are subject to the ongoing funding from the applicable grant, contract, or other third-party source.

Non-Exempt Employees – Exceeding 40 Work Week Hours: For each hour worked in a work week more than 40 hours, If a non-exempt employee is directed by their supervisor to work more than 40 hours in a work week, for each hour in excess of 40 hours, NWFSC non-exempt employees are entitled to compensatory time or overtime pay in accordance with the provisions of the Fair Labor Standards Act (1.5 hours of compensatory time or 1.5 times the non-exempt employee's regular rate of pay for each hour worked in a work week more than 40 hours). The College offers compensatory time as a standard approach to occasion need for more than 40 hours within a work week, and compensatory time is approved by the direct supervisor. The College paying overtime pay for required work must be approved in advance by the direct supervisor and that supervisor's relevant Cabinet member in the employee's supervisory chain, and the relevant Cabinet member is responsible for ensuring that usable funds are available in the department's budget prior to such overtime being scheduled. Compensatory time off must be used at the mutual convenience of the supervisor and employee; provided, however, that the supervisor and employee arrange that the compensatory time be taken during the then-current pay period to ensure that compensatory time does not build up. Compensatory time may not be carried beyond the pay period in which it accrued without written authorization of the applicable Vice President Cabinet member in the employee's supervisory chain.

Non-exempt employees who travel, with the pre-approval of their supervisor, due to responsibilities directly related to their job duties should first seek to flex their work schedule to accommodate for time associated with travel, a meeting/conference, or other work duties while at a non-regular duty location. If the hours extend in excess of 40 in one week, the non-exempt employee must be compensated at 1.5 times pay either through compensatory time, which shall be tracked by the supervisor, or at their hourly rate which is tracked via a time sheet that must be submitted to payroll. Non-exempt employees will not be compensated for leisure time while working at a non-regular duty location. If flexing the employees' schedule is impossible, compensatory time based on the number of working hours in excess of 40 hours should be arranged in advance of the travel with the direct supervisor.

Exempt Employees Hours: Exempt employees are not eligible for overtime pay for work in excess of 40 hours in a work week. Exempt employees are also not eligible for compensatory time for work that extends beyond scheduled operating hours under the Fair Labor Standards Act (FLSA).

Demotion, Transfer, or Reclassification: Demotion is the transfer of an employee from a more senior classification or position or salary range within a classification to a junior classification or position or salary range within a classification. 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 and approved by the President. A transfer is the assignment of an employee from one position to another within the same classification. 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. Title changes are also subject to Presidential approval.

Reimbursement of Moving and Travel Expenses: The President may offer and must approve reimbursing Administrative or Executive full-time employees for moving expenses (household goods) not to exceed \$10,000, when the President deems such reimbursement is in the best interest of the College. Receipts must be submitted to Human Resources before any moving expenses are paid. This will be considered a taxable benefit and will be paid through payroll.

Insurance Benefits: NWFSC participates in the State Group Insurance Plan and all benefits offered are governed by the Department of Management Services.

Presidential Authority: The President has the authority to recruit, hire, assign, and transfer employees to any classification, position, or salary within the Salary Schedule. The President has the authority to pay employees supplementary compensation for additional work performed. A newly hired employee will generally start at the minimum applicable salary in the range; however, the President reserves the right to assign employees to the appropriate salary or hourly rate. Experience credit may be given to a candidate who can demonstrate full-time related work experience. At the President's discretion a stipend, salary over the published salary range, or scarcity pay may be given for any hard-to-fill position. The President may freeze salaries of personnel or 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, their compensation shall be appropriately advanced. The foregoing and any other related request for deviation from the Salary Schedule must be submitted in writing and approved by the President.

President's Salary: The Board of Trustees determines the compensation of the President.

Board Policy, Employee Handbook, and Faculty Handbook: Further policy and procedure regarding personnel are in the policies set by the Board of Trustees and in the procedures published in the Employee Handbook and Faculty Handbook.

Modifications to Salary Schedule: The President has the authority to modify this Salary Schedule to the extent necessary to correct any error, reflect a uniform pay change within or across classifications, or upon comprehensive review of a salary schedule or classification within it.

CHS A+ Funds or Other CHS Allocations: The salaries and hourly rates for personnel who report through non-CHS divisions but who appear in the CHS budget are determined by the College's Salary Schedule and are classified as non-instructional and are not eligible for pay increases or one-time lump sum payments as may become available to CHS instructional staff through CHS A+ Funds or other CHS allocations.

PAYROLL CALENDARS

The College is closed the following days:

- Independence Day: Friday, July 4, 2025, and Friday, July 3, 2026 (12-month instructional faculty)
- Labor Day: Monday, September 1, 2025
- Veterans Day: Tuesday, November 11, 2025
- Thanksgiving Break: Wednesday, November 26 – Friday, November 28, 2025
- Winter Holiday Break: Thursday, December 18, 2025 – Thursday, January 1, 2026
- Martin Luther King, Jr. Day: Monday, January 19, 2026
- Spring Break: Monday, March 16 – Friday, March 20, 2026
- Memorial Day: Monday, May 25, 2026

Daily Rate: Annual salary divided by the total number of workdays in a fiscal year or, for 12-month instructional personnel only, an academic year.

- Number of Full-Time Non-Instructional Employee Workdays: 237
- Number of Full-Time Instructional Employee Workdays:
 - 9-Month: 167
 - 12-Month: 228

Leave Without Pay Computation: Daily rate times the number of days absent without paid leave. The amount of the computation generally will be deducted from salary in the month of absence.

New Employee Pro-Rata Computation:

- Compute daily rate.
- Compute monthly pay amount.
- Compute pro-rated salary amount: daily rate times the number of days remaining to be paid in the contract period.
- Multiply the monthly pay amount by the number of full months remaining in the contract period and subtract that amount from the pro-rated contract amount.
- The difference equals the pro-rated pay amount for the month of hire.
- New employees who being working after the completion of that month's payroll preparation cycle will be paid their pro-rata pay amount for the month of hire together with their regular monthly salary on the payday of the following month.

Terminated Employee Pro-Rata Computation: Daily rate times the number of days actually worked for the fiscal year, less the salary paid since the beginning of the fiscal year.

2025-2026 PAYROLL CALENDAR PART-TIME HOURLY AND OTHER PERSONNEL¹			
Pay Period Begin Date	Pay Period End Date	Employee Time Sheet Submission Due from Supervisor to payroll@nwfsc.edu by 12:00 PM	Pay Date
6/13/2025	7/15/2025	7/15/2025	7/31/2025
7/16/2025	8/14/2025	8/14/2025	8/29/2025
8/15/2025	9/15/2025	9/15/2025	9/30/2025
9/16/2025	10/15/2026	10/15/2026	10/30/2026
10/16/2026	11/13/2025	11/12/2025	11/25/2025
11/14/2025	12/04/2025	12/4/2025	12/17/2025
12/05/2025	1/13/2026	1/13/2026	1/30/2026
1/14/2026	2/12/2026	2/12/2026	2/27/2026
2/13/2026	3/9/2026	3/9/2026	3/31/2026
3/10/2026	4/13/2026	4/13/2026	4/30/2026
4/14/2026	5/14/2026	5/14/2026	5/29/2026
5/15/2026	6/15/2026	6/15/2026	6/30/2026
6/16/2026	7/13/2026	7/13/2026	7/31/2026
Gross Pay Computation: Hours worked by the employee's hourly rate (per employment letter).			

2025-2026 PAYROLL CALENDAR FULL-TIME NON-INSTRUCTIONAL PERSONNEL			
Pay Period Begin Date	Pay Period End Date	Number of Work Days	Pay Date
7/1/2025	7/31/2025	22	7/31/2025
8/1/2025	8/31/2025	21	8/29/2025
9/1/2025	9/30/2025	21	9/30/2025
10/1/2025	10/31/2025	23	10/31/2025
11/1/2025	11/30/2025	16	11/25/2025
12/1/2025	12/31/2025	13	12/17/2025
1/1/2026	1/31/2026	20	1/30/2026
2/1/2026	2/28/2026	20	2/27/2026
3/1/2026	3/31/2026	17	3/31/2026
4/1/2026	4/30/2026	22	4/30/2026
5/1/2026	5/31/2026	20	5/29/2026
6/1/2026	6/30/2026	22	6/30/2026
TOTAL WORK DAYS:		237	
Monthly Pay Amount: Annual salary divided by twelve (12).			

¹ Part-Time Hourly and Other Personnel Schedule updated on 7/8/2025 to reflect revised time sheet submission dates.

**2025-2026 PAYROLL CALENDAR
FULL-TIME 12-MONTH FACULTY BASE PAY**

Pay Period Begin Date	Last Work Day of the Term/ Pay Period End Date	Number of Work Days	Pay Date
8/12/2025	8/31/2025	14	8/29/2025
9/1/2025	9/30/2025	21	9/30/2025
10/1/2025	10/31/2025	23	10/31/2025
11/1/2025	11/30/2025	16	11/25/2025
12/1/2025	12/12/2025	10	12/17/2025
1/5/2026	1/31/2026	19	1/30/2026
2/1/2026	2/28/2026	20	2/27/2026
3/1/2026	3/31/2026	17	3/31/2026
4/1/2026	4/30/2026	22	4/30/2026
5/1/2026	5/8/2026	18	5/29/2026
5/13/2026	5/31/2026		
6/1/2026	6/30/2026	22	6/30/2026
7/1/2026	7/31/2026	22	7/31/2026
8/1/2026	8/6/2026	4	8/31/2026
TOTAL WORK DAYS:		228	

12 Month Faculty: Base compensation for September 2025 through July 2026 will be divided into **twelve equal** checks. The remaining balance (1/12th of salary) will be split in half with the first **half paid in August 2025** and the other **half paid in August 2026**.

Commencement: Full-time instructional personnel are expected to attend all Commencement events.

**2025-2026 PAYROLL CALENDAR
FULL-TIME 9-MONTH FACULTY²**

Pay Period Begin Date	Last Work Day of the Term/ Pay Period End Date	Number of Work Days	DEFAULT Pay Schedule (12 months)	OPT-In Pay Schedule* (10 months)
8/12/2025	8/31/2025	14	8/29/2025	8/29/2025
9/1/2025	9/30/2025	21	9/30/2025	9/30/2025
10/1/2025	10/31/2025	23	10/31/2025	10/31/2025
11/1/2025	11/30/2025	16	11/25/2025	11/25/2025
12/1/2025	12/12/2025	10	12/17/2025	12/17/2025
1/6/2026	1/31/2026	18	1/30/2026	1/30/2026
2/1/2026	2/28/2026	20	2/27/2026	2/27/2026
3/1/2026	3/31/2026	17	3/31/2026	3/31/2026
4/1/2026	4/30/2026	22	4/30/2026	4/30/2026
5/1/2026	5/8/2026	6	5/29/2026	5/29/2026
6/1/2026	6/30/2026	0	6/30/2026	n/a
7/1/2026	7/31/2026	0	7/31/2026	n/a
TOTAL WORK DAYS:		167		

*Faculty base compensation defaults to a 12-month pay period with pay divided into twelve equal checks paid August through July. Faculty have the option to opt-in to a 10-month pay schedule with pay divided into ten equal checks, paid per the schedule above. Faculty who desire a 10-month pay schedule must complete the appropriate paperwork in HR prior to August 5, 2025. Once selected, the 10-month opt-in pay plan will remain in place unless the employee opts back into the default pay schedule by the next year's established August deadline.

Faculty hired after August 5, 2025: Faculty who start after the established August deadline will be paid on the 10-month schedule above (last pay in May 2026) and in the subsequent academic year will then default to the 12-month schedule. These faculty should be aware that additional benefit deductions will be necessary to cover the summer months.

Commencement: Full-time instructional personnel are expected to attend all annual Commencement events.

² Full-Time 9-Month Faculty Pay Schedule updated on 7/8/2025 to reflect updated 10-month opt-in pay schedule.
Page 25 of 26

2025-2026 PAYROLL CALENDAR				
ADJUNCT AND OVERLOAD FACULTY PAY - COLLEGE CREDIT AND NON-CREDIT³				
Semester	Session Dates	Term Dates	No. of Pays	Pay Date
Fall Semester	Session 1	8/18/2025-12/12/2025	4	9/30/2025
				10/31/2025
				11/25/2025
				12/17/2025
	Session 2	8/18/2025-10/9/2025	2	9/30/2025
				10/31/2025
	Session 3	10/9/2025-12/12/2025	2	11/25/2025
				12/17/2025
	Session 4	9/8/2025-12/12/2025	3	10/31/2025
				11/25/2025
				12/17/2025
	Spring Semester	Session 1	1/12/2026-5/8/2026	Adjuncts: 5 Overloads: 4 (excludes 1/30/2026 pay period)
2/27/2026				
3/31/2026				
4/30/2026				
5/29/2026				
Session 2		1/12/2026-3/4/2026	Adjuncts: 3 Overloads: 2 (excludes 1/30/2026 pay period)	1/30/2026
				2/27/2026
				3/31/2026
Session 3		3/4/2026-5/8/2026	2	4/30/2026
				5/29/2026
Session 4		2/2/2026-5/8/2026	4	2/27/2026
				3/31/2026
	4/30/2026			
	5/29/2026			
Summer Semester	Session 1	5/13/2026-8/6/2026	3	6/30/2026
				7/31/2026
				8/31/2026
	Session 2	5/13/2026-6/25/2026	2	6/30/2026
				7/31/2026
	Session 3 Session 4	6/25/2026-8/6/2026 6/11/2026-8/6/2026	2	7/31/2026
				8/31/2026
Pay Calculations: Pay amounts for each session are divided by the number of pay periods remaining and paid in equal installments.				

³ Adjunct and Overload Pay Schedule updated on 7/8/2025 to reflect pay dates in accordance with FLAC.
Page 26 of 26