June 21, 2022

**M E M O R A N D U M**

**TO:**      Jim Murdaugh, Ph.D.
             President

**FROM:**    Barbara Wills, Ph.D.
             Vice President for Administrative Services and Chief Business Officer

**SUBJECT**:   Changes to Salary Schedule

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

**Overview and Background**
The College brings forth a request to update the Annual Salary Schedule, 2022 - 2023. The page numbers reference the document version with tracked changes.

- Pages 4-6: Deleted reference to the Executive Vice President of Academic Affairs.

- Page 7: Added Adult Education and Continuing Education Instructors under Time Limited.

- Page 8: Updated language under Additional Duties to include a time constraint.

- Pages 9-13: Increased Adjunct Pay Rates by 15% per credit/contact hour.

- Page 14: Revised and updated Custodial Worker position title to an Environmental Service Technician and Senior Environment Service Technician under Service Credit.

- Pages 19-20: Appendix A, Added and deleted Managerial/Professional Positions.

- Page 21: Appendix B, Added table to reflect the a 2% increase to the pay grades. Pay grades reflect a minimum salary of $31,255.86.

- Pages 22-31: Appendix C, Added and deleted Classified Staff positions and paygrades. Duplicate positions and positions no longer used were deleted. Classified Staff positions reclassified or retitled were added to the table. Updated the pay grades.

- Pages 37 – 45: Added Appendix D to reflect Classified Staff positions by pay grade.

- Pages 46 – 47: Appendix E, Updated Contracted/Grant Position Titles.

- Page 48: Appendix F, Updated Payroll Calendar and Pay Dates.

**Past Actions by the Board**
The Board previously approved the revised Salary Schedule effective July 1, 2021.

**Funding/ Financial Implications**
This item is funded by the 2022 -2023 Operating Budget.

**Recommended Action**
Approve updates to the 2022 – 2023 Salary Schedule as presented.

# TALLAHASSEE COMMUNITY COLLEGE

*ANNUAL SALARY SCHEDULE*

**2021 - 20222022 - 2023**

**Prepared by Human Resources**

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## INTRODUCTION

The Tallahassee Community College's Salary Schedule is established annually pursuant to s.1001.64(18), F.S. The President recommends the Salary Schedule to the College's District Board of Trustees ("Board") at the June Board Meeting and, once adopted, it becomes the sole instrument used to determine employee compensation and supersedes all rules, handbooks and other policies. The Salary Schedule is not intended to create and/or be interpreted as a contract of employment nor does the Salary Schedule give employees the right to or an expectancy of continued employment.

## PURPOSE

This Salary Schedule is designed to meet the following objectives:
- Ensure compensation actions are administered in a manner to comply with state and federal legal requirements;
- Enhance the College's ability to attract and retain qualified faculty and staff;
- Ensure fair treatment of employees through internal consistency;
- Provide a clear and concise reference for fair compensation decisions;
- Serve as a guide regarding employee salaries so that the compensation structure remains responsive to changes in the marketplace, the organization and funding availability.

## ACCREDITATION

Tallahassee Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. The Bachelor of Science in Nursing (BSN) degree program is accredited by SACSCOC and the Accreditation Commission for Education in Nursing (ACEN).

## EQUITY STATEMENT

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

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

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

## WEBSITE

This Salary Schedule may be viewed online at:

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

## GENERAL PROVISIONS

**Effective Date**
July 1, 20211, 2023

**Budgeted Personnel Costs**
The budget for salaries and benefits is approved annually by the Board as a major component of the College's Operating Budget. The budgeted costs are based on the annual amount required for each authorized position filled or to be filled. Throughout the year, the President and the Vice President of Administrative Services & Chief Business Officer are responsible for maintaining the salary budget. Funding

provisions within this Salary Schedule are subject to the maximum identified by the President. Budgeted compensation for those individuals identified in s.1012.885 and 1012.886, F.S. are considered budgeted from appropriated state funds up to the allowable statutory limit, and any budgeted compensation in excess of said statutory limit considered budgeted proportionally from other college operating revenues sources, such as tuition and fees and other available funds.

### Salaries
Salaries established for positions are based on 1.0 full time equivalent (FTE) unless otherwise noted. Salaries are adjusted for .50 or .75 FTE and eligible benefits are prorated as indicated in the College's policy manual.

### Salary Increases/Changes In Salary
Salary increases will be determined as part of the annual planning and budgeting process. The President will recommend a salary increase proposal to the Board for approval and will subsequently notify employees of the Board's decision. Salary increases are contingent on availability of funding and are largely dependent upon the allocation of state funds and the College's budget priorities.

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

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

### Pay Dates
All College employees shall be paid on a monthly basis. Pay dates for all employees shall be the last College business day (Monday - Friday) of each month, unless otherwise established by the Vice President of Administrative Services & Chief Business Officer.

If an error has been noted in regards to wages, compensation, initial or promotional placement and is discovered, the wages of that employee will be adjusted accordingly. In the case of underpayment, the employee's pay rate will be adjusted in the present year. In the event of an overpayment, the College will collect all monies owed via payroll deduction or through the College's collection process if for a former employee. If necessary, the College may utilize a third-party collection agency to collect funds from former employees and any applicable collection fees would be assessed to the former employee's outstanding balance.

### Addition of Positions and Job Classifications
Additional job titles, job descriptions and classifications may be developed as needed based upon the recommendation of the ~~Executive Vice President & Provost or~~ appropriate Vice President and Human Resources, with approval from the President. It is not necessary for the Board to approve new job titles, job descriptions and classifications.

### Contracts and Grants Personnel
The College shall adhere to the established classification plan, salary schedules, and appointment procedures when appointing grant personnel. Exceptions to the College's standard practices must be recommended by the Director of Financial Services, Vice President of Administrative Services & Chief Business Officer, Human Resources Director and approved by the President, and documented fully in the personnel files of the concerned employees.

When a new position is grant-funded, a job description is developed by the supervisor and Human Resources. Based on the duties, Human Resources places the position at the appropriate classification on the Salary Schedule; the salary may be specified by the grant. College funding beyond the grant period is determined by business necessity and other factors. Employees holding a grant-funded position are required to record grant-funded hours separately from College-funded hours.

The President may designate specific college closure periods that may/may not coincide with the terms of a specific grant. College funding outside of days identified as regular scheduled holidays or regular workdays

identified by the grant-funded position is determined by the terms/conditions of the grant, business necessity and/or other controlling factors.

Board approved salary increases for personnel employed under federal/state grants will be granted only if the increases are budgeted in the grants.

### Wireless Allowance Plans
Approved requests for wireless allowance plans may be made at any time during the fiscal year in Workday. Plans are determined on a year-to-year basis and may be rescinded and/or modified by College management. This allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay.  It also is not reportable wages for College paid retirement plans.  It will be counted as earned income for W-2 purposes.

### Terminal Pay
Shall be calculated and determined in accordance with College Policy or the controlling terms and conditions of a contract and/or grant.

### Other Provisions
Under special circumstances, the Board reserves the right to employ individuals in established positions not covered by the salary schedule. Any or all provisions of this schedule may be waived upon appropriate action by the Board. Changes to the approved Salary Schedule may only be made by the Human Resources Director with approval from the President or Vice President of Administrative Services & Chief Business Officer.

To attract and/or retain faculty and staff, the College is authorized to make salary adjustments beyond the normal salary schedules when specifically authorized by the President.  During the contract year, the President is authorized to offer special contract terms to qualified faculty and staff as additional incentive for recruitment and/or retention of these employees.  In instances where the marketplace salary or promotional placement for certain positions is beyond the maximum of the approved salary range or initial placement on the Salary Schedule, the President may recommend appropriate salary figure. Documentation must be provided to Human Resources by the requesting department that supports the adjustment.


## SALARY STATEMENT

The Board determines the President's salary.  The President, in turn, determines the salaries of his direct reports. As shown by Appendix B, all Classified Staff positions are assigned to a specific salary range based upon a fully documented assessment and approval from the President and Board.


### Exempt and Non-Exempt Status
The federal Fair Labor Standards Act (FLSA) provides guidelines on employment status, child labor, minimum wage, overtime pay and record-keeping requirements. FLSA establishes wage and time requirements, sets federal minimum wage that must be paid and mandates when overtime must be paid. Employees not covered by the overtime provisions of FLSA are considered "exempt" (E), those covered by FLSA overtime provisions are "non-exempt" (NE). Effective January 1, 2020, federal guidelines require exempt positions earn a minimum of $35,568 annually and meet additional federal requirements.

Exempt (E) employees are those individuals who are exempt from the overtime provisions of the FLSA because they meet the requirements of the executive, professional, administrative or computer exemption.

Non-exempt (NE) employees are not exempt from overtime provisions of the FLSA. Such employees are entitled to receive overtime for all hours worked beyond 40 in a workweek. Alternatively, provisions for public employers allow for hours in excess of 40 hours per week to be paid in the form of compensatory leave.

### Essential Personnel
In the event of extraordinary situations, the college may suspend normal operations and classes in whole or in part.  In such instances, staff designated as essential personnel must fulfill duties to: (1) ensure the continuation of critical College operations; (2) attend to the needs of students and other members of the College community; and (3) protect the College's assets.  Essential personnel may be exempt or non-exempt under FLSA standards and are designated by the appropriate executive team member.

**EMPLOYEE CLASSIFICATIONS**

**Executive, Administrative and Managerial/Professional**
These are high-level strategic planning, policymaking and management positions. The duties of these positions include planning, directing, developing, organizing and utilizing College resources (human, material, financial and facility resources). These positions are considered exempt positions under FLSA standards.

The following positions are designated as Senior Management as outlined in the College's Policy and defined by the Florida Retirement System: President (GL Code 51000), ~~Executive~~ Provost and Vice President of Academic Affairs ~~President & Provost~~ (GL Code 51000), Vice President (GL Code 51000), Associate Vice President (GL Code 51200), Assistant Vice President (GL Codes 51201 and 51202) and Executive Director (GL Code 51000).

**Administrative Positions**
The following positions are designated as Administrative: Dean (GL Code 51100) and Associate Dean (GL Code 51100).  Administrators are designated as Select Exempt for leave purposes as outlined by the College's Policy.

**Managerial/Professional Positions**
Positions designated as Managerial/Professional (GL Code 53000) are listed by Appendix A. Managerial/Professional positions are designated as Select Exempt for leave purposes as outlined by the College's Policy.

These positions are officially designated by the Board as instructional. The primary and predominant activities of such positions involve direct instruction. These positions are considered exempt positions under FLSA standards. These positions are governed under the College's collective bargaining agreement.

**Non-Teaching Faculty**
The primary duties of such positions involve library or learning resources support services, counseling, academic advisement, career advisement and student support services. These positions are considered exempt positions under FLSA standards. These positions are governed under the College's collective bargaining agreement.

**Classified Staff/Professional**
The primary duties of such positions may provide oversight of specific operations of the College or provide services of a highly technical nature. Employees in these positions generally have specialized training and experience or certifications that relate directly to the functions of the positions. Employees in these positions often supervise other employees. Positions assigned to this classification are in the 200 series as referenced in Appendix B. These positions may be designated as exempt or non-exempt under FLSA standards.

**Classified Staff**
The primary duties of these positions involve performance of support functions essential for the effective operation of the College and other than those designated as Faculty, Non-Teaching Faculty, Executive, Administrative or Managerial/Professional. Some Classified Staff employees may supervise other employees. Positions assigned to this classification are in the 100 series as referenced in Appendix B. These positions may be designated as exempt or non-exempt under FLSA standards.

**Time Limited**
This class of positions are created to cover the College's employment need in any classification.  Time Limited positions are restricted to serve no more than ten (10) months during the College's fiscal year and benefit restrictions are also associated with this class.  These positions may be designated as exempt or non-exempt under FLSA standards and must be approved by the President.

- Other Personal Services (OPS)

- Professional Service Contracts (PSC)
- Adjuncts
- Post-Secondary Adult Vocational (PSAV)
- Work-study Students
- Adult Education
- Continuing Education Instructors

## ORIGINAL APPOINTMENTS AND STARTING SALARY DETERMINATIONS

Recommendations for original appointments and starting salaries are made to Human Resources. Formal offers of employment are made by Human Resources, subject to the approval from the President and Board, and in accordance with all applicable laws, rules, and policies.

When the desired effective date of an appointment predates the next regularly scheduled Board meeting, the President or his designee is authorized to tentatively approve the appointment. Final authorization is subject to approval from the Board.

**President** – The starting salary of the President is determined by the Board.

**Administrative** - The starting salary for persons selected for an Administrative Position shall be determined by the President on the recommendation of the appropriate Vice President or Provost and Human Resources. Consideration shall be given to the applicant's academic credentials, number of years of qualifying professional work experience, professional licensure/certification or other factors that may be pertinent to the position.

**Managerial/Professional** - The starting salary for persons in a Managerial/Professional Position shall be determined by the President on the recommendation of the Human Resources Director and appropriate Vice President or Executive Director.

**Classified Staff** - The starting salary for persons in a Classified Staff Position will be at the minimum of the salary range. The appointment salary may increase by up to ten percent (10%) of the market rate by the appropriate Vice President upon the recommendation of the Director of Human Resources if an applicant's qualifications exceed the minimum training and experience requirements. Appointment salaries beyond ten percent (10%) of the market rate must be approved by the President.

**Faculty and Non-Teaching Faculty** – Matters related to full time Faculty compensation are covered in the Collective Bargaining Agreement. The Collective Bargaining Agreement can be accessed by: TCC - UFF Contract.

**Verification of Experience and Education**
Previous work-related experience considered in the starting salary determination must be verified by the previous employer(s) on letterhead or on a form provided by the College. Proper verification shall be submitted to Human Resources prior to the employee's appointment and shall include the dates of employment, job title, hours worked weekly, and an authorizing signature.

If verification of previous work-related experience or education is not received by Human Resources prior to hiring, the employment offer may be rescinded.

Starting salary will be determined by employment verifications received at the time of hire.

**Transcripts/Certificates/Licensures**
For all positions, copies of transcripts, certificates or licenses are required prior to hiring approval and official transcripts are required within thirty (30) days of hire date. If an individual fails to provide an official transcript to Human Resources within 30 days of their original appointment, the employee may cease to receive compensation and necessary action may be taken to terminate the employee.

## EDUCATIONAL ATTAINMENT/DEGREE CHANGE

A non-probationary employee who obtains a higher-level degree after being employed beyond the minimum degree required for their position from a regionally accredited institution, shall be eligible to receive a 2% salary increase to their base pay. Provided funds are available in the departmental budget, the salary increase shall be effective the first month following receipt of the official transcript by Human Resources. It is the employee's responsibility to obtain and submit the official transcript to Human Resources.

Credit for educational attainment shall be granted only when an official transcript reflecting the degree is received in Human Resources. Original transcripts shall be placed in the employee's personnel file in Human Resources. Processing of the increase will begin upon receipt of the required documentation and will be effective with the next available pay period.

## TEMPORARY ASSIGNMENTS

Upon recommendation by the appropriate Vice President or Executive Director and Human Resources, employees may be given a temporary work assignment which encompasses duties and responsibilities of a different and advanced nature for a specified, limited period of time. After working 2 weeks (10 consecutive business days), an employee may be given a pay supplement of up to ten percent (10%) with the approval from the appropriate Vice President or Executive Director and Human Resources. Temporary assignments may be rescinded at any time and do not constitute a promotion. During this limited period of assignment, this pay supplement will not be added to the employee's base pay and will not be included in the calculation of percentage increases to base pay. It also is not reportable wages for College paid retirement plans. It will be counted as earned income for W-2 purposes.

**Interim Positions**
An employee may be appointed to an interim position by the President. Interim appointments shall not exceed two (2) years.

**Acting Assignment as Executive or Administrator**
An employee may be designated as "acting" by the President. The acting appointment shall not exceed six (6) months unless authorized by the President.

An employee may be assigned additional duties due to hard to fill or challenging recruiting efforts (documented by unsuccessful advertisements); or the current incumbent who is responsible for the work is absent due to a serious health condition; or some other situation creates an undue hardship on the operations of the College. The additional duties stipends shall not exceed two (2) years.

**Extraordinary Task or Project**
An employee may be assigned a task or project that is beyond the scope of the employee's regular duties.

**Overlap in Position**
Up to a two (2) month overlap in any position may be allowed in order to facilitate the transition and to provide training for a new employee. Both employees shall receive full benefits during the overlap period.

## RECLASSIFICATION/ORGANIZATIONAL CHANGES

When a position is reclassified to a higher or lower salary level or grade, adjustments to salary may be handled in the same manner as a promotion or demotion. Departmental or institutional reorganizations may be recommended and submitted for consideration during the budget process each year. Exceptions to this rule will be determined by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer, and approved by the President. Requests for reclassifications shall be made using the Request for Reclassification form as provided by Human Resources.

**Promotion:** Occurs when an employee is appointed to a position in a job classification that has a higher pay grade or level. Upon promotion, the employee will receive either an increase in salary to the minimum of the new pay grade/level or the amount an employee would have been eligible for as a new hire; whichever is greater. In any occurrence whereby, an employee is assigned to a higher pay grade or level, the promotional increase should be at least ten (10%) percent.

**Demotion:** Occurs when an employee is transferred to a position in a job classification that has a lower pay grade or level. A demotion may be voluntary or involuntary. For voluntary and involuntary demotions, the employee's salary will be reduced by at least ten (10%) unless otherwise determined by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer and approved by the President. There shall be no salary increase as a result of a demotion. For Classified Staff, the new demoted salary will not exceed the maximum amount of the demoted position's pay grade. When positions are reclassified into a lower pay grade or level and employees are involuntarily moved for non-performance related issues, the employee's salary may remain the same unless otherwise determined by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer and approved by the President.

If an employee is demoted back to a class or pay grade in which they previously served, the employee's salary will be reduced by the aggregate amount of all promotional increases received since holding the class or pay grade.

**Reassignment/Lateral/Transfer:** Occurs when an employee is reassigned to an established position in a job classification with the same pay grade or level. If the reassignment results in a different job location/department, it shall be deemed a transfer. In either action, there shall be no salary increase or decrease as a result of a lateral or transfer. Reassignments may occur at the discretion of College management.

**Retitle:** Occurs when the title of an established position is changed. There shall be no salary increase or decrease resulting from the retitling of a position.

## WORK SCHEDULE

For full-time Executive, Administrative, Managerial/Professional and Classified employees, the work schedule is generally detailed as 40 hours per week. All employees, unless absent for approved purposes, are required to perform their assigned duties during the designated workdays of the College. The President shall establish a standard work week for all personnel predicated on the needs of the College and may authorize departures from the standard workday/work week.

## FULL-TIME FACULTY

Matters related to full-time faculty (teaching and non-teaching) compensation are covered in the Collective Bargaining Agreement. The Collective Bargaining Agreement can be accessed by: **TCC - UFF Contract**.

## ADJUNCTS (Credit/Contract Hours)

**1. Credit and Contact Hours:** Adjuncts teaching on a credit/contact hour basis as defined in the District Board of Trustees Policy Manual Policy Manual are hired according to degree and appropriate subject matter credentials. Adjuncts are paid for classroom instruction, office hours, grading and preparation time based on a time formula consistent with full time teaching faculty weekly commitments for the same work.

Adjuncts teaching on a credit/contact hour basis as defined in the District Board of Trustees Policy Manual Policy Manual shall be paid according to the following credit hour rates:

| Academic Credentials | Credit Hour Rates |
|---|---|
| Doctorate | $769884 |
| Masters | $714821 |
| Bachelors | $648745 |

| Less than Bachelors with program specific credentials and Associate degree | $~~571~~657 |
|---|---|

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

| Academic Credentials | Class Hour Rates |
|---|---|
| Doctorate | $53~~27~~ |
| Masters | $45~~25~~ |
| Bachelors | $37~~23~~ |
| Less than Bachelors with program specific credentials and Associate degree | $33~~21~~ |

If a substitute is needed for more than one day of instruction, the ~~Executive Vice President/~~Provost may authorize a supplemental contract paid at the semester credit hour rate for the degree of the substitute calculated on a ratio of days taught by the substitute.

**2. Clinical Hours\*\*:** Adjuncts teaching clinicals, clinically related labs or dental assisting on an hourly basis in credit hour programs, shall be paid according to the following clinical hourly rates. This instruction includes student assessment and feedback as part of the time scheduled. Separate office hours or preparation time are not required.

| Academic Credentials | Clinical Hour Rates |
|---|---|
| Doctorate | $46~~53~~ |
| Masters | $45~~39~~ |
| Bachelors | $37~~32~~ |
| Less than Bachelors with program specific credentials and Associate degree | $33~~29~~ |

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

| Academic Credentials | Clinical Hour Rates |
|---|---|
| Doctorate | $46~~40~~ |
| Masters | $36~~41~~ |
| Bachelors | $32~~28~~ |
| Less than Bachelors with program specific credentials and Associate degree | $29~~25~~ |

**3. Adjunct Advancement Program**: Adjuncts who have completed the Adjunct Advancement Program, received a Certificate of Completion, and have a current Renewal of Certification on file in Human Resources, shall be designated Adjunct Professors. To maintain status as an Adjunct Professor, renewal certification is required each year after initial certification.

**Credit/Contact Hours:** Adjunct Professors teaching on a credit/contact hour basis as defined in the College's Policy Manual, shall be paid according to the following credit hour rates:

| Academic Credentials | Credit Hour Rates |
|---|---|
| Doctorate | $1007~~876~~ |
| Masters | $993~~4812~~ |
| Bachelors | $849~~738~~ |
| Less than Bachelors with program specific credentials and Associate degree | $883~~654~~ |

**Clinical Hours\*\*:** Adjunct Professors teaching clinicals and clinically related labs and dental assisting on an hourly basis, shall be paid according to the following clinical hourly rates:

| Academic Credentials | Clinical Hour Rates |
|---|---|
| Doctorate | $59~~51~~ |
| Masters | $52~~45~~ |
| Bachelors | $44~~38~~ |
| Less than Bachelors with program specific credentials and Associate degree | $40~~35~~ |

**4. Retirees**:  Returning retirees working as Adjunct Professors teaching on a credit/contact hourly basis as defined in the Policy Manual, shall be paid according to the following credit hour rates:

| Academic Credentials | Credit Hour Rates |
|---|---|
| Doctorate | $~~846~~973 |
| Masters | $904~~786~~ |
| Bachelors | $820~~713~~ |
| Less than Bachelors with program specific credentials and Associate degree | $725~~630~~ |

Adjuncts who miss scheduled work hours will have pay reduced for class lectures and office hours as follows:

| Academic Credentials | Class and Office Hour Rates |
|---|---|
| Doctorate | $31~~27~~ |
| Masters | $34~~25~~ |

| | |
|---|---|
| Bachelors | $2623 |
| Less than Bachelors with program specific credentials and Associate degree | $2421 |

Note: Adjustments are made based on accepted practice for a credit hour 50-minute class equaling 60 clock minutes.  Other class times (75 minutes equaling 90 clock minutes) are similarly adjusted.

If a substitute is needed for more than one day of instruction, the ~~Executive Vice President~~/Provost may authorize a supplemental contract paid at the semester credit hour rate for the degree of the substitute calculated on a ratio of days taught by the substitute.

Clinical hour faculty salary will be reduced for the hours missed according to the table in (2) Clinical Hour above.

**\*\*The College may offer additional compensation for positions where specialized credentials or experience are required. Such compensation may be a one-time payment or a temporary increase up to twenty percent (20%) of the hourly rates listed in the table above at the College's discretion.**

## ADJUNCTS (Clock Hours)

**1.   Clock Hours:** Adjuncts teaching on a clock hourly basis in non-credit hour program shall be paid according to the following clock hourly rates. This instruction includes student assessment and feedback as part of the time scheduled.  This includes Post-Secondary Adult Vocational (PSAV) assignments. Separate office hours or preparation time are not required.

| Academic Credentials | Clock Hour Rates |
|---|---|
| Doctorate | $4653 |
| Masters | $3945 |
| Bachelors | $3237 |
| Less than Bachelors with program specific credentials and Associate degree | $2933 |
| Professional certification or licensure | $2832 |

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

| Academic Credentials | Clock Hour Rates |
|---|---|
| Doctorate | $4640 |
| Masters | $3641 |
| Bachelors | $2832 |
| Less than Bachelors with program specific credentials and Associate degree | $2925 |

**2.   Adult Education**: The maximum permissible rate for adjunct instructors teaching adult education courses on a clock hour basis shall be the following:

| Academic Credentials | Clock Hour Rates |
|---|---|
| Doctorate | $2832 |
| Masters | $2630 |
| Bachelors | $2326 |

## DIS COURSES

Instructors teaching courses through directed individual study (**DIS**) methods shall be compensated per student according to the following rates:

| Academic Credentials | 1 credit hr | 3 credit hrs | 4 credit hrs | 5 credit hrs |
|---|---|---|---|---|
| Doctorate | $27 | $81 | $108 | $135 |
| Masters | $26 | $78 | $104 | $130 |
| Bachelors | $25 | $75 | $100 | $125 |
| Less than Bachelors with program specific credentials and Associate degree | $24 | $72 | $96 | $120 |

DIS sections are limited to an enrollment of no more than fifty (50) students per semester.

## CONTINUING EDUCATION INSTRUCTORS

The following categories have been determined for the Continuing Education program with a maximum hourly rate determined for each category. The individual qualifications of each employee shall be used to determine the actual salary for the course taught within the guidelines established. These rates of pay may be adjusted for extenuating circumstances or market rates, with appropriate Vice President approval.

Maximum Hourly Rates by Academic Degrees (when appropriate to course taught):

| Academic Credentials | Maximum Hourly Rates |
|---|---|
| Doctorate | $44.7251.42 |
| Masters | $31.2036 |
| Bachelors | $28.0832 |
| Associate | $27.0431.09 |
| Professional certification or licensure | $26.0030 |

## CLASSIFIED STAFF/PROFESSIONAL POSITIONS

Positions assigned to theses classifications are designated by their paygrade (in either 100 or 200 series) as referenced in Appendix B. These positions may be designated as exempt or non-exempt under FLSA standards.

**Shift Differential**
~~Custodial Workers~~Environmental Service Technicians that have the majority of their work hours assigned to shifts outside of the College's regular business hours, shall receive an additional $2.00 hourly increment to their base pay as a shift differential.  The hourly increment will be based on a 2,080-hour work year for full-time employees.

**Service Credit**
~~Custodial~~ Employees classified as Environmental Service Technicans ~~Workers~~ shall receive a~~n~~ ~~one (1) pay grade increase~~5% salary increase and be retitled Senior ~~Custodian~~ Environmental Service Technican on the first day of the month following achievement of ten (10) years of service in that classification.

**Trainee Status**
A Classified Staff employee may be appointed as a trainee in an established position with a higher pay grade due to the following:
- Recruitment/Retention
  - The hiring authority has experienced recruitment difficulty in filling the position or in retaining personnel as evidenced by either a lack of qualified applicants or frequent turnover of staff within the last 24 months.
  - The Classified Staff employee is within one year of meeting the minimum training and experience requirements for the position and has demonstrated that he/she is able to perform most of the assigned duties through the assumption of job responsibilities when the position was vacant, as well as by the receipt of consistent performance appraisal ratings of satisfactory and above.
- Loss of position
  - The Classified Staff position is being deleted due to a change in business process, technology or reorganization.
  - The Classified Staff employee is within one year of meeting the minimum training and experience requirements for the position and has demonstrated that he/she is able to perform most of the assigned duties through consistent performance appraisal ratings of satisfactory and above.
  - The trainee period would be limited to one year. Compensation during this period will be ten percent (10%) below the minimum of the pay grade for the higher classification. The training plan will be developed by the employee's supervisor in consultation with the Director of Human Resources and the proper member of the Executive Team. After finalization, the trainee recommendation should be submitted to the Vice President of Administrative Services & Chief Business Officer.

Upon completion of the one-year trainee period, the Classified Staff employee will be required to serve a six (6) month probationary period.

**Sworn Law Enforcement**
The original appointment salary for sworn law enforcement positions shall be determined by the Vice President of Administrative Services & Chief Business Officer based on the recommendation of the Chief of Campus Police.

The following classifications are designated as sworn law enforcement:

- Campus Police Officer
- Campus Police Sergeant
- Campus Police Lieutenant
- Chief of Police

Special Risk Membership: In accordance with s.121.0515, F.S., college employees designated as sworn law enforcement personnel are eligible for membership in the Special Risk Class of the Florida Retirement System.

Salary Incentives: An employee in a full-time sworn law enforcement classification shall be given an ongoing monthly supplement for educational attainment in accordance with s.943.22, F.S. and the Criminal Justice Standards and Training Commission as follows:

- **Education** (maximum of $80 per month)
  - $80 per month for Bachelors
  - $30 per month for Associates
- **Training**
  - $20 per month for every eighty (80) hours completed in courses approved for salary incentives for police officers when not utilized to satisfy mandatory retraining requirements.
- **Combination Education and Training**
  - Maximum $130 per month

Reserve Officers: Reserve officers are certified sworn law enforcement officers who volunteer law enforcement services to the College in accordance with TCCPD General Orders and may be hired on an Other Personal Services (OPS) basis to fill in when regular officers are unavailable or to provide additional coverage at special events. Compensation for OPS law enforcement services beyond the volunteer hours required by TCCPD General Orders shall be at the rate of at least $15.45 per hour.

**Athletics**
The original appointment salary for the Head Coach and Athletic Director positions shall be determined by the President pursuant to a recommendation from the Vice President of Student Affairs.

If the Athletic Director position is filled in a part-time capacity, the part-time Athletic Director will be compensated by salary supplement at a minimum of $5,000 to a maximum of $10,000.

Contract Provisions: Employees hired in Head Coach and Athletic Director positions shall be on annual contract. Assistant Coaches are hired in a 10-month professional services contract.

Athletic employees shall be available for College business at all times throughout the standard work week, as well as outside regular work hours, unless performing authorized travel or other approved absence.

**Other Classified Staff Provisions**
1. **Timesheet Reporting Period**: The reporting period for some Classified staff that hold a non-exempt role is outlined by Appendix CE.
2. **Timesheet Submission**: Non-exempt Classified staff are to submit timesheets on a weekly basis to their supervisor in order to meet payroll deadlines.

If the timesheet is not turned in to the supervisor by the designated Time and Attendance lockout dates, the employee may be required to wait until the next payroll cycle to receive compensation for that reporting period.

# RETIREES

For the purpose of extending College retirement benefits other than the Retirement Incentive Plan, a retiree shall be defined as either:
1. An employee who meets the retirement criteria under the Florida Retirement System (FRS) Pension Plans and draws a retirement benefit from FRS; or
2. An employee who is under an ORP retirement plan or FRS Investment Plan and draws a benefit from the TCC-paid ORP or FRS Investment Plan and who has at least eight years of creditable service as defined by FRS.

**Special Retiree Pay 401a Plan**
Effective November 1, 2000, all employees at time of retirement from the College shall participate in the Special Retiree Pay plan by transferring an IRS-defined amount into a 401a defined contribution account.

The amount transferred into the account is exempt from FICA taxes, and payment of federal withholding taxes is deferred until funds are withdrawn from the plan by the retiree at a later date. If an employee has not reached age 55 or older at the time of separation of service, any funds withdrawn from the 401a account may be subject to a ten (10) percent penalty for early withdrawal in accordance with IRS regulations.

The 401a contribution shall be calculated not to exceed one hundred (100) percent of the total of the employee's salary plus terminal pay up to the maximum allowed by IRS; however, the contribution cannot exceed the amount of the employee's terminal pay. The salary period for calculation will be based on the College's fiscal year (July 1 through June 30).

Complete information about the Special Retiree Pay plan is available in the Human Resources Department.

## Deferred Retirement Option Program (DROP) - 121.091(13) FS
The Deferred Retirement Option Program (DROP) is an alternative method for payout of retirement benefits. Any employee who is a vested member of the Florida Retirement System Pension Plan (FRS) and who reaches normal retirement, either by service years or age shall be eligible to participate in DROP.

An employee wishing to elect DROP must provide written notification of intent to their immediate supervisor and Human Resources not less than sixty (60) calendar days prior to the date of DROP retirement.

An employee participating in DROP may elect to be paid for unused annual leave at the employee's current rate of pay, to the extent that the payment does not exceed the maximum payout for annual leave in accordance with District Board of Trustees Policy Manual. This payment can either be made upon entering DROP or at the conclusion of DROP, but will only be counted in the retirement calculation one time.

Annual leave shall be earned during the DROP period, and unpaid annual leave shall be carried forward until used or paid at termination. Annual leave paid at termination shall not be counted in the retirement calculation if the annual leave was paid upon entering DROP.

Sick leave shall be earned during the DROP period, and unpaid sick leave shall be carried forward until used or paid at termination. All sick leave allowable per 121.091, F.S. up to a maximum of 480 hours shall be paid at termination at the current hourly rate of the employee. Sick Leave is paid out on a percentage scale as follows:

- 0-3 Years 35%
- 4-6 Years 40%
- 7-9 Years 45%
- 10 Years or more 50%, with a max of 480 hours.

When an employee retires and enters the DROP program, the contribution amount into the 401a will be calculated based on fiscal year salary and terminal pay in increments.

If an employee is participating in the DROP and the retirement incentive, the retirement incentive payout shall occur as outlined in the retirement incentive sections of the Board-approved Salary Schedule.

Complete information about DROP is available in the Human Resources.

## Retirement Incentive
If an employee who was hired prior to July 1, 1995, elects to retire within thirty-six (36) months from achievement of normal retirement as defined in 121.091(1), F.S. or 238.07, F.S., the College shall pay up to a maximum of one thousand four hundred forty (1,440) hours of sick leave as allowed by 1012.865(2) (d)(5), F.S. This compensation shall be calculated at the hourly rate of pay at termination.

Any employee not choosing to exercise the above option shall not be eligible for the retirement incentive plan and shall follow the procedures in accordance to the District Board of Trustees Sick Leave Policy Manual.

Retirees exercising the retirement incentive shall receive compensation as follows:

- **First payment**: at the time of retirement, a ten percent (10%) incentive shall be paid based on the salary at retirement for those using the retirement incentive option. This incentive will be deposited into the Special Retiree Pay 401a/403(b) plan in accordance with IRS regulations.
- **Second payment**: that portion of the accumulated sick leave hours which represents zero to four hundred eighty (0 - 480) hours with payment made into the Special Retiree Pay 401a plan five (5) months from termination.
- **Third payment**: that portion of the accumulated sick leave hours which represents four hundred eighty-one to nine hundred sixty (481 - 960) hours with payment made into the Special Retiree Pay 401a/403(b) plan twenty-six (26) months from termination.
- **Fourth payment**: that portion of the accumulated sick leave hours which represents nine-hundred and sixty-one to one thousand four hundred forty hours (961 - 1,440) with payment made into the Special Retiree Pay 401a/403(b) plan thirty-nine (39) months from termination.

Anyone wishing to retire must provide written notification of intent to their immediate supervisor and Human Resource Director not less than sixty (60) calendar days prior to the date of retirement in order to participate in the retirement incentive.

### Reemployment Provisions for Retirees
Retirees shall have retired per 121.091(1) FS or 238.07, FS. Retirees must follow reemployment rules as outlined by FRS prior to returning to employment with a FRS participating employer. Retirees include anyone retiring from the Pension Plan, Investment Plan, DROP Program, or Optional Retirement Plan. Human Resources must be contacted prior to reemployment to confirm eligibility.

## TIME LIMITED EMPLOYEES

### Other Personal Services (OPS)
Hourly employees are hired to fill temporary positions created to accomplish a specific task within a specific time. These employees work on an "as needed" or "available funds" basis and are compensated on an "hours worked" basis only. An hourly employee does not serve on a contractual basis nor does the authorization form for hire constitute a contract. Hourly employees are classified as Other Personal Services (OPS), including Tutors and Work-Study Students. These employees are non-exempt and covered under the overtime provisions of the FLSA and may work no more than 25 hours a week.

Non-TCC students employed in this category will be subject to the Federal Medicare tax and will be required to contribute to the Alternate FICA Plan. After employees work a minimum of 2080 hours, they are subject to combined FICA and Medicare taxes, as mandated by state and federal law, and are eligible for employer contributions in the Florida Retirement System (FRS).

### Work-study Students
Student personnel may qualify to work under the Federal College Work-Study (FCWS) program for a specified number of hours as determined by the Financial Aid Office. Work-study students are not eligible to receive employee benefits and are exempt from Social Security and Medicare taxes.

The hourly rate for work-study student employees is $1.25 above the minimum hourly rate set by the Florida Minimum Wage Act.

### Other Time Limited Provisions
1. **Timesheet Reporting Period**: The reporting period for OPS and Work-study Student employees is the same as the reporting period for non-exempt staff as outlined by Appendix D.
2. **Timesheet Submission**: OPS and Work-study Student employee are to submit timesheets on a weekly basis to their supervisor in order to meet payroll deadlines.

If the timesheet is not turned in to the supervisor by the designated Time and Attendance lockout dates, employee may be required to wait until the next payroll cycle to receive compensation for that reporting period.

### Professional Services Contract (PSC)
Providers working as Professional Service Contractors serve the College in a temporary capacity to complete a specific task within a determined period of time, which may be as little as one day to no more

than six (6) months.  Professional Services Contracts shall not extend beyond six (6) months without approval by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer. Payments may be one time only or multiple payments as determined by the contract.

**Contracts & Grants**

Employees working on a contract or grant are considered time limited employees (year-to-year) or as the contract/grant budget allows.  Positions in this category are funded by an agency other than the College. The College's grant funded positions are listed in Appendix CC.

**APPENDIX A**
**MANAGERIAL/PROFESSIONAL POSITIONS**

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

| Position Title |
| --- |
| Associate Director of Wakulla Environmental Institute |
| Chief of Campus Police |
| Chief Engagement Officer |
| Chief of Staff |
| Dean, Career and Academic Planning |
| Dean, Enrollment Services |
| Director of Assessment and Accreditation |
| Director of Athletics |
| Director of Business & Office (FPSI) |
| Director of Business & Workforce Development |
| Director of Business Process Improvement |
| Director of Call Center |
| Director of Center for Professional Enrichment |
| Director of Certificate Programs (FPSI) |
| Director of Continuing Workforce Education |
| Director of Development, TCC Foundation |
| ~~Director of Enterprise Enterprise Applications~~Director of Enterprise Applictions |
| Director of Facilities, Planning and Construction |
| Director of Financial Aid |
| Director of Finance |
| Director of Financial Services |
| Director of Food Service (FPSI) |
| Director of Grants and Special Projects |

| |
|---|
| Director of Human Resources |
| Director of Information Technology Infrastructure |
| Director of Information Technology Consulting Services |
| Director of Institutional Research and Planning |
| Director of Integrated Marketing |
| Director of Learning Commons |
| Director of Library Services |
| Director of Public Safety Continuing Education (FPSI) |
| Director of ~~Purchasing & General Services~~Procurement and Auxillary Services |
| Director of Recruiting and Admissions |
| Director of Special Projects and Innovation |
| Director of Strategic Communications ~~and Change Management~~ |
| Director of STEM Programs |
| Director of Student Life |
| Director of Student Records |
| Director of Student Services |
| Director of TCC Online |
| Director of User Services |
| Workday Operations Director |

# APPENDIX B
## Classified Staff and Classified Staff Professional Pay Grades

### Classified Staff Pay Grades

| Pay Grade | Minimum | Market | Maximum |
|---|---|---|---|
| 119 | $31,255.86 | $37,194.30 | $50,201.71 |
| 120 | $32,505.36 | $38,681.46 | $52,208.85 |
| 122 | $36,279.36 | $43,172.44 | $56,442.82 |
| 126 | $41,130.48 | $48,944.70 | $66,061.14 |
| 127 | $42,775.74 | $50,902.08 | $68,704.20 |

### Classified Staff Professional Pay Grades

| Pay Grade | Minimum | Market | Maximum |
|---|---|---|---|
| 219 | $31,255.86 | $37,194.30 | $50,201.71 |
| 220 | $32,505.36 | $38,681.46 | $52,208.85 |
| 221 | $33,805.86 | $44,051.90 | $54,297.95 |
| 222 | $35,158.38 | $41,838.36 | $56,469.00 |
| 223 | $36,564.96 | $43,512.18 | $58,728.54 |
| 224 | $38,026.62 | $45,252.30 | $61,077.68 |
| 225 | $39,548.46 | $47,062.80 | $63,520.79 |
| 226 | $41,130.48 | $48,944.70 | $66,061.15 |
| 227 | $42,775.74 | $50,902.08 | $68,704.20 |
| 228 | $44,486.28 | $52,939.02 | $71,452.14 |
| 229 | $46,266.18 | $55,056.54 | $74,310.45 |
| 230 | $48,116.46 | $57,258.72 | $77,282.39 |
| 231 | $50,041.20 | $59,548.62 | $80,373.42 |
| 232 | $52,042.44 | $61,930.32 | $83,589.01 |
| 233 | $54,124.26 | $64,407.90 | $86,932.45 |
| 235 | $58,540.86 | $69,663.62 | $94,025.76 |
| 237 | $63,316.50 | $75,346.64 | $101,695.02 |

# APPENDIX C̶B̶
## Classified Staff Positions & Paygrades by Alpha

*(matrix does not include FLSA adjustments)*

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT / NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Academic Coordinator | CS Professional | 224 | E | $38,026.62 $37,281 | $45,252.30 $44,365 | $61,077.68$5 9,880.08 |
| Academy Program Coordinator | CS Professional | 226 | E | $41,130.48 $40,324 | $48,944.70 $47,985 | $66,061.15$6 4,765.83 |
| Accounting Coordinator | CS Professional | 225 | E | $39,548.46 $38,773 | $47,062.80 $46,140 | $63,520.79$6 2,275.28 |
| Accounting Manager | CS Professional | 231 | E | $50,041.20 $49,060 | $59,548.62 $58,381 | $80,373.42$7 8,797.47 |
| Accounting Scholarship Assistant | CS Professional | 219̶8̶ | NE | $31,255.86 $29,464 | $37,194.30 $35,062 | $50,201.71$4 7,323.47 |
| Accounting Specialist | Classified Staff | 120̶1̶1̶4̶ | NE | $32,505.36 $24,960 | $38,681.46 $29,702 | $52,208.85$4 0,452.80 |
| Achieving the Dream (ATD) Coordinator | CS Professional | 229 | E | $46,266.18 $45,359 | $55,056.54 $53,977 | $74,310.45$7 2,853.38 |
| Admissions and Enrollment Coordinator | CS Professional | 227 | E | $42,775.74 $41,937 | $50,902.08 $49,904 | $68,704.20$6 7,357.06 |
| Admissions Navigator | Classified Staff | 119̶1̶1̶5̶ | NE | $31,255.86 $26,193 | $37,194.30 $31,170 | $50,201.71$4 2,070.31 |
| Adult Education Specialist | CS Professional | 223 | E | $36,564.96 $35,848 | $43,512.18 $42,659 | $58,728.54$5 7,577.00 |
| Advanced and Specialized Instructional Coordinator | CS Professional | 230 | E | $48,116.46 $47,173 | $57,258.72 $56,136 | $77,282.39$7 5,767.05 |
| Advising and New Student Orientation Coordinator | CS Professional | 226 | E | $41,130.48 $40,324 | $48,944.70 $47,985 | $66,061.15$6 4,765.83 |
| Advising Coordinator | CS Professional | 225 | E | $39,548.46 $38,773 | $47,062.80 $46,140 | $63,520.79$6 2,275.28 |
| Advising Specialist | CS Professional | 224 | E | $38,026.62 $37,281 | $45,252.30 $44,365 | $61,077.68$5 9,880.08 |
| Advising Team Lead | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Alumni and Friends Association Coordinator | CS Professional | 223 | E | $39,548.46 $35,848 | $47,062.80 $42,659 | $63,520.79$5 7,577.00 |
| Alumni Relations Coordinator/Develop-ment Coordinator | CS Professional | 223 | E | $36,564.96 $35,848 | $43,512.18 $42,659 | $58,728.54$5 7,577.00 |
| AMTC Program Specialist | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Applications Specialist | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Assistant Coach | Classified Staff | 119̶1̶1̶5̶ | NE | $31,255.86 $26,193 | $37,194.30 $31,170 | $50,201.71$4 2,070.31 |
| Assistant Director, Applications Architecture & Support | CS Professional | 231 | E | $50,041.20 $49,060 | $59,548.62 $58,381 | $80,373.42$7 8,797.47 |
| Assistant Director IT Consulting | CS Professional | 228 | E | $44,486.28 | $52,939.02 | $71,452.14 |

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| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT / NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Assistant Director, Recruiting & K-12 Outreach | CS Professional | 224 | E | $38,026.62 $37,281 | $45,252.30 $44,365 | $61,077.68$5 9,880.08 |
| Assistant Director, Student Services | CS Professional | 231 | E | $50,041.20 $49,060 | $59,548.62 $58,381 | $80,373.42$7 8,797.47 |
| Assistant Director, User Services for Instructional Technologies | CS Professional | 2298 | E | $44,486.28 $45,359 | $52,939.02 $53,977 | $71,452.14$7 2,853.38 |
| Assistant Director, Financial Aid | CS Professional | 230 | E | $48,116.46 $47,173 | $57,258.72 $56,136 | $77,282.39$7 5,767.05 |
| Assistant Production Coordinator | Classified Staff | 116119 | NE | $31,255.86 $27,241 | $37,194.30 $32,417 | $50,201.71$4 3,753.16 |
| Assistant to the Dean | CS Professional | 221 | NE | $33,805.86 $33,143 | $44,051.90 $39,440 | $54,297.95$5 3,233.28 |
| Assistant to the Director of Library Services | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Athletics and Campus Recreation Manager | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Athletic Trainer | CS Professional | 225 | E | $39,548.46 $38,773 | $47,062.80 $46,140 | $63,520.79$6 2,275.28 |
| Auxiliary Service Manager | CS Professional | 227 | E | $42,775.74 $41,937 | $50,902.08 $49,904 | $68,704.20$6 7,357.06 |
| Budget Coordinator | CS Professional | 227 | E | $42,775.74 $41,937 | $50,902.08 $49,904 | $68,704.20$6 7,357.06 |
| Business Analyst | CS Professional | 229 | E | $46,266.18 $45,359 | $55,056.54 $53,977 | $74,310.45$7 2,853.38 |
| Business Operations Manager | CS Professional | 229 | E | $46,266.18 $45,359 | $55,056.54 $53,977 | $74,310.45$7 2,853.38 |
| Business Services and Corporate Training Manager | CS Professional | 228 | E | $44,486.28 $43,614 | $52,939.02 $51,901 | $71,452.14$7 0,051.12 |
| Call Center Representative | Classified Staff | 119114 | NE | $31,255.86 $24,960 | $37,194.30 $29,702 | $50,201.71$4 0,452.80 |
| Campus Police Dispatcher | Classified Staff | 119114 | NE | $31,255.86 $24,960 | $37,194.30 $29,702 | $50,201.71$4 0,452.80 |
| Campus Police Lead Dispatcher | Classified Staff | 119115 | NE | $31,255.86 $26,193 | $37,194.30 $31,170 | $50,201.71$4 2,070.31 |
| Campus Police Lieutenant | CS Professional | 230226 | E | $48,116.46 $40,324 | $57,258.72 $47,985 | $77,282.39$6 4,765.83 |
| Campus Police Officer | Classified Staff | 120126 | NE | $41,130.48 $31,868 | $48,944.70 $37,923 | $66,061.14$5 1,185.15 |
| Campus Police Sergeant | CS Professional | 227224 | E | $42,775.74 $37,281 | $50,902.08 $44,365 | $68,704.20$5 9,880.08 |
| Career Pathways Specialist | CS Professional | 223 | E | $36,564.96 $35,848 | $43,512.18 $42,659 | $58,728.54$5 7,577.00 |
| Career and Academic Advisor | CS Professional | 224 | E | $38,026.62 $37,281 | $45,252.30 $44,365 | $61,077.68$5 9,880.08 |
| Career Service and Internship Coordinator | CS Professional | 224 | E | $38,026.62 $37,281 | $45,252.30 $44,365 | $61,077.68$5 9,880.08 |
| Career Services Counseling Specialist | CS Professional | 224 | E | $38,026.62 $37,281 | $45,252.30 $44,365 | $61,077.68$5 9,880.08 |
| Cashier | Classified Staff | 114119 | NE | $31,255.86 $24,960 | $37,194.30 $29,702 | $50,201.71$4 0,452.80 |

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| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT / NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Cashiering Coordinator | CS Professional | 225 | E | $39,548.46 ~~$38,773~~ | $47,062.80 ~~$46,140~~ | $63,520.79~~$62,275.28~~ |
| Center Manager | CS Professional | 224 | E | $38,026.62 ~~$37,281~~ | $45,252.30 ~~$44,365~~ | $61,077.68~~$59,880.08~~ |
| CIT Support Technician | Classified Staff | ~~114~~119 | NE | $31,255.86 ~~$24,960~~ | $37,194.30 ~~$29,702~~ | $50,201.71~~$40,452.80~~ |
| Classroom Technologies Coordinator | CS Professional | 223 | NE | $36,564.96 ~~$35,848~~ | $43,512.18 ~~$42,659~~ | $58,728.54~~$57,577.00~~ |
| Client Support Specialist | CS Professional | 220 | NE | $32,505.36 ~~$31,868~~ | $38,681.46 ~~$37,923~~ | $52,208.85~~$51,185.15~~ |
| ~~Clinic Assistant, Dental Programs~~ | ~~Classified Staff~~ | ~~114~~ | ~~NE~~ | ~~$24,960~~ | ~~$29,702~~ | ~~$40,452.80~~ |
| College Admissions Recruiter | CS Professional | 224 | E | $38,026.62 ~~$37,281~~ | $45,252.30 ~~$44,365~~ | $61,077.68~~$59,880.08~~ |
| College Readiness Advisor | CS Professional | 224 | E | $38,026.62 ~~$37,281~~ | $45,252.30 ~~$44,365~~ | $61,077.68~~$59,880.08~~ |
| Commercial Vehicle Driving Lead Instructor | CS Professional | 223 | E | $36,564.96 ~~$35,848~~ | $43,512.18 ~~$42,659~~ | $58,728.54~~$57,577.00~~ |
| Commercial Vehicle Driving Instructor | CS Professional | 220 | NE | $32,505.36 ~~$31,868~~ | $38,681.46 ~~$37,923~~ | $52,208.85~~$51,185.15~~ |
| Communications Skills Specialist | CS Professional | 219 | NE | $31,255.86 ~~$30,643~~ | $37,194.30 ~~$36,465~~ | $50,201.71~~$49,217.36~~ |
| Communications Specialist | CS Professional | ~~217~~219 | NE | $31,255.86 ~~$28,331~~ | $37,194.30 ~~$33,714~~ | $50,201.71~~$45,503.50~~ |
| Computer Specialist | CS Professional | 224 | NE | $38,026.62 ~~$37,281~~ | $45,252.30 ~~$44,365~~ | $61,077.68~~$59,880.08~~ |
| Computer Systems Analyst | CS Professional | 231 | E | $50,041.20 ~~$49,060~~ | $59,548.62 ~~$58,381~~ | $80,373.42~~$78,797.47~~ |
| Computer Technology Lab Manager | CS Professional | 224 | E | $38,026.62 ~~$37,281~~ | $45,252.30 ~~$44,365~~ | $61,077.68~~$59,880.08~~ |
| ~~Conference and Events Coordinator~~ | ~~CS Professional~~ | ~~224~~ | ~~E~~ | ~~$37,281~~ | ~~$44,365~~ | ~~$59,880.08~~ |
| Construction Service Manager | CS Professional | 227 | E | $42,775.74 ~~$41,937~~ | $50,902.08 ~~$49,904~~ | $68,704.20~~$67,357.06~~ |
| Contracts and Grants Coordinator | CS Professional | 223 | E | $36,564.96 ~~$35,848~~ | $43,512.18 ~~$42,659~~ | $58,728.54~~$57,577.00~~ |
| Contracts and Grants Manager | CS Professional | 228 | E | $44,486.28 ~~$43,614~~ | $52,939.02 ~~$51,901~~ | $71,452.14~~$70,051.12~~ |
| Coordinator, Counseling Center | CS Professional | 225 | E | $39,548.46 ~~$38,773~~ | $47,062.80 ~~$46,140~~ | $63,520.79~~$62,275.28~~ |
| Coordinator, Conference and Events | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Coordinator, Student Engagement, Diversity & Inclusion | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Coordinator, ~~of~~ International Student Services | CS Professional | 225 | E | $39,548.46 ~~$38,773~~ | $47,062.80 ~~$46,140~~ | $63,520.79~~$62,275.28~~ |
| Coordinator, ~~of~~ Student Technology Support | CS Professional | 222 | NE | $35,158.38 ~~$34,469~~ | $41,838.36 ~~$41,018~~ | $56,469.00~~$55,361.76~~ |
| Coordinator, Student Life | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |

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| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT / NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Coordinator, Student Loans | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Coordinator, TCC Internship Program | CS Professional | 224 | E | $38,026.62 $37,281 | $45,252.30 $44,365 | $61,077.68$59,880.08 |
| Coordinator, Veterans Affairs | CS Professional | 220 | NE | $31,868 | $37,923 | $51,185.15 |
| Coordinator, Veterans Success Center | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Custodial Shift Supervisor | Classified Staff | 117 | NE | $28,331 | $33,714 | $45,503.50 |
| Custodial Superintendent | Classified Staff | 223 | E | $36,564.96 $35,848 | $43,512.18 $42,659 | $58,728.54$57,577.00 |
| Custodial Worker | Classified Staff | 114 | NE | $24,960 | $29,702 | $40,452.80 |
| Database Administrator | CS Professional | 235 | E | $58,540.86 $57,393 | $69,663.62 $68,298 | $94,025.76$92,182.12 |
| Digital Communications Specialist | CS Professional | 218 | NE | $30,643 | $36,465 | $49,217.36 |
| Digital Media Technician | CS Professional | 225 | E | $39,548.46 $38,773 | $47,062.80 $46,140 | $63,520.79$62,275.28 |
| Dining Facilities Manager | Classified Staff | 126 | E | $41,130.48 $40,324 | $48,944.70 $47,985 | $66,061.14$64,765.14 |
| Dining Services Shift Supervisor | Classified Staff | 116 | NE | $32,505.36 $27,241 | $38,681.46 $32,417 | $52,208.85$43,753.16 |
| Disability Services Coordinator | CS Professional | 225 | E | $39,548.46 $47,173 | $47,062.80 $56,136 | $63,520.79$75,767.05 |
| Documentation Specialist | Classified Staff | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Donor Stewardship Officer | CS Professional | 224 | E | $38,026.62 $37,281 | $45,252.30 $44,365 | $61,077.68$59,880.08 |
| Dual Enrollment Coordinator | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Emergency Management and Safety Coordinator | CS Professional | 226 | E | $41,130.48 $40,324 | $48,944.70 $47,985 | $66,061.15$64,765.83 |
| EMS Technology Clinical Coordinator | CS Professional | 227 | E | $41,937 | $49,904 | $67,357.06 |
| Engineering Technician | Classified Staff | 119118 | NE | $31,255.86 $29,464 | $37,194.30 $35,062 | $50,201.71$47,323.47 |
| Enrollment Clerk | Classified Staff | 114119 | NE | $31,255.86 $24,960 | $37,194.30 $29,702 | $50,201.71$40,452.80 |
| Environmental Health/Safety Specialist | CS Professional | 220 | NE | $32,505.36 $31,868 | $38,681.46 $37,923 | $52,208.85$51,185.15 |
| Environmental Management and Safety Coordinator | CS Professional | 226 | E | $41,130.48 $40,324 | $48,944.70 $47,985 | $66,061.15$64,765.83 |
| Environmental Safety Technician | Classified Staff | 119116 | NE | $31,255.86 $27,241 | $37,194.30 $32,417 | $50,201.71$43,753.16 |
| Environmental Services Technician | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Environmental Services Shift Supervisor | Classified Staff | 120 | NE | $32,505.36 | $38,681.46 | $52,208.85 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT / NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Equipment Mechanic | Classified Staff | 119115 | NE | $31,255.86 $26,193 | $37,194.30 $31,170 | $50,201.71$42,070.31 |
| Executive Assistant | CS Professional | 223 | E | $36,564.96 $35,848 | $43,512.18 $42,659 | $57,577.00 |
| Executive Coordinator | CS Professional | 225 | E | $39,548.46 $38,773 | $47,062.80 $46,140 | $63,520.79$62,275.28 |
| Event/Help Desk Consultant | Classified Staff | 220 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Events Specialist | Classified Staff | 223 | E | $36,564.96 | $43,512.18 | |
| Facilities Maintenance Superintendent | Classified Staff | 127 | E | $42,775.74 $41,937 | $50,902.08 $49,904 | $68,704.20$67,357.06 |
| Facilities Office Manager | Classified Staff | 224117 | NE | $38,026.62 $28,331 | $45,252.30 $33,714 | $61,077.68$45,503.50 |
| Facilities Operations Superintendent | Classified Staff | 122 | E | $36,279.36 $35,568 | $43,172.44 $42,325.92 | $56,442.82$55,366.10 |
| Facilities Superintendent | Classified Staff | 118119 | NE | $31,255.86 $28,331 | $37,194.30 $33,714 | $50,201.71$45,503.50 |
| Finance and Accounting Administrator | CS Professional | 229 | E | $46,266.18 $45,359 | $55,056.54 $53,977 | $74,310.45$72,853.38 |
| Financial Aid Assistant | Classified Staff | 114119 | NE | $31,255.86 $24,960 | $37,194.30 $29,702 | $50,201.71$40,452.80 |
| Financial Aid Specialist | CS Professional | 219 | NE | $31,255.86 $30,643 | $37,194.30 $36,465 | $50,201.71$49,217.36 |
| Financial Aid Technician | Classified Staff | 116119 | NE | $31,255.86 $27,241 | $37,194.30 $32,417 | $50,201.71$43,753.16 |
| First Year Experience Coordinator | CS Professional | 224 | E | $38,026.62 $37,281 | $45,252.30 $44,365 | $61,077.68$59,880.08 |
| Food Service Assistant | Classified Staff | 119114 | NE | $31,255.86 $24,960 | $37,194.30 $29,702 | $50,201.71$40,452.80 |
| Graphic Designer | Classified Staff | 117120 | NE | $32,505.36 $28,331 | $38,681.46 $33,714 | $52,208.85$45,503.50 |
| Graphic Design and Brand Coordinator | CS Professional | 219 | NE | $31,255.86 $30,643 | $37,194.30 $36,465 | $50,201.71$49,217.36 |
| Head Coach | CS Professional | 227 | E | $42,775.74 $41,937 | $50,902.08 $49,904 | $68,704.20$67,357.06 |
| Head of Access Services | CS Professional | 226 | E | $41,130.48 $40,324 | $48,944.70 $47,985 | $66,061.15$64,765.83 |
| Help Desk Consultant | Classified Staff | 220 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| High Liability Training Coordinator | CS Professional | 230 | E | $48,116.46 $47,173 | $57,258.72 $56,136 | $77,282.39$75,767.05 |
| Housing Service Specialist | Classified Staff | 115119 | NE | $31,255.86 $26,193 | $37,194.30 $31,170 | $50,201.71$42,070.31 |
| Human Resources Specialist I | CS Professional | 220219 | NE | $32,505.36 $30,643 | $38,681.46 $36,465 | $52,208.85$49,217.36 |
| Human Resources Specialist II | CS Professional | 223221 | NE | $36,564.96 $33,143 | $43,512.18 $39,440 | $58,728.54$53,233.28 |
| Human Resources Manager | CS Professional | 230229 | E | $48,116.46 $45,359 | $57,258.72 $53,977 | $77,282.39$72,853.38 |
| HVAC/Building Automation Specialist | Classified Staff | 120122 | NE | $36,279.36 $31,868 | $43,172.44 $37,923 | $56,442.82$51,185.15 |
| HVAC Program Specialist | CS Professional | 224 | E | $38,026.62 $37,281 | $45,252.30 $44,365 | $61,077.68$59,880.08 |
| Information Specialist | CS Professional | 228 | E | $44,486.28 $43,614 | $52,939.02 $51,901 | $71,452.14$70,051.12 |

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| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT / NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Information Technology Project Manager | CS Professional | 231 | E | $50,041.20 $49,060 | $59,548.62 $58,381 | $80,373.42$78,797.47 |
| Information Technology Support Specialist | Classified Staff | 119114 | NE | $31,255.86 $24,960 | $37,194.30 $29,702 | $50,201.71$40,452.80 |
| Information Technology Trainer | CS Professional | 227 | E | $42,775.74 $41,937 | $50,902.08 $49,904 | $68,704.20$67,357.06 |
| Institute for Nonprofit Innovation and Excellence Coordinator | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |
| Instructional Designer | CS Professional | 229 | E | $46,266.18 $45,359 | $55,056.54 $53,977 | $74,310.45$72,853.38 |
| Instructional Network Coordinator | CS Professional | 227 | E | $42,775.74 $41,937 | $50,902.08 $49,904 | $68,704.20$67,357.06 |
| Instructional Technologist | CS Professional | 229 | E | $46,266.18 $45,359 | $55,056.54 $53,977 | $74,310.45$72,853.38 |
| Instructional Technology Specialist | CS Professional | 223 | E | $36,564.96 $35,848 | $43,512.18 $42,659 | $58,728.54$57,577.00 |
| International Recruitment Specialist | CS Professional | 224 | E | $38,026.62 $37,281 | $45,252.30 $44,365 | $61,077.68$59,880.08 |
| Intramurals Coordinator | Classified Staff | 119117 | NE | $31,255.86 $28,331 | $37,194.30 $33,714 | $50,201.71$45,503.50 |
| Landscaper | Classified Staff | 114119 | NE | $31,255.86 $24,960 | $37,194.30 $29,702 | $50,201.71$40,452.80 |
| Lead Computer Specialist | CS Professional | 225 | E | $39,548.46 $38,773 | $47,062.80 $46,140 | $63,520.79$62,275.28 |
| Lead Contracts and Grants Coordinator | CS Professional | 225 | E | $39,548.46 $38,773 | $47,062.80 $46,140 | $63,520.79$62,275.28 |
| Leadership Coordinator | CS Professional | 223 | E | $36,564.96 $35,848 | $43,512.18 $42,659 | $58,728.54$57,577.00 |
| Learning Commons Program Coordinator | CS Professional | 226 | E | $40,324 | $47,985 | $64,765.83 |
| Learning Commons Specialist | CS Professional | 223 | E | $36,564.96 $35,848 | $43,512.18 $42,659 | $58,728.54$57,577.00 |
| Learning Commons Success Coach | CS Professional | 223 | E | $36,564.96 $35,848 | $43,512.18 $42,659 | $58,728.54$57,577.00 |
| Learning Commons Program Coordinator | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Learning Management Systems Specialist | Classified Staff | 117 | NE | $28,331 | $33,714 | $45,503.50 |
| Library Circulation Services Supervisor | CS Professional | 223 | E | $36,564.96 $35,848 | $43,512.18 $42,659 | $58,728.54$57,577.00 |
| Library Technical Assistant I | Classified Staff | 114119 | NE | $31,255.86 $24,960 | $37,194.30 $29,702 | $50,201.71$40,452.80 |
| Library Technical Assistant II | Classified Staff | 117120 | NE | $32,505.36 $28,331 | $38,681.46 $33,714 | $52,208.85$45,503.50 |
| Library Technical Service Supervisor | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Maintenance Support Worker | Classified Staff | 1194 | NE | $31,255.86 $24,960 | $37,194.30 $29,702 | $50,201.71$40,452.80 |
| Maintenance Computer Operations Specialist | Classified Staff | 1198 | NE | $31,255.86 $29,464 | $37,194.30 $35,062 | $50,201.71$47,323.47 |
| Maintenance Technician I | Classified Staff | 1196 | NE | $31,255.86 $27,241 | $37,194.30 $32,417 | $50,201.71$43,753.16 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT / NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Maintenance Technician II | Classified Staff | ~~118~~120 | NE | $32,505.36 ~~$29,464~~ | $38,681.46 ~~$35,062~~ | $52,208.85~~$47,323.47~~ |
| Manager, Healthcare Education | CS Professional | 235 | E | $58,540.86 ~~$57,393~~ | $69,663.62 ~~$68,298~~ | $94,025.76~~$92,182.12~~ |
| Manager, Application Development | CS Professional | 231 | E | $50,041.20 ~~$49,060~~ | $59,548.62 ~~$58,381~~ | $80,373.42~~$78,797.47~~ |
| Manager, Gadsden Center | CS Professional | 224 | E | $38,026.62 ~~$37,281~~ | $45,252.30 ~~$44,365~~ | $61,077.68~~$59,880.08~~ |
| Manager, Wakulla Center | CS Professional | 224 | E | $38,026.62 ~~$37,281~~ | $45,252.30 ~~$44,365~~ | $61,077.68~~$59,880.08~~ |
| Manager, Auxiliary Service | CS Professional | 227 | E | $42,775.74 ~~$41,937~~ | $50,902.08 ~~$49,904~~ | $68,704.20~~$67,357.06~~ |
| Manager, Client Support | CS Professional | 225 | E | $39,548.46 ~~$38,773~~ | $47,062.80 ~~$46,140~~ | $63,520.79~~$62,275.28~~ |
| Manager, Data Warehouse and Web Technology | CS Professional | 231 | E | $50,041.20 ~~$49,060~~ | $59,548.62 ~~$58,381~~ | $80,373.42~~$78,797.47~~ |
| Manager, Help Desk | CS Professional | 225 | E | $39,548.46 ~~$38,773~~ | $47,062.80 ~~$46,140~~ | $63,520.79~~$62,275.28~~ |
| Manager, Information Technology Event Support | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Manager, Systems Administrator | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Manager, Systems Support | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Manager, Student Financial Services | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Manager, Technology Consulting | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Manager, Web Development | CS Professional | 231 | E | $50,041.20 ~~$49,060~~ | $59,548.62 ~~$58,381~~ | $80,373.42~~$78,797.47~~ |
| Media Production Coordinator | CS Professional | 224 | E | $38,026.62 ~~$37,281~~ | $45,252.30 ~~$444,365~~ | $61,077.68~~$59,880.08~~ |
| Media Production Specialist | CS Professional | 223 | E | $36,564.96 ~~$35,848~~ | $43,512.18 ~~$42,659~~ | $58,728.54~~$57,577.00~~ |
| Media Relations Specialist | CS Professional | 213 | NE~~E~~ | $31,255.86 ~~$35,848~~ | $37,194.30 ~~$42,659~~ | $50,201.71~~$57,577.00~~ |
| Network Administrator | CS Professional | 235 | E | $58,540.86 ~~$57,393~~ | $69,663.62 ~~$68,298~~ | $94,025.76~~$92,182.12~~ |
| Network and Computer Systems Specialist | CS Professional | 225 | NE | $39,548.46 ~~$38,773~~ | $47,062.80 ~~$46,140~~ | $63,520.79~~$62,275.28~~ |
| Network Technician | CS Professional | 226 | E | $41,130.48 ~~$40,324~~ | $48,944.70 ~~$47,985~~ | $66,061.15~~$64,765.83~~ |
| Non-Profit Resource Center Coordinator | CS Professional | 235 | E | $58,540.86 ~~$57,393~~ | $69,663.62 ~~$68,298~~ | $94,025.76~~$92,182.12~~ |
| Office Manager | Classified Staff | 120~~116~~ | NE | $32,505.36 ~~$27,241~~ | $38,681.46 ~~$32,417~~ | $52,208.85~~$43,753.16~~ |
| Performance Innovation Institute Manager | CS Profressional | 228 | E | $44,486.28 | $52,939.02 | $71,452.14 |
| Production Coordinator | CS Professional | 221 | E | $33,805.86 ~~$33,143~~ | $44,051.90 ~~$39,440~~ | $54,297.95~~$53,233.28~~ |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT / NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Production Media Coordinator | CS Professional | 224 | E | $38,026.62 ~~$37,281~~ | $45,252.30 ~~$44,365~~ | $61,077.68~~$59,880.08~~ |
| Professional Counselor | CS Professional | 225 | E | $39,548.46 ~~$38,733~~ | $47,062.80 ~~$46,140~~ | $63,520.79~~$62,275.28~~ |
| Program Coordinator, Adult Education | CS Professional | 227 | E | $42,775.74 ~~$41,937~~ | $50,902.08 ~~$49,904~~ | $68,704.20~~$67,357.06~~ |
| Program Coordinator, for IT, Online & Professional Development ~~Training~~ | CS Professional | 227 | E | $42,775.74 ~~$41,937~~ | $50,902.08 ~~$49,904~~ | $68,704.20~~$67,357.06~~ |
| Program Coordinator, Transportation Logistics and Information Technology | CS Professional | 227 | E | $42,775.74 ~~$41,937~~ | $50,902.08 ~~$49,904~~ | $68,704.20~~$67,357.06~~ |
| Program Manager, Advance Manufacturing Training Center | CS Professional | 235 | E | $58,540.86 ~~$57,393~~ | $69,663.62 ~~$68,298~~ | $94,025.76~~$92,182.12~~ |
| Program Specialist, HVAC Manufacturing | CS Professional | 224 | E | $38,026.62 ~~$37,281~~ | $45,252.30 ~~$44,365~~ | $61,077.68~~$59,880.08~~ |
| Project Coordinator | CS Professional | 228 | E | $44,486.28 ~~$43,614~~ | $52,939.02 ~~$51,901~~ | $71,452.14~~$70,051.12~~ |
| Property Records Specialist | Classified Staff | 119~~8~~ | NE | $31,255.86 ~~$29,464~~ | $37,194.30 ~~$35,062~~ | $50,201.71~~$47,323.47~~ |
| Project Specialist | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Public Safety Officer | Classified Staff | 119~~4~~ | NE | $31,255.86 ~~$24,960~~ | $37,194.30 ~~$29,702~~ | $50,201.71~~$40,452.80~~ |
| Receiving Clerk | Classified Staff | 119~~4~~ | NE | $31,255.86 ~~$24,960~~ | $37,194.30 ~~$29,702~~ | $50,201.71~~$40,452.80~~ |
| Recruitment & Marketing Operations Specialist | CS Professional | 225 | E | $39,548.46 ~~$38,773~~ | $47,062.80 ~~$46,140~~ | $63,520.79~~$62,275.28~~ |
| Research and Business Analyst | CS Professional | 226 | E | $41,130.48 ~~$40,324~~ | $48,944.70 ~~$47,985~~ | $66,061.15~~$64,765.83~~ |
| Scholarship Coordinator | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Science Lab Manager | CS Professional | 224 | NE | $38,026.62 ~~$37,281~~ | $45,252.30 ~~$44,365~~ | $61,077.68~~$59,880.08~~ |
| Security Administrator | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Senior Accountant | CS Professional | 229 | E | $46,266.18 ~~$45,359~~ | $55,056.54 ~~$53,977~~ | $74,310.45~~$72,853.38~~ |
| Senior Accounting Specialist | CS Professional | 218 | NE | $29,464 | $35,062 | $47,323.47 |
| ~~Senior Custodian~~ | ~~Classified Staff~~ | ~~115~~ | ~~NE~~ | ~~$26,193~~ | ~~$31,170~~ | ~~$42,070.31~~ |
| Senior Environmental Services Technician | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Senior Engineering Technician | Classified Staff | 126 | E | $41,130.48 ~~$40,324~~ | $48,944.70 ~~$47,985~~ | $66,061.14~~$64,765.82~~ |
| Senior Financial Aid Assistant | Classified Staff | 119~~6~~ | NE | $31,255.86 ~~$27,241~~ | $37,194.30 ~~$32,417~~ | $50,201.71~~$43,753.16~~ |
| Senior Lab Assistant | Classified Staff | 119 | NE | $31,255.86 ~~$30,643~~ | $37,194.30 ~~$36,465~~ | $50,201.71~~$49,217.36~~ |
| Senior Research Analyst | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |

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| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT / NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Senior Science Lab Assistant | CS Professional | 220 | E | $32,505.36 $31,868 | $38,681.46 $37,923 | $52,208.85$5 1,185.15 |
| Senior Staff Assistant | Classified Staff | 117 | NE | $28,331 | $33,714 | $45,503.50 |
| Senior Systems Administrator | CS Professional | 235 | E | $58,540.86 $57,393 | $69,663.62 $68,298 | $94,025.76$9 2,182.12 |
| Shipping, Receiving, and Mail Supervisor | Classified Staff | 126 | E | $41,130.48 $40,324 | $48,944.70 $47,985 | $66,061.14$6 4,765.82 |
| Simulation & Information Tech Specialist | CS Professional | 224 | E | $38,026.62 $37,281 | $45,252.30 $44,365 | $61,077.68$5 9,880.08 |
| Simulation Program Manager | CS Professional | 229 | E | $46,266.18 $45,359 | $55,056.54 $53,977 | $74,310.45$7 2,853.38 |
| Simulator Lab Coordinator | CS Professional | 224 | E | $38,026.62 $37,281 | $45,252.30 $44,365 | $61,077.68$5 9,880.08 |
| Social Media & Digital Content Specialist | CS Professional | 219 | NE | $31,255.86 $30,643 | $37,194.30 $36,465 | $50,201.71$4 9,217.36 |
| Staff Assistant | Classified Staff | 11̶9̶5 | NE | $31,255.86 $26,193 | $37,194.30 $31,170 | $50,201.71$4 2,070.31 |
| Store Manager | CS Professional | 223 | E | $36,564.96 $35,848 | $43,512.18 $42,659 | $58,728.54$5 7,577.00 |
| Store̶s Clerk | Classified Staff | 11̶9̶4 | NE | $31,255.86 $24,960 | $37,194.30 $29,702 | $50,201.71$4 0,452.80 |
| Student Accounts Coordinator | CS Professional | 225 | E | $39,548.46 $38,773 | $47,062.80 $46,140 | $63,520.79$6 2,275.28 |
| Student Activities Coordinator | CS Professional | 223 | E | $36,564.96 $35,848 | $43,512.18 $42,659 | $58,728.54$5 7,577.00 |
| Student Conduct Coordinator | CS Professional | 218 | NE | $29,464 | $35,062 | $47,323.47 |
| Student Development Specialist | CS Professional | 222 | E | $35,158.38 $34,469 | $41,838.36 $41,018 | $56,469.00$5 5,361.76 |
| Student Financial Advisor | CS Professional | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Student Involvement Coordinator | CS Professional | 223 | E | $36,564.96 $35,848 | $43,512.18 $42,659 | $58,728.54$5 7,577.00 |
| Student Judicial Advisor | CS Professional | 225 | E | $38,773 | $46,140 | $62,275.28 |
| Student Judicial Assistant | CS Professional | 218 | NE | $29,464 | $35,062 | $47,323.47 |
| Student Life, Coordinator | CS Professional | 223 | E | $36,564.96 $35,848 | $43,512.18 $42,659 | $58,728.54$5 7,577.00 |
| Student Recruiter | CS Professional | 224 | E | $38,026.62 $37,281 | $45,252.30 $44,365 | $61,077.68$5 1,185.15 |
| Student Services Case Manager | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Student Success Specialist | CS Professional | 224 | E | $38,026.62 $37,281 | $45,252.30 $44,365 | $61,077.68$5 1,185.15 |
| Student Support Specialist | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Supervisor Landscape Services | Classified Staff | 122 | E | $36,279.36 $35,568 | $43,172.44 $42,325.92 | $56,442.82$5 5,366.10 |
| Sustainability Specialist | Classifed Staff | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Systems Administrator | CS Professional | 231 | E | $50,041.20 $49,060 | $59,548.62 $58,381 | $80,373.42$7 8,797.47 |

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| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT / NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| System Analyst | CS Professional | 229 | E | $46,266.18 ~~$45,359~~ | $55,056.54 ~~$53,977~~ | $74,310.45~~$72,853.38~~ |
| System Operations Specialitst | Classified Staff | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Systems Support Specialist | Classified Staff | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Systems Training Specialist | CS Professional | 219 | NE | $31,255.86 ~~$30,643~~ | $37,194.30 ~~$36,465~~ | $50,201.71~~$49,217.36~~ |
| TCC 2 Career and Academic Advisor | CS Professional | 224 | E | $38,026.62 ~~$37,281~~ | $45,252.30 ~~$44,365~~ | $61,077.68~~$51,185.15~~ |
| Technology Consultant | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Testing and Retention Coordinator | CS Professional | 223 | E | $36,564.96 ~~$35,848~~ | $43,512.18 ~~$42,659~~ | $58,728.54~~$57,577.00~~ |
| Testing Specialist | Classified Staff | 11~~9~~4 | NE | $31,255.86 ~~$24,960~~ | $37,194.30 ~~$29,702~~ | $50,201.71~~$40,452.80~~ |
| Video/Multimedia Producer | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| ~~Veterans Affairs Coordinator~~ | ~~CS Professional~~ | ~~220~~ | ~~NE~~ | ~~$31,868~~ | ~~$37,923~~ | ~~$51,185.15~~ |
| Virtual Learning Commons Manager | CS Professional | 225 | E | $39,548.46 ~~$38,773~~ | $47,062.80 ~~$46,140~~ | $63,520.79~~$62,275.28~~ |
| Web Developer | CS Professional | 229 | E | $46,266.18 ~~$45,359~~ | $55,056.54 ~~$53,977~~ | $74,310.45~~$72,853.38~~ |
| Web Developer Manager | CS Professional | 231 | E | $50,041.20 ~~$49,060~~ | $59,548.62 ~~$58,381~~ | $80,373.42~~$78,797.47~~ |
| Web Specialist | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Workday Completion Specialist | CS Professional | 222 | E | $35,158.38 ~~$34,469~~ | $41,838.36 ~~$41,018~~ | $56,469.00~~$55,361.76~~ |
| Workforce Development Program Coordinator | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |

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**Classified Staff Positions & Pay Grades by Pay Grades**

*(matrix does not include FLSA adjustments)*

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT/ NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Call Center Representative | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Campus Police Dispatcher | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Campus Police Lead Dispatcher | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Cashier | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| CIT Support Technician | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Engineering Technician | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Enrollment Clerk | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Environmental Safety Technician | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Environmental Services Technician | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Equipment Mechanic | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Facilities Superintendent | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Financial Aid Assistant | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Financial Aid Technician | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Food Service Assistant | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Housing Service Specialist | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Information Technology Support Specialist | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Intramurals Coordinator | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Landscaper | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Library Technical Assistant I | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Maintenance Support Worker | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Maintenance Computer Operations Specialist | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Maintenance Technician I | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT/ NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Property Records Specialist | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Public Safety Officer | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Receiving Clerk | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Senior Environmental Services Technician | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Senior Financial Aid Assistant | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Senior Lab Assistant | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Staff Assistant | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Store Clerk | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Student Financial Advisor | CS Professional | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Student Support Specialist | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Testing Specialist | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Custodial Shift Supervisor | Classified Staff | 120 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Dining Services Shift Supervisor | Classified Staff | 120 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Graphic Designer | Classified Staff | 120 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Library Technical Assistant II | Classified Staff | 120 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Maintenance Technician II | Classified Staff | 120 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Office Manager | Classified Staff | 120 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Facilities Operations Superintendent | Classified Staff | 122 | E | $36,279.36 | $43,172.44 | $56,442.82 |
| HVAC/Building Automation Specialist | Classified Staff | 122 | NE | $36,279.36 | $43,172.44 | $56,442.82 |
| Supervisor Landscape Services | Classified Staff | 122 | E | $36,279.36 | $43,172.44 | $56,442.82 |
| Campus Police Officer | Classified Staff | 126 | NE | $41,130.48 | $48,944.70 | $66,061.14 |
| Dining Facilities Manager | Classified Staff | 126 | E | $41,130.48 | $48,944.70 | $66,061.14 |
| Senior Engineering Technician | Classified Staff | 126 | E | $41,130.48 | $48,944.70 | $66,061.14 |
| Shipping, Receiving, and Mail Supervisor | Classified Staff | 126 | E | $41,130.48 | $48,944.70 | $66,061.14 |
| Facilities Maintenance Superintendent | Classified Staff | 127 | E | $42,775.74 | $50,902.08 | $68,704.20 |

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| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT/ NON- EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Media Relations Specialist | CS Professional | 213 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Senior Accounting Specialist | CS Professional | 218 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Student Conduct Coordinator | CS Professional | 218 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Communications Skills Specialist | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Communications Specialist | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Coordinator, Student Loans | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Documentation Specialist | Classified Staff | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Financial Aid Specialist | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Graphic Design and Brand Coordinator | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Scholarship Coordinator | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Social Media & Digital Content Specialist | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Student Services Case Manager | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Sustainability Specialist | Classifed Staff | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Systems Training Specialist | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Web Specialist | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Client Support Specialist | CS Professional | 220 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Commercial Vehicle Driving Instructor | CS Professional | 220 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Coordinator, Veterans Affairs | CS Professional | 220 | NE | $31,868 | $37,923 | $51,185.15 |
| Environmental Health/Safety Specialist | CS Professional | 220 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Event/Help Desk Consultant | Classified Staff | 220 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Help Desk Consultant | Classified Staff | 220 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Human Resources Specialist I | CS Professional | 220 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Senior Science Lab Assistant | CS Professional | 220 | E | $32,505.36 | $38,681.46 | $52,208.85 |
| Assistant to the Dean | CS Professional | 221 | NE | $33,805.86 | $44,051.90 | $54,297.95 |
| Production Coordinator | CS Professional | 221 | E | $33,805.86 | $44,051.90 | $54,297.95 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT/ NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Coordinator, Student Technology Support | CS Professional | 222 | NE | $35,158.38 | $41,838.36 | $56,469.00 |
| Student Development Specialist | CS Professional | 222 | E | $35,158.38 | $41,838.36 | $56,469.00 |
| Workday Completion Specialist | CS Professional | 222 | E | $35,158.38 | $41,838.36 | $56,469.00 |
| Career Pathways Specialist | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Classroom Technologies Coordinator | CS Professional | 223 | NE | $36,564.96 | $43,512.18 | $58,728.54 |
| Commercial Vehicle Driving Lead Instructor | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Contracts and Grants Coordinator | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Custodial Superintendent | Classified Staff | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Executive Assistant | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $57,577.00 |
| Events Specialist | Classified Staff | 223 | E | $36,564.96 | $43,512.18 | $57,577.00 |
| Human Resources Specialist II | CS Professional | 223 | NE | $36,564.96 | $43,512.18 | $58,728.54 |
| Instructional Technology Specialist | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Leadership Coordinator | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Learning Commons Specialist | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Learning Commons Success Coach | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Library Circulation Services Supervisor | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Media Production Specialist | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Project Specialist | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Store Manager | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Student Activities Coordinator | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Student Involvement Coordinator | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Student Life, Coordinator | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Testing and Retention Coordinator | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT/ NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Assistant to the Director of Library Services | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Athletics and Campus Recreation Manager | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Career and Academic Advisor | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Career Service and Internship Coordinator | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Career Services Counseling Specialist | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Center Manager | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| College Admissions Recruiter | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| College Readiness Advisor | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Computer Specialist | CS Professional | 224 | NE | $38,026.62 | $45,252.30 | $61,077.68 |
| Computer Technology Lab Manager | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Coordinator, Conference and Events | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Coordinator, Student Engagement, Diversity & Inclusion | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Coordinator, Student Life | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Coordinator, TCC Internship Program | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Donor Stewardship Officer | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Dual Enrollment Coordinator | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Facilities Office Manager | Classified Staff | 224 | NE | $38,026.62 | $45,252.30 | $61,077.68 |
| First Year Experience Coordinator | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| HVAC Program Specialist | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| International Recruitment Specialist | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Manager, Gadsden Center | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT/ NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Manager, Wakulla Center | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Media Production Coordinator | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Production Media Coordinator | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Program Specialist, HVAC Manufacturing | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Science Lab Manager | CS Professional | 224 | NE | $38,026.62 | $45,252.30 | $61,077.68 |
| Simulation & Information Tech Specialist | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Simulator Lab Coordinator | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Student Recruiter | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Student Success Specialist | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| System Operations Specialitst | Classified Staff | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| TCC 2 Career and Academic Advisor | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Video/Multimedia Producer | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Athletic Trainer | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Cashiering Coordinator | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Coordinator, Counseling Center | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Coordinator, International Student Services | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Coordinator, Veterans Success Center | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Digital Media Technician | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Disability Services Coordinator | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Executive Coordinator | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Lead Computer Specialist | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Lead Contracts and Grants Coordinator | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Manager, Client Support | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Manager, Help Desk | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT/ NON- EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Network and Computer Systems Specialist | CS Professional | 225 | NE | $39,548.46 | $47,062.80 | $63,520.79 |
| Professional Counselor | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Recruitment & Marketing Operations Specialist | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Student Accounts Coordinator | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Technology Consultant | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Virtual Learning Commons Manager | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Workforce Development Program Coordinator | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Emergency Management and Safety Coordinator | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Environmental Management and Safety Coordinator | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Head of Access Services | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Learning Commons Program Coordinator | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Library Technical Service Supervisor | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Network Technician | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Research and Business Analyst | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Auxiliary Service Manager | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Budget Coordinator | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Campus Police Sergeant | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Construction Service Manager | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Head Coach | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Information Technology Trainer | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Instructional Network Coordinator | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Manager, Auxiliary Service | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT/NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Manager, Information Technology Event Support | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Program Coordinator, Adult Education | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Program Coordinator, for IT, Online & Professional Development | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Program Coordinator, Transportation Logistics and Information Technology | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Systems Support Specialist | Classified Staff | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Business Services and Corporate Training Manager | CS Professional | 228 | E | $44,486.28 | $52,939.02 | $71,452.14 |
| Contracts and Grants Manager | CS Professional | 228 | E | $44,486.28 | $52,939.02 | $71,452.14 |
| Information Specialist | CS Professional | 228 | E | $44,486.28 | $52,939.02 | $71,452.14 |
| Performance Innovation Institute Manager | CS Profressional | 228 | E | $44,486.28 | $52,939.02 | $71,452.14 |
| Project Coordinator | CS Professional | 228 | E | $44,486.28 | $52,939.02 | $71,452.14 |
| Business Analyst | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Business Operations Manager | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Finance and Accounting Administrator | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Instructional Designer | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Instructional Technologist | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Manager, Systems Administrator | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Manager, Systems Support | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Manager, Student Financial Services | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Manager, Technology Consulting | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Security Administrator | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT/ NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Senior Accountant | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Senior Research Analyst | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Simulation Program Manager | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| System Analyst | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Web Developer | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Campus Police Lieutenant | CS Professional | 230 | E | $48,116.46 | $57,258.72 | $77,282.39 |
| High Liability Training Coordinator | CS Professional | 230 | E | $48,116.46 | $57,258.72 | $77,282.39 |
| Human Resources Manager | CS Professional | 230 | E | $48,116.46 | $57,258.72 | $77,282.39 |
| Computer Systems Analyst | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Information Technology Project Manager | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Manager, Application Development | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Manager, Data Warehouse and Web Technology | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Manager, Web Development | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Systems Administrator | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Web Developer Manager | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Database Administrator | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |
| Institute for Nonprofit Innovation and Excellence Coordinator | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |
| Manager, Healthcare Education | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |
| Network Administrator | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |
| Non-Profit Resource Center Coordinator | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |
| Program Manager, Advance Manufacturing Training Center | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |
| Senior Systems Administrator | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |

**APPENDIX E̶C̶**
**Contract/Grant Position Titles**

| Grant Management Positions |
|---|
| Associate Director |
| Director of CTE Outreach & Recruitment |
| Executive Director |

| Other Grant Positions |
|---|
| Administrative Assistant |
| Administrative Assistant II |
| Advising Specialist |
| Assessment Coordinator |
| Assessment Coordinator - Scoring |
| Assessment Coordinator - Supervisor |
| Assistant Director of CTE Outreach & Recruitment |
| Business Office Manager |
| Career & Technical Education & GED Prep Specialist |
| Career Development Specialist |
| Carpentry/Technical Educator Instructor |
| Case Management Specialist |
| College Success Coach |
| Coordinator, Development |
| Coordinator, English Language Arts Test Development |
| Coordinator, Mathematics Test Development |
| Coordinator, Mining |
| Coordinator, Professional Development |
| Coordinator, Program Logistics |
| Coordinator, Science Test Development – Grades 5&8, Science Content Specialist |
| Coordinator, Senior Assessment |
| Coordinator, Social Studies Test Development – Civics & US History Content Specialist |
| Coordinator, Statewide Academy & Senior Learning Consultant |
| Coordinator, Talent Search |
| Course Developer |
| Culinary Arts Technical Educator Instructor |
| Deputy Director |
| Direct Inmate Service Manager |
| Eagle Connections Program Coordinator |
| Electrical/Technical Educator Instructor |
| English Language Arts Content Specialist Gr 8-9 Read Gr 4-5 Write |
| English Language Arts Content Specialist Gr 3-5 Read Gr 8 Writing |
| English Language Arts Content Specialist Gr 10 Read Gr 9-10 Writing, FSA Retake |
| English Language Arts Editor |
| English Language Arts Test Development Specialist |
| Executive Secretary |
| Human Resources Specialist II |
| HVAC Technical Educator Instructor |
| Instructional Systems Designer |
| Learning Consultant |
| Learning Management Specialist |
| Masonry Technical Educator Instructor |
| Mathematics Content Specialist |
| Mathematics Content Specialist, Gr 6-8 |
| Mathematics Editor |
| Mathematics Test Development Coordinator |
| Mining Coordinator |

| |
|---|
| Plumbing Technical Educator Instructor |
| Production Editor |
| Professional Development Coordinator |
| Program Administrator |
| Program Director, Troops 2 Teachers |
| Program Lead |
| Postsecondary Assessment Specialist |
| Production Editor |
| Program Administrator |
| Program Director |
| Program Lead |
| Program Manager |
| Program Specialist, Eagle Connections |
| Program Specialist |
| Program Specialist I |
| Program Specialist II |
| Project Manager |
| Psychometrician |
| Science Test Development Coordinator/Grades 5&8 Science Content Specialist |
| Senior Assessment Coordinator |
| Senior Learning Specialist |
| Social Studies Editor |
| Social Studies Test Development Coordinator/Civics & US History Content Specialist |
| Special Education Assistant |
| Staff Assistant |
| Statewide Academy Coordinator Senior Learning Consultant |
| Supervisor of Curriculum and Evaluation |
| Teen Traffic Safety Program Specialist I |
| Traffic Safety Fiscal Assistant |
| Traffic Safety Resource Prosecutor |
| Training Specialist II |
| Veterans Pathways Program Coordinator |
| Victim Advocate |

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

~~Start Date~~

| Start Date | End Date | Time & Attendance Lock Out Dates | Pay Date |
|---|---|---|---|
| May 8, 2022 | June 11, 2022 | June 17, 2022 | Thursday, June 30, 2022 |
| June 12, 2022 | July 9, 2022 | July 15, 2022 | Friday, July 29, 2022 |
| July 10, 2022 | August 6, 2022 | August 15, 2022 | Wednesday, August 31, 2022 |
| August 7, 2022 | September 3, 2022 | September 16, 2022 | Friday, September 30, 2022 |
| September 4, 2022 | October 1, 2022 | October 14, 2022 | Monday, October 31, 2022 |
| October 2, 2022 | November 5, 2022 | November 16, 2022 | Wednesday, November 30, 2022 |
| November 6, 2022 | December 3, 2022 | December 12, 2022 | Friday, December 30, 2022 |
| December 4, 2022 | January 7, 2023 | January 13, 2023 | Tuesday, January 31, 2023 |
| January 8, 2023 | February 4, 2023 | February 10, 2023 | Tuesday, February 28, 2023 |
| February 5, 2023 | March 11, 2023 | March 20, 2023 | Friday, March 31, 2023 |
| March 12, 2023 | April 8, 2023 | April 14, 2023 | Friday, April 28, 2023 |
| April 9, 2023 | May 6, 2023 | May 12, 2023 | Wednesday, May 31, 2023 |
| May 7, 2023 | June 10, 2023 | June 16, 2023 | Friday, June 30, 2023 |

~~August 15, 2021~~

~~Tuesday, August 31, 2021~~

~~August 8, 2021~~

~~September 4, 2021~~

~~September 16, 2021~~

~~Thursday, September 30, 2021~~

~~September 5, 2021~~

~~October 2, 2021~~

~~October 15, 2021~~

# TALLAHASSEE COMMUNITY COLLEGE

*ANNUAL SALARY SCHEDULE*

**2022 - 2023**

**Prepared by Human Resources**

# Table of Contents

## INTRODUCTION

The Tallahassee Community College's Salary Schedule is established annually pursuant to s.1001.64(18), F.S. The President recommends the Salary Schedule to the College's District Board of Trustees ("Board") at the June Board Meeting and, once adopted, it becomes the sole instrument used to determine employee compensation and supersedes all rules, handbooks and other policies. The Salary Schedule is not intended to create and/or be interpreted as a contract of employment nor does the Salary Schedule give employees the right to or an expectancy of continued employment.

## PURPOSE

This Salary Schedule is designed to meet the following objectives:
- Ensure compensation actions are administered in a manner to comply with state and federal legal requirements;
- Enhance the College's ability to attract and retain qualified faculty and staff;
- Ensure fair treatment of employees through internal consistency;
- Provide a clear and concise reference for fair compensation decisions;
- Serve as a guide regarding employee salaries so that the compensation structure remains responsive to changes in the marketplace, the organization and funding availability.

## ACCREDITATION

Tallahassee Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. The Bachelor of Science in Nursing (BSN) degree program is accredited by SACSCOC and the Accreditation Commission for Education in Nursing (ACEN).

## EQUITY STATEMENT

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

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

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

## WEBSITE

This Salary Schedule may be viewed online at:

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

# GENERAL PROVISIONS

## Effective Date
July 1, 2023

## Budgeted Personnel Costs
The budget for salaries and benefits is approved annually by the Board as a major component of the College's Operating Budget. The budgeted costs are based on the annual amount required for each authorized position filled or to be filled. Throughout the year, the President and the Vice President of Administrative Services & Chief Business Officer are responsible for maintaining the salary budget. Funding provisions within this Salary Schedule are subject to the maximum identified by the President. Budgeted compensation for those individuals identified in s.1012.885 and 1012.886, F.S. are considered budgeted from appropriated state funds up to the allowable statutory limit, and any budgeted compensation in excess of said statutory limit considered budgeted proportionally from other college operating revenues sources, such as tuition and fees and other available funds.

## Salaries
Salaries established for positions are based on 1.0 full time equivalent (FTE) unless otherwise noted. Salaries are adjusted for .50 or .75 FTE and eligible benefits are prorated as indicated in the College's policy manual.

## Salary Increases/Changes In Salary
Salary increases will be determined as part of the annual planning and budgeting process. The President will recommend a salary increase proposal to the Board for approval and will subsequently notify employees of the Board's decision. Salary increases are contingent on availability of funding and are largely dependent upon the allocation of state funds and the College's budget priorities.

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

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

## Pay Dates
All College employees shall be paid on a monthly basis. Pay dates for all employees shall be the last College business day (Monday - Friday) of each month, unless otherwise established by the Vice President of Administrative Services & Chief Business Officer.

If an error has been noted in regards to wages, compensation, initial or promotional placement and is discovered, the wages of that employee will be adjusted accordingly. In the case of underpayment, the employee's pay rate will be adjusted in the present year. In the event of an overpayment, the College will collect all monies owed via payroll deduction or through the College's collection process if for a former employee. If necessary, the College may utilize a third-party collection agency to collect funds from former employees and any applicable collection fees would be assessed to the former employee's outstanding balance.

## Addition of Positions and Job Classifications
Additional job titles, job descriptions and classifications may be developed as needed based upon the recommendation of the appropriate Vice President and Human Resources, with approval from the President. It is not necessary for the Board to approve new job titles, job descriptions and classifications.

## Contracts and Grants Personnel
The College shall adhere to the established classification plan, salary schedules, and appointment procedures when appointing grant personnel. Exceptions to the College's standard practices must be recommended by the Director of Financial Services, Vice President of Administrative Services & Chief Business Officer, Human Resources Director and approved by the President, and documented fully in the personnel files of the concerned employees.

4

When a new position is grant-funded, a job description is developed by the supervisor and Human Resources. Based on the duties, Human Resources places the position at the appropriate classification on the Salary Schedule; the salary may be specified by the grant. College funding beyond the grant period is determined by business necessity and other factors. Employees holding a grant-funded position are required to record grant-funded hours separately from College-funded hours.

The President may designate specific college closure periods that may/may not coincide with the terms of a specific grant. College funding outside of days identified as regular scheduled holidays or regular workdays identified by the grant-funded position is determined by the terms/conditions of the grant, business necessity and/or other controlling factors.

Board approved salary increases for personnel employed under federal/state grants will be granted only if the increases are budgeted in the grants.

**Wireless Allowance Plans**
Approved requests for wireless allowance plans may be made at any time during the fiscal year in Workday. Plans are determined on a year-to-year basis and may be rescinded and/or modified by College management. This allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay. It also is not reportable wages for College paid retirement plans. It will be counted as earned income for W-2 purposes.

**Terminal Pay**
Shall be calculated and determined in accordance with College Policy or the controlling terms and conditions of a contract and/or grant.

**Other Provisions**
Under special circumstances, the Board reserves the right to employ individuals in established positions not covered by the salary schedule. Any or all provisions of this schedule may be waived upon appropriate action by the Board. Changes to the approved Salary Schedule may only be made by the Human Resources Director with approval from the President or Vice President of Administrative Services & Chief Business Officer.

To attract and/or retain faculty and staff, the College is authorized to make salary adjustments beyond the normal salary schedules when specifically authorized by the President. During the contract year, the President is authorized to offer special contract terms to qualified faculty and staff as additional incentive for recruitment and/or retention of these employees. In instances where the marketplace salary or promotional placement for certain positions is beyond the maximum of the approved salary range or initial placement on the Salary Schedule, the President may recommend appropriate salary figure. Documentation must be provided to Human Resources by the requesting department that supports the adjustment.


# SALARY STATEMENT

The Board determines the President's salary. The President, in turn, determines the salaries of his direct reports. As shown by Appendix B, all Classified Staff positions are assigned to a specific salary range based upon a fully documented assessment and approval from the President and Board.

**Exempt and Non-Exempt Status**
The federal Fair Labor Standards Act (FLSA) provides guidelines on employment status, child labor, minimum wage, overtime pay and record-keeping requirements. FLSA establishes wage and time requirements, sets federal minimum wage that must be paid and mandates when overtime must be paid. Employees not covered by the overtime provisions of FLSA are considered "exempt" (E), those covered by FLSA overtime provisions are "non-exempt" (NE). Effective January 1, 2020, federal guidelines require exempt positions earn a minimum of $35,568 annually and meet additional federal requirements.

Exempt (E) employees are those individuals who are exempt from the overtime provisions of the FLSA because they meet the requirements of the executive, professional, administrative or computer exemption.

Non-exempt (NE) employees are not exempt from overtime provisions of the FLSA. Such employees are entitled to receive overtime for all hours worked beyond 40 in a workweek. Alternatively, provisions for public employers allow for hours in excess of 40 hours per week to be paid in the form of compensatory leave.

**Essential Personnel**
In the event of extraordinary situations, the college may suspend normal operations and classes in whole or in part. In such instances, staff designated as essential personnel must fulfill duties to: (1) ensure the continuation of critical College operations; (2) attend to the needs of students and other members of the College community; and (3) protect the College's assets. Essential personnel may be exempt or non-exempt under FLSA standards and are designated by the appropriate executive team member.

# EMPLOYEE CLASSIFICATIONS

## Executive, Administrative and Managerial/Professional
These are high-level strategic planning, policymaking and management positions. The duties of these positions include planning, directing, developing, organizing and utilizing College resources (human, material, financial and facility resources). These positions are considered exempt positions under FLSA standards.

### Executive Positions/Senior Management
The following positions are designated as Senior Management as outlined in the College's Policy and defined by the Florida Retirement System: President (GL Code 51000), Provost and Vice President of Academic Affairs (GL Code 51000), Vice President (GL Code 51000), Associate Vice President (GL Code 51200), Assistant Vice President (GL Codes 51201 and 51202) and Executive Director (GL Code 51000).

### Administrative Positions
The following positions are designated as Administrative: Dean (GL Code 51100) and Associate Dean (GL Code 51100). Administrators are designated as Select Exempt for leave purposes as outlined by the College's Policy.

### Managerial/Professional Positions
Positions designated as Managerial/Professional (GL Code 53000) are listed by Appendix A. Managerial/Professional positions are designated as Select Exempt for leave purposes as outlined by the College's Policy.

**Faculty**
These positions are officially designated by the Board as instructional. The primary and predominant activities of such positions involve direct instruction. These positions are considered exempt positions under FLSA standards. These positions are governed under the College's collective bargaining agreement.

**Non-Teaching Faculty**
The primary duties of such positions involve library or learning resources support services, counseling, academic advisement, career advisement and student support services. These positions are considered exempt positions under FLSA standards. These positions are governed under the College's collective bargaining agreement.

**Classified Staff/Professional**
The primary duties of such positions may provide oversight of specific operations of the College or provide services of a highly technical nature. Employees in these positions generally have specialized training and experience or certifications that relate directly to the functions of the positions. Employees in these positions often supervise other employees. Positions assigned to this classification are in the 200 series as referenced in Appendix B. These positions may be designated as exempt or non-exempt under FLSA standards.

**Classified Staff**
The primary duties of these positions involve performance of support functions essential for the effective operation of the College and other than those designated as Faculty, Non-Teaching Faculty, Executive, Administrative or Managerial/Professional. Some Classified Staff employees may supervise other

employees. Positions assigned to this classification are in the 100 series as referenced in Appendix B. These positions may be designated as exempt or non-exempt under FLSA standards.

**Time Limited**
This class of positions are created to cover the College's employment need in any classification. Time Limited positions are restricted to serve no more than ten (10) months during the College's fiscal year and benefit restrictions are also associated with this class. These positions may be designated as exempt or non-exempt under FLSA standards and must be approved by the President.

- Other Personal Services (OPS)
- Professional Service Contracts (PSC)
- Adjuncts
- Post-Secondary Adult Vocational (PSAV)
- Work-study Students
- Adult Education
- Continuing Education Instructors

## ORIGINAL APPOINTMENTS AND STARTING SALARY DETERMINATIONS

Recommendations for original appointments and starting salaries are made to Human Resources. Formal offers of employment are made by Human Resources, subject to the approval from the President and Board, and in accordance with all applicable laws, rules, and policies.

When the desired effective date of an appointment predates the next regularly scheduled Board meeting, the President or his designee is authorized to tentatively approve the appointment. Final authorization is subject to approval from the Board.

**President** – The starting salary of the President is determined by the Board.
**Executive/Senior Management** - The starting salary for persons in a Vice President, Assistant Vice President or Associate Vice President shall be determined by the President.

**Administrative** - The starting salary for persons selected for an Administrative Position shall be determined by the President on the recommendation of the appropriate Vice Presidentand Human Resources. Consideration shall be given to the applicant's academic credentials, number of years of qualifying professional work experience, professional licensure/certification or other factors that may be pertinent to the position.

**Managerial/Professional** - The starting salary for persons in a Managerial/Professional Position shall be determined by the President on the recommendation of the Human Resources Director and appropriate Vice President or Executive Director.

**Classified Staff** - The starting salary for persons in a Classified Staff Position will be at the minimum of the salary range. The appointment salary may increase by up to ten percent (10%) of the market rate by the appropriate Vice President upon the recommendation of the Director of Human Resources if an applicant's qualifications exceed the minimum training and experience requirements. Appointment salaries beyond ten percent (10%) of the market rate must be approved by the President.

**Faculty and Non-Teaching Faculty** – Matters related to full time Faculty compensation are covered in the Collective Bargaining Agreement. The Collective Bargaining Agreement can be accessed by: TCC - UFF Contract.

**Verification of Experience and Education**
Previous work-related experience considered in the starting salary determination must be verified by the previous employer(s) on letterhead or on a form provided by the College. Proper verification shall be submitted to Human Resources prior to the employee's appointment and shall include the dates of employment, job title, hours worked weekly, and an authorizing signature.

If verification of previous work-related experience or education is not received by Human Resources prior to hiring, the employment offer may be rescinded.

Starting salary will be determined by employment verifications received at the time of hire.

**Transcripts/Certificates/Licensures**
For all positions, copies of transcripts, certificates or licenses are required prior to hiring approval and official transcripts are required within thirty (30) days of hire date. If an individual fails to provide an official transcript to Human Resources within 30 days of their original appointment, the employee may cease to receive compensation and necessary action may be taken to terminate the employee.

## EDUCATIONAL ATTAINMENT/DEGREE CHANGE

A non-probationary employee who obtains a higher-level degree after being employed beyond the minimum degree required for their position from a regionally accredited institution, shall be eligible to receive a 2% salary increase to their base pay. Provided funds are available in the departmental budget, the salary increase shall be effective the first month following receipt of the official transcript by Human Resources. It is the employee's responsibility to obtain and submit the official transcript to Human Resources.

Credit for educational attainment shall be granted only when an official transcript reflecting the degree is received in Human Resources. Original transcripts shall be placed in the employee's personnel file in Human Resources. Processing of the increase will begin upon receipt of the required documentation and will be effective with the next available pay period.

## TEMPORARY ASSIGNMENTS

Upon recommendation by the appropriate Vice President or Executive Director and Human Resources, employees may be given a temporary work assignment which encompasses duties and responsibilities of a different and advanced nature for a specified, limited period of time. After working 2 weeks (10 consecutive business days), an employee may be given a pay supplement of up to ten percent (10%) with the approval from the appropriate Vice President or Executive Director and Human Resources. Temporary assignments may be rescinded at any time and do not constitute a promotion. During this limited period of assignment, this pay supplement will not be added to the employee's base pay and will not be included in the calculation of percentage increases to base pay. It also is not reportable wages for College paid retirement plans. It will be counted as earned income for W-2 purposes.

**Interim Positions**
An employee may be appointed to an interim position by the President. Interim appointments shall not exceed two (2) years.

**Acting Assignment as Executive or Administrator**
An employee may be designated as "acting" by the President. The acting appointment shall not exceed six (6) months unless authorized by the President.

**Additional Duties**
An employee may be assigned additional duties due to hard to fill or challenging recruiting efforts (documented by unsuccessful advertisements); or the current incumbent who is responsible for the work is absent due to a serious health condition; or some other situation creates an undue hardship on the operations of the College. The additional duties stipends shall not exceed two (2) years.

**Extraordinary Task or Project**
An employee may be assigned a task or project that is beyond the scope of the employee's regular duties.

**Overlap in Position**
Up to a two (2) month overlap in any position may be allowed in order to facilitate the transition and to provide training for a new employee. Both employees shall receive full benefits during the overlap period.

## RECLASSIFICATION/ORGANIZATIONAL CHANGES

When a position is reclassified to a higher or lower salary level or grade, adjustments to salary may be handled in the same manner as a promotion or demotion. Departmental or institutional reorganizations may be recommended and submitted for consideration during the budget process each year. Exceptions to this

rule will be determined by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer, and approved by the President. Requests for reclassifications shall be made using the Request for Reclassification form as provided by Human Resources.

**Promotion:**  Occurs when an employee is appointed to a position in a job classification that has a higher pay grade or level.  Upon promotion, the employee will receive either an increase in salary to the minimum of the new pay grade/level or the amount an employee would have been eligible for as a new hire; whichever is greater.   In any occurrence whereby, an employee is assigned to a higher pay grade or level, the promotional increase should be at least ten (10%) percent.

**Demotion:**  Occurs when an employee is transferred to a position in a job classification that has a lower pay grade or level.  A demotion may be voluntary or involuntary. For voluntary and involuntary demotions, the employee's salary will be reduced by at least ten (10%) unless otherwise determined by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer and approved by the President. There shall be no salary increase as a result of a demotion. For Classified Staff, the new demoted salary will not exceed the maximum amount of the demoted position's pay grade. When positions are reclassified into a lower pay grade or level and employees are involuntarily moved for non-performance related issues, the employee's salary may remain the same unless otherwise determined by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer and approved by the President.

If an employee is demoted back to a class or pay grade in which they previously served, the employee's salary will be reduced by the aggregate amount of all promotional increases received since holding the class or pay grade.

**Reassignment/Lateral/Transfer:** Occurs when an employee is reassigned to an established position in a job classification with the same pay grade or level. If the reassignment results in a different job location/department, it shall be deemed a transfer.  In either action, there shall be no salary increase or decrease as a result of a lateral or transfer. Reassignments may occur at the discretion of College management.

**Retitle:** Occurs when the title of an established position is changed. There shall be no salary increase or decrease resulting from the retitling of a position.

## WORK SCHEDULE

For full-time Executive, Administrative, Managerial/Professional and Classified employees, the work schedule is generally detailed as 40 hours per week.  All employees, unless absent for approved purposes, are required to perform their assigned duties during the designated workdays of the College.  The President shall establish a standard work week for all personnel predicated on the needs of the College and may authorize departures from the standard workday/work week.

## FULL-TIME FACULTY

Matters related to full-time faculty (teaching and non-teaching) compensation are covered in the Collective Bargaining Agreement. The Collective Bargaining Agreement can be accessed by: **TCC - UFF Contract**.

## ADJUNCTS (Credit/Contract Hours)

**1. Credit and Contact Hours:** Adjuncts teaching on a credit/contact hour basis as defined in the District Board of Trustees Policy Manual are hired according to degree and appropriate subject matter credentials. Adjuncts are paid for classroom instruction, office hours, grading and preparation time based on a time formula consistent with full time teaching faculty weekly commitments for the same work.

Adjuncts teaching on a credit/contact hour basis as defined in the District Board of Trustees Policy Manual shall be paid according to the following credit hour rates:

| Academic Credentials | Credit Hour Rates |
|---|---|
| Doctorate | $884 |
| Masters | $821 |
| Bachelors | $745 |
| Less than Bachelors with program specific credentials and Associate degree | $657 |

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

| Academic Credentials | Class Hour Rates |
|---|---|
| Doctorate | $53 |
| Masters | $45 |
| Bachelors | $37 |
| Less than Bachelors with program specific credentials and Associate degree | $33 |

If a substitute is needed for more than one day of instruction, the Provost may authorize a supplemental contract paid at the semester credit hour rate for the degree of the substitute calculated on a ratio of days taught by the substitute.

**2. Clinical Hours\*\*:** Adjuncts teaching clinicals, clinically related labs or dental assisting on an hourly basis in credit hour programs, shall be paid according to the following clinical hourly rates. This instruction includes student assessment and feedback as part of the time scheduled.  Separate office hours or preparation time are not required.

| Academic Credentials | Clinical Hour Rates |
|---|---|
| Doctorate | $53 |
| Masters | $45 |
| Bachelors | $37 |
| Less than Bachelors with program specific credentials and Associate degree | $33 |

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

| Academic Credentials | Clinical Hour Rates |
|---|---|
| Doctorate | $46 |
| Masters | $41 |

| | |
|---|---|
| Bachelors | $32 |
| Less than Bachelors with program specific credentials and Associate degree | $29 |

**3. Adjunct Advancement Program**: Adjuncts who have completed the Adjunct Advancement Program, received a Certificate of Completion, and have a current Renewal of Certification on file in Human Resources, shall be designated Adjunct Professors. To maintain status as an Adjunct Professor, renewal certification is required each year after initial certification.

**Credit/Contact Hours:** Adjunct Professors teaching on a credit/contact hour basis as defined in the College's Policy Manual, shall be paid according to the following credit hour rates:

| Academic Credentials | Credit Hour Rates |
|---|---|
| Doctorate | $1007 |
| Masters | $934 |
| Bachelors | $849 |
| Less than Bachelors with program specific credentials and Associate degree | $883 |

**Clinical Hours\*\*:** Adjunct Professors teaching clinicals and clinically related labs and dental assisting on an hourly basis, shall be paid according to the following clinical hourly rates:

| Academic Credentials | Clinical Hour Rates |
|---|---|
| Doctorate | $59 |
| Masters | $52 |
| Bachelors | $44 |
| Less than Bachelors with program specific credentials and Associate degree | $40 |

**4. Retirees**: Returning retirees working as Adjunct Professors teaching on a credit/contact hourly basis as defined in the Policy Manual, shall be paid according to the following credit hour rates:

| Academic Credentials | Credit Hour Rates |
|---|---|
| Doctorate | $973 |
| Masters | $904 |
| Bachelors | $820 |
| Less than Bachelors with program specific credentials and Associate degree | $725 |

**5. Pay Adjustments for Absences:** Compensation shall be adjusted for any classes or final exams missed by Adjuncts or Adjunct Professors.

Adjuncts who miss scheduled work hours will have pay reduced for class lectures and office hours as follows:

| Academic Credentials | Class and Office Hour Rates |
|---|---|
| Doctorate | $31 |
| Masters | $34 |
| Bachelors | $26 |
| Less than Bachelors with program specific credentials and Associate degree | $24 |

Note: Adjustments are made based on accepted practice for a credit hour 50-minute class equaling 60 clock minutes.  Other class times (75 minutes equaling 90 clock minutes) are similarly adjusted.

If a substitute is needed for more than one day of instruction, the /Provost may authorize a supplemental contract paid at the semester credit hour rate for the degree of the substitute calculated on a ratio of days taught by the substitute.

Clinical hour faculty salary will be reduced for the hours missed according to the table in (2) Clinical Hour above.

**\*\*The College may offer additional compensation for positions where specialized credentials or experience are required. Such compensation may be a one-time payment or a temporary increase up to twenty percent (20%) of the hourly rates listed in the table above at the College's discretion.**

## ADJUNCTS (Clock Hours)

**1.   Clock Hours:** Adjuncts teaching on a clock hourly basis in non-credit hour program shall be paid according to the following clock hourly rates. This instruction includes student assessment and feedback as part of the time scheduled.  This includes Post-Secondary Adult Vocational (PSAV) assignments. Separate office hours or preparation time are not required.

| Academic Credentials | Clock Hour Rates |
|---|---|
| Doctorate | $53 |
| Masters | $45 |
| Bachelors | $37 |
| Less than Bachelors with program specific credentials and Associate degree | $33 |
| Professional certification or licensure | $32 |

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

| Academic Credentials | Clock Hour Rates |
|---|---|
| Doctorate | $46 |
| Masters | $41 |

| | |
|---|---|
| Bachelors | $32 |
| Less than Bachelors with program specific credentials and Associate degree | $29 |

**2. Adult Education**: The maximum permissible rate for adjunct instructors teaching adult education courses on a clock hour basis shall be the following:

| Academic Credentials | Clock Hour Rates |
|---|---|
| Doctorate | $32 |
| Masters | $30 |
| Bachelors | $26 |

## DIS COURSES

Instructors teaching courses through directed individual study (**DIS**) methods shall be compensated per student according to the following rates:

| Academic Credentials | 1 credit hr | 3 credit hrs | 4 credit hrs | 5 credit hrs |
|---|---|---|---|---|
| Doctorate | $27 | $81 | $108 | $135 |
| Masters | $26 | $78 | $104 | $130 |
| Bachelors | $25 | $75 | $100 | $125 |
| Less than Bachelors with program specific credentials and Associate degree | $24 | $72 | $96 | $120 |

DIS sections are limited to an enrollment of no more than fifty (50) students per semester.

## CONTINUING EDUCATION INSTRUCTORS

The following categories have been determined for the Continuing Education program with a maximum hourly rate determined for each category. The individual qualifications of each employee shall be used to determine the actual salary for the course taught within the guidelines established. These rates of pay may be adjusted for extenuating circumstances or market rates, with appropriate Vice President approval.

Maximum Hourly Rates by Academic Degrees (when appropriate to course taught):

| Academic Credentials | Maximum Hourly Rates |
|---|---|
| Doctorate | $51.42 |
| Masters | $36 |
| Bachelors | $32 |

| Associate | $31.09 |
|---|---|
| Professional certification or licensure | $30 |

## CLASSIFIED STAFF/PROFESSIONAL POSITIONS

Positions assigned to theses classifications are designated by their paygrade (in either 100 or 200 series) as referenced in Appendix B. These positions may be designated as exempt or non-exempt under FLSA standards.

**Shift Differential**
Environmental Service Technicians that have the majority of their work hours assigned to shifts outside of the College's regular business hours, shall receive an additional $2.00 hourly increment to their base pay as a shift differential.  The hourly increment will be based on a 2,080-hour work year for full-time employees.

**Service Credit**
Employees classified as Environmental Service Technicans shall receive an 5% salary increase and be retitled Senior Environmental Service Technican on the first day of the month following achievement of ten (10) years of service in that classification.

**Trainee Status**
A Classified Staff employee may be appointed as a trainee in an established position with a higher pay grade due to the following:
- Recruitment/Retention
  - The hiring authority has experienced recruitment difficulty in filling the position or in retaining personnel as evidenced by either a lack of qualified applicants or frequent turnover of staff within the last 24 months.
  - The Classified Staff employee is within one year of meeting the minimum training and experience requirements for the position and has demonstrated that he/she is able to perform most of the assigned duties through the assumption of job responsibilities when the position was vacant, as well as by the receipt of consistent performance appraisal ratings of satisfactory and above.
- Loss of position
  - The Classified Staff position is being deleted due to a change in business process, technology or reorganization.
  - The Classified Staff employee is within one year of meeting the minimum training and experience requirements for the position and has demonstrated that he/she is able to perform most of the assigned duties through consistent performance appraisal ratings of satisfactory and above.
  - The trainee period would be limited to one year. Compensation during this period will be ten percent (10%) below the minimum of the pay grade for the higher classification. The training plan will be developed by the employee's supervisor in consultation with the Director of Human Resources and the proper member of the Executive Team. After finalization, the trainee recommendation should be submitted to the Vice President of Administrative Services & Chief Business Officer.

Upon completion of the one-year trainee period, the Classified Staff employee will be required to serve a six (6) month probationary period.

**Sworn Law Enforcement**
The original appointment salary for sworn law enforcement positions shall be determined by the Vice President of Administrative Services & Chief Business Officer based on the recommendation of the Chief of Campus Police.

The following classifications are designated as sworn law enforcement:

- Campus Police Officer
- Campus Police Sergeant

- Campus Police Lieutenant
- Chief of Police

Special Risk Membership: In accordance with s.121.0515, F.S., college employees designated as sworn law enforcement personnel are eligible for membership in the Special Risk Class of the Florida Retirement System.

Salary Incentives: An employee in a full-time sworn law enforcement classification shall be given an ongoing monthly supplement for educational attainment in accordance with s.943.22, F.S. and the Criminal Justice Standards and Training Commission as follows:

- **Education** (maximum of $80 per month)
    - o $80 per month for Bachelors
    - o $30 per month for Associates
- **Training**
    - o $20 per month for every eighty (80) hours completed in courses approved for salary incentives for police officers when not utilized to satisfy mandatory retraining requirements.
- **Combination Education and Training**
    - o Maximum $130 per month

Reserve Officers: Reserve officers are certified sworn law enforcement officers who volunteer law enforcement services to the College in accordance with TCCPD General Orders and may be hired on an Other Personal Services (OPS) basis to fill in when regular officers are unavailable or to provide additional coverage at special events. Compensation for OPS law enforcement services beyond the volunteer hours required by TCCPD General Orders shall be at the rate of at least $15.45 per hour.

### Athletics
The original appointment salary for the Head Coach and Athletic Director positions shall be determined by the President pursuant to a recommendation from the Vice President of Student Affairs.

If the Athletic Director position is filled in a part-time capacity, the part-time Athletic Director will be compensated by salary supplement at a minimum of $5,000 to a maximum of $10,000.

Contract Provisions: Employees hired in Head Coach and Athletic Director positions shall be on annual contract. Assistant Coaches are hired in a 10-month professional services contract.

Athletic employees shall be available for College business at all times throughout the standard work week, as well as outside regular work hours, unless performing authorized travel or other approved absence.

### Other Classified Staff Provisions
1. **Timesheet Reporting Period**: The reporting period for some Classified staff that hold a non-exempt role is outlined by Appendix E.
2. **Timesheet Submission**: Non-exempt Classified staff are to submit timesheets on a weekly basis to their supervisor in order to meet payroll deadlines.

If the timesheet is not turned in to the supervisor by the designated Time and Attendance lockout dates, the employee may be required to wait until the next payroll cycle to receive compensation for that reporting period.

## RETIREES

For the purpose of extending College retirement benefits other than the Retirement Incentive Plan, a retiree shall be defined as either:
1. An employee who meets the retirement criteria under the Florida Retirement System (FRS) Pension Plans and draws a retirement benefit from FRS; or

2. An employee who is under an ORP retirement plan or FRS Investment Plan and draws a benefit from the TCC-paid ORP or FRS Investment Plan and who has at least eight years of creditable service as defined by FRS.

## Special Retiree Pay 401a Plan

Effective November 1, 2000, all employees at time of retirement from the College shall participate in the Special Retiree Pay plan by transferring an IRS-defined amount into a 401a defined contribution account.

The amount transferred into the account is exempt from FICA taxes, and payment of federal withholding taxes is deferred until funds are withdrawn from the plan by the retiree at a later date. If an employee has not reached age 55 or older at the time of separation of service, any funds withdrawn from the 401a account may be subject to a ten (10) percent penalty for early withdrawal in accordance with IRS regulations.

The 401a contribution shall be calculated not to exceed one hundred (100) percent of the total of the employee's salary plus terminal pay up to the maximum allowed by IRS; however, the contribution cannot exceed the amount of the employee's terminal pay. The salary period for calculation will be based on the College's fiscal year (July 1 through June 30).

Complete information about the Special Retiree Pay plan is available in Human Resources.

## Deferred Retirement Option Program (DROP) - 121.091(13) FS

The Deferred Retirement Option Program (DROP) is an alternative method for payout of retirement benefits. Any employee who is a vested member of the Florida Retirement System Pension Plan (FRS) and who reaches normal retirement, either by service years or age shall be eligible to participate in DROP.

An employee wishing to elect DROP must provide written notification of intent to their immediate supervisor and Human Resources not less than sixty (60) calendar days prior to the date of DROP retirement.

An employee participating in DROP may elect to be paid for unused annual leave at the employee's current rate of pay, to the extent that the payment does not exceed the maximum payout for annual leave in accordance with District Board of Trustees Policy Manual. This payment can either be made upon entering DROP or at the conclusion of DROP, but will only be counted in the retirement calculation one time.

Annual leave shall be earned during the DROP period, and unpaid annual leave shall be carried forward until used or paid at termination. Annual leave paid at termination shall not be counted in the retirement calculation if the annual leave was paid upon entering DROP.

Sick leave shall be earned during the DROP period, and unpaid sick leave shall be carried forward until used or paid at termination. All sick leave allowable per 121.091, F.S. up to a maximum of 480 hours shall be paid at termination at the current hourly rate of the employee. Sick Leave is paid out on a percentage scale as follows:

- 0-3 Years 35%
- 4-6 Years 40%
- 7-9 Years 45%
- 10 Years or more 50%, with a max of 480 hours.

When an employee retires and enters the DROP program, the contribution amount into the 401a will be calculated based on fiscal year salary and terminal pay in increments.

If an employee is participating in the DROP and the retirement incentive, the retirement incentive payout shall occur as outlined in the retirement incentive sections of the Board-approved Salary Schedule.

Complete information about DROP is available in the Human Resources.

## Retirement Incentive

If an employee who was hired prior to July 1, 1995, elects to retire within thirty-six (36) months from achievement of normal retirement as defined in 121.091(1), F.S. or 238.07, F.S., the College shall pay up to a maximum of one thousand four hundred forty (1,440) hours of sick leave as allowed by 1012.865(2) (d)(5), F.S. This compensation shall be calculated at the hourly rate of pay at termination.

Any employee not choosing to exercise the above option shall not be eligible for the retirement incentive plan and shall follow the procedures in accordance to the District Board of Trustees Sick Leave Policy Manual.

Retirees exercising the retirement incentive shall receive compensation as follows:
- **First payment**: at the time of retirement, a ten percent (10%) incentive shall be paid based on the salary at retirement for those using the retirement incentive option. This incentive will be deposited into the Special Retiree Pay 401a/403(b) plan in accordance with IRS regulations.
- **Second payment**: that portion of the accumulated sick leave hours which represents zero to four hundred eighty (0 - 480) hours with payment made into the Special Retiree Pay 401a plan five (5) months from termination.
- **Third payment**: that portion of the accumulated sick leave hours which represents four hundred eighty-one to nine hundred sixty (481 - 960) hours with payment made into the Special Retiree Pay 401a/403(b) plan twenty-six (26) months from termination.
- **Fourth payment**: that portion of the accumulated sick leave hours which represents nine-hundred and sixty-one to one thousand four hundred forty hours (961 - 1,440) with payment made into the Special Retiree Pay 401a/403(b) plan thirty-nine (39) months from termination.

Anyone wishing to retire must provide written notification of intent to their immediate supervisor and Human Resource Director not less than sixty (60) calendar days prior to the date of retirement in order to participate in the retirement incentive.

### Reemployment Provisions for Retirees
Retirees shall have retired per 121.091(1) FS or 238.07, FS. Retirees must follow reemployment rules as outlined by FRS prior to returning to employment with a FRS participating employer. Retirees include anyone retiring from the Pension Plan, Investment Plan, DROP Program, or Optional Retirement Plan. Human Resources must be contacted prior to reemployment to confirm eligibility.

## TIME LIMITED EMPLOYEES

### Other Personal Services (OPS)
Hourly employees are hired to fill temporary positions created to accomplish a specific task within a specific time. These employees work on an "as needed" or "available funds" basis and are compensated on an "hours worked" basis only. An hourly employee does not serve on a contractual basis nor does the authorization form for hire constitute a contract. Hourly employees are classified as Other Personal Services (OPS), including Tutors and Work-Study Students. These employees are non-exempt and covered under the overtime provisions of the FLSA and may work no more than 25 hours a week.

Non-TCC students employed in this category will be subject to the Federal Medicare tax and will be required to contribute to the Alternate FICA Plan. After employees work a minimum of 2080 hours, they are subject to combined FICA and Medicare taxes, as mandated by state and federal law, and are eligible for employer contributions in the Florida Retirement System (FRS).

### Work-study Students
Student personnel may qualify to work under the Federal College Work-Study (FCWS) program for a specified number of hours as determined by the Financial Aid Office. Work-study students are not eligible to receive employee benefits and are exempt from Social Security and Medicare taxes.

The hourly rate for work-study student employees is $1.25 above the minimum hourly rate set by the Florida Minimum Wage Act.

### Other Time Limited Provisions
1. **Timesheet Reporting Period**: The reporting period for OPS and Work-study Student employees is the same as the reporting period for non-exempt staff as outlined by Appendix D.

2. **Timesheet Submission**: OPS and Work-study Student employee are to submit timesheets on a weekly basis to their supervisor in order to meet payroll deadlines.

If the timesheet is not turned in to the supervisor by the designated Time and Attendance lockout dates, employee may be required to wait until the next payroll cycle to receive compensation for that reporting period.

## Professional Services Contract (PSC)
Providers working as Professional Service Contractors serve the College in a temporary capacity to complete a specific task within a determined period of time, which may be as little as one day to no more than six (6) months. Professional Services Contracts shall not extend beyond six (6) months without approval by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer. Payments may be one time only or multiple payments as determined by the contract.

## Contracts & Grants
Employees working on a contract or grant are considered time limited employees (year-to-year) or as the contract/grant budget allows. Positions in this category are funded by an agency other than the College. The College's grant funded positions are listed in Appendix C.

## APPENDIX A
## MANAGERIAL/PROFESSIONAL POSITIONS

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

| Position Title |
| --- |
| Associate Director of Wakulla Environmental Institute |
| Chief of Campus Police |
| Chief Engagement Officer |
| Chief of Staff |
| Dean, Career and Academic Planning |
| Dean, Enrollment Services |
| Director of Assessment and Accreditation |
| Director of Athletics |
| Director of Business & Office (FPSI) |
| Director of Business & Workforce Development |
| Director of Business Process Improvement |
| Director of Call Center |
| Director of Center for Professional Enrichment |
| Director of Certificate Programs (FPSI) |
| Director of Continuing Workforce Education |
| Director of Development, TCC Foundation |
| Director of Enterprise Applictions |
| Director of Facilities, Planning and Construction |
| Director of Financial Aid |
| Director of Finance |
| Director of Financial Services |
| Director of Food Service (FPSI) |
| Director of Grants and Special Projects |

| |
|---|
| Director of Human Resources |
| Director of Information Technology Infrastructure |
| Director of Information Technology Consulting Services |
| Director of Institutional Research and Planning |
| Director of Integrated Marketing |
| Director of Learning Commons |
| Director of Library Services |
| Director of Public Safety Continuing Education (FPSI) |
| Director of Procurement and Auxillary Services |
| Director of Recruiting and Admissions |
| Director of Special Projects and Innovation |
| Director of Strategic Communications |
| Director of STEM Programs |
| Director of Student Life |
| Director of Student Records |
| Director of Student Services |
| Director of TCC Online |
| Director of User Services |
| Workday Operations Director |

# APPENDIX B
## Classified Staff and Classified Staff Professional Pay Grades

### Classified Staff Pay Grades

| Pay Grade | Minimum | Market | Maximum |
|---|---|---|---|
| 119 | $31,255.86 | $37,194.30 | $50,201.71 |
| 120 | $32,505.36 | $38,681.46 | $52,208.85 |
| 122 | $36,279.36 | $43,172.44 | $56,442.82 |
| 126 | $41,130.48 | $48,944.70 | $66,061.14 |
| 127 | $42,775.74 | $50,902.08 | $68,704.20 |

### Classified Staff Professional Pay Grades

| Pay Grade | Minimum | Market | Maximum |
|---|---|---|---|
| 219 | $31,255.86 | $37,194.30 | $50,201.71 |
| 220 | $32,505.36 | $38,681.46 | $52,208.85 |
| 221 | $33,805.86 | $44,051.90 | $54,297.95 |
| 222 | $35,158.38 | $41,838.36 | $56,469.00 |
| 223 | $36,564.96 | $43,512.18 | $58,728.54 |
| 224 | $38,026.62 | $45,252.30 | $61,077.68 |
| 225 | $39,548.46 | $47,062.80 | $63,520.79 |
| 226 | $41,130.48 | $48,944.70 | $66,061.15 |
| 227 | $42,775.74 | $50,902.08 | $68,704.20 |
| 228 | $44,486.28 | $52,939.02 | $71,452.14 |
| 229 | $46,266.18 | $55,056.54 | $74,310.45 |
| 230 | $48,116.46 | $57,258.72 | $77,282.39 |
| 231 | $50,041.20 | $59,548.62 | $80,373.42 |
| 232 | $52,042.44 | $61,930.32 | $83,589.01 |
| 233 | $54,124.26 | $64,407.90 | $86,932.45 |
| 235 | $58,540.86 | $69,663.62 | $94,025.76 |
| 237 | $63,316.50 | $75,346.64 | $101,695.02 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT / NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Academic Coordinator | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Academy Program Coordinator | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Accounting Coordinator | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Accounting Manager | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Accounting Scholarship Assistant | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Accounting Specialist | Classified Staff | 120 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Achieving the Dream (ATD) Coordinator | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Admissions and Enrollment Coordinator | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Admissions Navigator | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Adult Education Specialist | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Advanced and Specialized Instructional Coordinator | CS Professional | 230 | E | $48,116.46 | $57,258.72 | $77,282.39 |
| Advising and New Student Orientation Coordinator | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Advising Coordinator | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Advising Specialist | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Advising Team Lead | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Alumni and Friends Association Coordinator | CS Professional | 223 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Alumni Relations Coordinator/Development Coordinator | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| AMTC Program Specialist | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Applications Specialist | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Assistant Coach | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Assistant Director, Applications Architecture & Support | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Assistant Director IT Consulting | CS Professional | 228 | E | $44,486.28 | $52,939.02 | $71,452.14 |
| Assistant Director, Recruiting & K-12 Outreach | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Assistant Director, Student Services | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT / NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Assistant Director, User Services for Instructional Technologies | CS Professional | 228 | E | $44,486.28 | $52,939.02 | $71,452.14 |
| Assistant Director, Financial Aid | CS Professional | 230 | E | $48,116.46 | $57,258.72 | $77,282.39 |
| Assistant Production Coordinator | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Assistant to the Dean | CS Professional | 221 | NE | $33,805.86 | $44,051.90 | $54,297.95 |
| Assistant to the Director of Library Services | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Athletics and Campus Recreation Manager | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Athletic Trainer | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Auxiliary Service Manager | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Budget Coordinator | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Business Analyst | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Business Operations Manager | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Business Services and Corporate Training Manager | CS Professional | 228 | E | $44,486.28 | $52,939.02 | $71,452.14 |
| Call Center Representative | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Campus Police Dispatcher | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Campus Police Lead Dispatcher | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Campus Police Lieutenant | CS Professional | 230 | E | $48,116.46 | $57,258.72 | $77,282.39 |
| Campus Police Officer | Classified Staff | 126 | NE | $41,130.48 | $48,944.70 | $66,061.14 |
| Campus Police Sergeant | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Career Pathways Specialist | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Career and Academic Advisor | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Career Service and Internship Coordinator | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Career Services Counseling Specialist | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Cashier | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Cashiering Coordinator | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Center Manager | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| CIT Support Technician | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Classroom Technologies Coordinator | CS Professional | 223 | NE | $36,564.96 | $43,512.18 | $58,728.54 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT / NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Client Support Specialist | CS Professional | 220 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| College Admissions Recruiter | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| College Readiness Advisor | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Commercial Vehicle Driving Lead Instructor | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Commercial Vehicle Driving Instructor | CS Professional | 220 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Communications Skills Specialist | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Communications Specialist | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Computer Specialist | CS Professional | 224 | NE | $38,026.62 | $45,252.30 | $61,077.68 |
| Computer Systems Analyst | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Computer Technology Lab Manager | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Construction Service Manager | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Contracts and Grants Coordinator | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Contracts and Grants Manager | CS Professional | 228 | E | $44,486.28 | $52,939.02 | $71,452.14 |
| Coordinator, Counseling Center | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Coordinator, Conference and Events | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Coordinator, Student Engagement, Diversity & Inclusion | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Coordinator, International Student Services | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Coordinator, Student Technology Support | CS Professional | 222 | NE | $35,158.38 | $41,838.36 | $56,469.00 |
| Coordinator, Student Life | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Coordinator, Student Loans | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Coordinator, TCC Internship Program | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Coordinator, Veterans Affairs | CS Professional | 220 | NE | $31,868 | $37,923 | $51,185.15 |
| Coordinator, Veterans Success Center | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Custodial Superintendent | Classified Staff | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Database Administrator | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |
| Digital Media Technician | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT / NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Dining Facilities Manager | Classified Staff | 126 | E | $41,130.48 | $48,944.70 | $66,061.14 |
| Dining Services Shift Supervisor | Classified Staff | | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Disability Services Coordinator | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Documentation Specialist | Classified Staff | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Donor Stewardship Officer | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Dual Enrollment Coordinator | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Emergency Management and Safety Coordinator | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Engineering Technician | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Enrollment Clerk | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Environmental Health/Safety Specialist | CS Professional | 220 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Environmental Management and Safety Coordinator | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Environmental Safety Technician | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Environmental Services Technician | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Environmental Services Shift Supervisor | Classified Staff | 120 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Equipment Mechanic | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Executive Assistant | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $57,577.00 |
| Executive Coordinator | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Event/Help Desk Consultant | Classified Staff | 220 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Events Specialist | Classified Staff | 223 | E | $36,564.96 | $43,512.18 | |
| Facilities Maintenance Superintendent | Classified Staff | 127 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Facilities Office Manager | Classified Staff | 224 | NE | $38,026.62 | $45,252.30 | $61,077.68 |
| Facilities Operations Superintendent | Classified Staff | 122 | E | $36,279.36 | $43,172.44 | $56,442.82 |
| Facilities Superintendent | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Finance and Accounting Administrator | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Financial Aid Assistant | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Financial Aid Specialist | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Financial Aid Technician | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT / NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| First Year Experience Coordinator | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Food Service Assistant | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Graphic Designer | Classified Staff | 120 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Graphic Design and Brand Coordinator | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Head Coach | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Head of Access Services | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Help Desk Consultant | Classified Staff | 220 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| High Liability Training Coordinator | CS Professional | 230 | E | $48,116.46 | $57,258.72 | $77,282.39 |
| Housing Service Specialist | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Human Resources Specialist I | CS Professional | 220 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Human Resources Specialist II | CS Professional | 223 | NE | $36,564.96 | $43,512.18 | $58,728.54 |
| Human Resources Manager | CS Professional | 230 | E | $48,116.46 | $57,258.72 | $77,282.39 |
| HVAC/Building Automation Specialist | Classified Staff | 122 | NE | $36,279.36 | $43,172.44 | $56,442.82 |
| HVAC Program Specialist | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Information Specialist | CS Professional | 228 | E | $44,486.28 | $52,939.02 | $71,452.14 |
| Information Technology Project Manager | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Information Technology Support Specialist | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Information Technology Trainer | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Institute for Nonprofit Innovation and Excellence Coordinator | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |
| Instructional Designer | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Instructional Network Coordinator | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Instructional Technologist | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Instructional Technology Specialist | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| International Recruitment Specialist | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Intramurals Coordinator | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Landscaper | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Lead Computer Specialist | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Lead Contracts and Grants Coordinator | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT / NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Leadership Coordinator | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Learning Commons Specialist | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Learning Commons Success Coach | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Learning Commons Program Coordinator | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Library Circulation Services Supervisor | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Library Technical Assistant I | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Library Technical Assistant II | Classified Staff | 120 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Library Technical Service Supervisor | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Maintenance Support Worker | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Maintenance Computer Operations Specialist | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Maintenance Technician I | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Maintenance Technician II | Classified Staff | 120 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Manager, Healthcare Education | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |
| Manager, Application Development | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Manager, Gadsden Center | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Manager, Wakulla Center | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Manager, Auxiliary Service | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Manager, Client Support | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Manager, Data Warehouse and Web Technology | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Manager, Help Desk | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Manager, Information Technology Event Support | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Manager, Systems Administrator | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Manager, Systems Support | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Manager, Student Financial Services | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Manager, Technology Consulting | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT / NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Manager, Web Development | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Media Production Coordinator | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Media Production Specialist | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Media Relations Specialist | CS Professional | 213 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Network Administrator | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |
| Network and Computer Systems Specialist | CS Professional | 225 | NE | $39,548.46 | $47,062.80 | $63,520.79 |
| Network Technician | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Non-Profit Resource Center Coordinator | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |
| Office Manager | Classified Staff | 120 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Performance Innovation Institute Manager | CS Profressional | 228 | E | $44,486.28 | $52,939.02 | $71,452.14 |
| Production Coordinator | CS Professional | 221 | E | $33,805.86 | $44,051.90 | $54,297.95 |
| Production Media Coordinator | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Professional Counselor | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Program Coordinator, Adult Education | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Program Coordinator, for IT, Online & Professional Development | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Program Coordinator, Transportation Logistics and Information Technology | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Program Manager, Advance Manufacturing Training Center | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |
| Program Specialist, HVAC Manufacturing | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Project Coordinator | CS Professional | 228 | E | $44,486.28 | $52,939.02 | $71,452.14 |
| Property Records Specialist | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Project Specialist | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Public Safety Officer | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Receiving Clerk | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Recruitment & Marketing Operations Specialist | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Research and Business Analyst | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Scholarship Coordinator | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT / NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Science Lab Manager | CS Professional | 224 | NE | $38,026.62 | $45,252.30 | $61,077.68 |
| Security Administrator | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Senior Accountant | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Senior Accounting Specialist | CS Professional | 218 | NE | $29,464 | $35,062 | $47,323.47 |
| Senior Environmental Services Technician | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Senior Engineering Technician | Classified Staff | 126 | E | $41,130.48 | $48,944.70 | $66,061.14 |
| Senior Financial Aid Assistant | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Senior Lab Assistant | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Senior Research Analyst | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Senior Science Lab Assistant | CS Professional | 220 | E | $32,505.36 | $38,681.46 | $52,208.85 |
| Senior Systems Administrator | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |
| Shipping, Receiving, and Mail Supervisor | Classified Staff | 126 | E | $41,130.48 | $48,944.70 | $66,061.14 |
| Simulation & Information Tech Specialist | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Simulation Program Manager | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Simulator Lab Coordinator | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Social Media & Digital Content Specialist | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Staff Assistant | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Store Manager | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Store Clerk | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Student Accounts Coordinator | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Student Activities Coordinator | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Student Conduct Coordinator | CS Professional | 218 | NE | $29,464 | $35,062 | $47,323.47 |
| Student Development Specialist | CS Professional | 222 | E | $35,158.38 | $41,838.36 | $56,469.00 |
| Student Financial Advisor | CS Professional | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Student Involvement Coordinator | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Student Life, Coordinator | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Student Recruiter | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Student Services Case Manager | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Student Success Specialist | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT / NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Student Support Specialist | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Supervisor Landscape Services | Classified Staff | 122 | E | $36,279.36 | $43,172.44 | $56,442.82 |
| Sustainability Specialist | Classifed Staff | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Systems Administrator | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| System Analyst | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| System Operations Specialitst | Classified Staff | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Systems Support Specialist | Classified Staff | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Systems Training Specialist | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| TCC 2 Career and Academic Advisor | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Technology Consultant | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Testing and Retention Coordinator | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Testing Specialist | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Video/Multimedia Producer | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Virtual Learning Commons Manager | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Web Developer | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Web Developer Manager | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Web Specialist | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Workday Completion Specialist | CS Professional | 222 | E | $35,158.38 | $41,838.36 | $56,469.00 |
| Workforce Development Program Coordinator | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |

# Classified Staff Positions & Pay Grades by Pay Grades

*(matrix does not include FLSA adjustments)*

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT/ NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Call Center Representative | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Campus Police Dispatcher | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Campus Police Lead Dispatcher | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Cashier | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| CIT Support Technician | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Engineering Technician | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Enrollment Clerk | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Environmental Safety Technician | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Environmental Services Technician | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Equipment Mechanic | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Facilities Superintendent | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Financial Aid Assistant | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Financial Aid Technician | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Food Service Assistant | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Housing Service Specialist | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Information Technology Support Specialist | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Intramurals Coordinator | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Landscaper | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Library Technical Assistant I | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Maintenance Support Worker | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Maintenance Computer Operations Specialist | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Maintenance Technician I | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT/ NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Property Records Specialist | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Public Safety Officer | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Receiving Clerk | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Senior Environmental Services Technician | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Senior Financial Aid Assistant | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Senior Lab Assistant | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Staff Assistant | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Store Clerk | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Student Financial Advisor | CS Professional | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Student Support Specialist | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Testing Specialist | Classified Staff | 119 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Custodial Shift Supervisor | Classified Staff | 120 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Dining Services Shift Supervisor | Classified Staff | 120 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Graphic Designer | Classified Staff | 120 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Library Technical Assistant II | Classified Staff | 120 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Maintenance Technician II | Classified Staff | 120 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Office Manager | Classified Staff | 120 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Facilities Operations Superintendent | Classified Staff | 122 | E | $36,279.36 | $43,172.44 | $56,442.82 |
| HVAC/Building Automation Specialist | Classified Staff | 122 | NE | $36,279.36 | $43,172.44 | $56,442.82 |
| Supervisor Landscape Services | Classified Staff | 122 | E | $36,279.36 | $43,172.44 | $56,442.82 |
| Campus Police Officer | Classified Staff | 126 | NE | $41,130.48 | $48,944.70 | $66,061.14 |
| Dining Facilities Manager | Classified Staff | 126 | E | $41,130.48 | $48,944.70 | $66,061.14 |
| Senior Engineering Technician | Classified Staff | 126 | E | $41,130.48 | $48,944.70 | $66,061.14 |
| Shipping, Receiving, and Mail Supervisor | Classified Staff | 126 | E | $41,130.48 | $48,944.70 | $66,061.14 |
| Facilities Maintenance Superintendent | Classified Staff | 127 | E | $42,775.74 | $50,902.08 | $68,704.20 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT/ NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Media Relations Specialist | CS Professional | 213 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Senior Accounting Specialist | CS Professional | 218 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Student Conduct Coordinator | CS Professional | 218 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Communications Skills Specialist | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Communications Specialist | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Coordinator, Student Loans | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Documentation Specialist | Classified Staff | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Financial Aid Specialist | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Graphic Design and Brand Coordinator | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Scholarship Coordinator | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Social Media & Digital Content Specialist | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Student Services Case Manager | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Sustainability Specialist | Classifed Staff | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Systems Training Specialist | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Web Specialist | CS Professional | 219 | NE | $31,255.86 | $37,194.30 | $50,201.71 |
| Client Support Specialist | CS Professional | 220 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Commercial Vehicle Driving Instructor | CS Professional | 220 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Coordinator, Veterans Affairs | CS Professional | 220 | NE | $31,868 | $37,923 | $51,185.15 |
| Environmental Health/Safety Specialist | CS Professional | 220 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Event/Help Desk Consultant | Classified Staff | 220 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Help Desk Consultant | Classified Staff | 220 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Human Resources Specialist I | CS Professional | 220 | NE | $32,505.36 | $38,681.46 | $52,208.85 |
| Senior Science Lab Assistant | CS Professional | 220 | E | $32,505.36 | $38,681.46 | $52,208.85 |
| Assistant to the Dean | CS Professional | 221 | NE | $33,805.86 | $44,051.90 | $54,297.95 |
| Production Coordinator | CS Professional | 221 | E | $33,805.86 | $44,051.90 | $54,297.95 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT/ NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Coordinator, Student Technology Support | CS Professional | 222 | NE | $35,158.38 | $41,838.36 | $56,469.00 |
| Student Development Specialist | CS Professional | 222 | E | $35,158.38 | $41,838.36 | $56,469.00 |
| Workday Completion Specialist | CS Professional | 222 | E | $35,158.38 | $41,838.36 | $56,469.00 |
| Career Pathways Specialist | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Classroom Technologies Coordinator | CS Professional | 223 | NE | $36,564.96 | $43,512.18 | $58,728.54 |
| Commercial Vehicle Driving Lead Instructor | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Contracts and Grants Coordinator | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Custodial Superintendent | Classified Staff | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Executive Assistant | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $57,577.00 |
| Events Specialist | Classified Staff | 223 | E | $36,564.96 | $43,512.18 | $57,577.00 |
| Human Resources Specialist II | CS Professional | 223 | NE | $36,564.96 | $43,512.18 | $58,728.54 |
| Instructional Technology Specialist | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Leadership Coordinator | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Learning Commons Specialist | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Learning Commons Success Coach | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Library Circulation Services Supervisor | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Media Production Specialist | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Project Specialist | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Store Manager | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Student Activities Coordinator | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Student Involvement Coordinator | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Student Life, Coordinator | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |
| Testing and Retention Coordinator | CS Professional | 223 | E | $36,564.96 | $43,512.18 | $58,728.54 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT/ NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Assistant to the Director of Library Services | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Athletics and Campus Recreation Manager | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Career and Academic Advisor | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Career Service and Internship Coordinator | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Career Services Counseling Specialist | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Center Manager | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| College Admissions Recruiter | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| College Readiness Advisor | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Computer Specialist | CS Professional | 224 | NE | $38,026.62 | $45,252.30 | $61,077.68 |
| Computer Technology Lab Manager | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Coordinator, Conference and Events | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Coordinator, Student Engagement, Diversity & Inclusion | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Coordinator, Student Life | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Coordinator, TCC Internship Program | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Donor Stewardship Officer | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Dual Enrollment Coordinator | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Facilities Office Manager | Classified Staff | 224 | NE | $38,026.62 | $45,252.30 | $61,077.68 |
| First Year Experience Coordinator | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| HVAC Program Specialist | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| International Recruitment Specialist | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Manager, Gadsden Center | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT/NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Manager, Wakulla Center | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Media Production Coordinator | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Production Media Coordinator | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Program Specialist, HVAC Manufacturing | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Science Lab Manager | CS Professional | 224 | NE | $38,026.62 | $45,252.30 | $61,077.68 |
| Simulation & Information Tech Specialist | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Simulator Lab Coordinator | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Student Recruiter | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Student Success Specialist | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| System Operations Specialitst | Classified Staff | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| TCC 2 Career and Academic Advisor | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Video/Multimedia Producer | CS Professional | 224 | E | $38,026.62 | $45,252.30 | $61,077.68 |
| Athletic Trainer | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Cashiering Coordinator | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Coordinator, Counseling Center | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Coordinator, International Student Services | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Coordinator, Veterans Success Center | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Digital Media Technician | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Disability Services Coordinator | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Executive Coordinator | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Lead Computer Specialist | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Lead Contracts and Grants Coordinator | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Manager, Client Support | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Manager, Help Desk | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT/ NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Network and Computer Systems Specialist | CS Professional | 225 | NE | $39,548.46 | $47,062.80 | $63,520.79 |
| Professional Counselor | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Recruitment & Marketing Operations Specialist | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Student Accounts Coordinator | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Technology Consultant | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Virtual Learning Commons Manager | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Workforce Development Program Coordinator | CS Professional | 225 | E | $39,548.46 | $47,062.80 | $63,520.79 |
| Emergency Management and Safety Coordinator | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Environmental Management and Safety Coordinator | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Head of Access Services | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Learning Commons Program Coordinator | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Library Technical Service Supervisor | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Network Technician | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Research and Business Analyst | CS Professional | 226 | E | $41,130.48 | $48,944.70 | $66,061.15 |
| Auxiliary Service Manager | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Budget Coordinator | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Campus Police Sergeant | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Construction Service Manager | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Head Coach | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Information Technology Trainer | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Instructional Network Coordinator | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Manager, Auxiliary Service | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT/ NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Manager, Information Technology Event Support | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Program Coordinator, Adult Education | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Program Coordinator, for IT, Online & Professional Development | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Program Coordinator, Transportation Logistics and Information Technology | CS Professional | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Systems Support Specialist | Classified Staff | 227 | E | $42,775.74 | $50,902.08 | $68,704.20 |
| Business Services and Corporate Training Manager | CS Professional | 228 | E | $44,486.28 | $52,939.02 | $71,452.14 |
| Contracts and Grants Manager | CS Professional | 228 | E | $44,486.28 | $52,939.02 | $71,452.14 |
| Information Specialist | CS Professional | 228 | E | $44,486.28 | $52,939.02 | $71,452.14 |
| Performance Innovation Institute Manager | CS Profressional | 228 | E | $44,486.28 | $52,939.02 | $71,452.14 |
| Project Coordinator | CS Professional | 228 | E | $44,486.28 | $52,939.02 | $71,452.14 |
| Business Analyst | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Business Operations Manager | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Finance and Accounting Administrator | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Instructional Designer | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Instructional Technologist | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Manager, Systems Administrator | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Manager, Systems Support | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Manager, Student Financial Services | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Manager, Technology Consulting | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Security Administrator | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |

| POSITION TITLE | CLASSIFICATION | PAY GRADE | EXEMPT/ NON-EXEMPT | MINIMUM | MARKET | MAXIMUM |
|---|---|---|---|---|---|---|
| Senior Accountant | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Senior Research Analyst | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Simulation Program Manager | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| System Analyst | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Web Developer | CS Professional | 229 | E | $46,266.18 | $55,056.54 | $74,310.45 |
| Campus Police Lieutenant | CS Professional | 230 | E | $48,116.46 | $57,258.72 | $77,282.39 |
| High Liability Training Coordinator | CS Professional | 230 | E | $48,116.46 | $57,258.72 | $77,282.39 |
| Human Resources Manager | CS Professional | 230 | E | $48,116.46 | $57,258.72 | $77,282.39 |
| Computer Systems Analyst | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Information Technology Project Manager | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Manager, Application Development | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Manager, Data Warehouse and Web Technology | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Manager, Web Development | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Systems Administrator | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Web Developer Manager | CS Professional | 231 | E | $50,041.20 | $59,548.62 | $80,373.42 |
| Database Administrator | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |
| Institute for Nonprofit Innovation and Excellence Coordinator | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |
| Manager, Healthcare Education | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |
| Network Administrator | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |
| Non-Profit Resource Center Coordinator | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |
| Program Manager, Advance Manufacturing Training Center | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |
| Senior Systems Administrator | CS Professional | 235 | E | $58,540.86 | $69,663.62 | $94,025.76 |

| Grant Management Positions |
| --- |
| Associate Director |
| Director of CTE Outreach & Recruitment |
| Executive Director |

| Other Grant Positions |
| --- |
| Administrative Assistant |
| Administrative Assistant II |
| Advising Specialist |
| Assessment Coordinator |
| Assessment Coordinator - Scoring |
| Assessment Coordinator - Supervisor |
| Assistant Director of CTE Outreach & Recruitment |
| Business Office Manager |
| Career & Technical Education & GED Prep Specialist |
| Career Development Specialist |
| Carpentry/Technical Educator Instructor |
| Case Management Specialist |
| College Success Coach |
| Coordinator, Development |
| Coordinator, English Language Arts Test Development |
| Coordinator, Mathematics Test Development |
| Coordinator, Mining |
| Coordinator, Professional Development |
| Coordinator, Program Logistics |
| Coordinator, Science Test Development – Grades 5&8, Science Content Specialist |
| Coordinator, Senior Assessment |
| Coordinator, Social Studies Test Development – Civics & US History Content Specialist |
| Coordinator, Statewide Academy & Senior Learning Consultant |
| Coordinator, Talent Search |
| Course Developer |
| Culinary Arts Technical Educator Instructor |
| Deputy Director |
| Direct Inmate Service Manager |
| Eagle Connections Program Coordinator |
| Electrical/Technical Educator Instructor |
| English Language Arts Content Specialist Gr 8-9 Read Gr 4-5 Write |
| English Language Arts Content Specialist Gr 3-5 Read Gr 8 Writing |
| English Language Arts Content Specialist Gr 10 Read Gr 9-10 Writing, FSA Retake |
| English Language Arts Editor |
| English Language Arts Test Development Specialist |
| Executive Secretary |
| Human Resources Specialist II |
| HVAC Technical Educator Instructor |
| Instructional Systems Designer |
| Learning Consultant |
| Learning Management Specialist |
| Masonry Technical Educator Instructor |
| Mathematics Content Specialist |
| Mathematics Content Specialist, Gr 6-8 |
| Mathematics Editor |
| Mathematics Test Development Coordinator |
| Mining Coordinator |

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|---|
| Plumbing Technical Educator Instructor |
| Production Editor |
| Professional Development Coordinator |
| Program Administrator |
| Program Director, Troops 2 Teachers |
| Program Lead |
| Postsecondary Assessment Specialist |
| Production Editor |
| Program Administrator |
| Program Director |
| Program Lead |
| Program Manager |
| Program Specialist, Eagle Connections |
| Program Specialist |
| Program Specialist I |
| Program Specialist II |
| Project Manager |
| Psychometrician |
| Science Test Development Coordinator/Grades 5&8 Science Content Specialist |
| Senior Assessment Coordinator |
| Senior Learning Specialist |
| Social Studies Editor |
| Social Studies Test Development Coordinator/Civics & US History Content Specialist |
| Special Education Assistant |
| Staff Assistant |
| Statewide Academy Coordinator Senior Learning Consultant |
| Supervisor of Curriculum and Evaluation |
| Teen Traffic Safety Program Specialist I |
| Traffic Safety Fiscal Assistant |
| Traffic Safety Resource Prosecutor |
| Training Specialist II |
| Veterans Pathways Program Coordinator |
| Victim Advocate |

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

| Start Date | End Date | Time & Attendance Lock Out Dates | Pay Date |
|---|---|---|---|
| May 8, 2022 | June 11, 2022 | June 17, 2022 | Thursday, June 30, 2022 |
| June 12, 2022 | July 9, 2022 | July 15, 2022 | Friday, July 29, 2022 |
| July 10, 2022 | August 6, 2022 | August 15, 2022 | Wednesday, August 31, 2022 |
| August 7, 2022 | September 3, 2022 | September 16, 2022 | Friday, September 30, 2022 |
| September 4, 2022 | October 1, 2022 | October 14, 2022 | Monday, October 31, 2022 |
| October 2, 2022 | November 5, 2022 | November 16, 2022 | Wednesday, November 30, 2022 |
| November 6, 2022 | December 3, 2022 | December 12, 2022 | Friday, December 30, 2022 |
| December 4, 2022 | January 7, 2023 | January 13, 2023 | Tuesday, January 31, 2023 |
| January 8, 2023 | February 4, 2023 | February 10, 2023 | Tuesday, February 28, 2023 |
| February 5, 2023 | March 11, 2023 | March 20, 2023 | Friday, March 31, 2023 |
| March 12, 2023 | April 8, 2023 | April 14, 2023 | Friday, April 28, 2023 |
| April 9, 2023 | May 6, 2023 | May 12, 2023 | Wednesday, May 31, 2023 |
| May 7, 2023 | June 10, 2023 | June 16, 2023 | Friday, June 30, 2023 |