

	<b>HUMAN RESOURCES DESKTOP PROCEDURES</b>		
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Chief Human Resource Officer	February 17, 2021		

**Purpose**

To provide clarity to the various pay rates for part-time employees graphically and with explanation.

**A. Key Points from Board Rule 6Hx7-3.3 – Pay Plan.**

1. Temporary instructional personnel shall not exceed 12 credit hours per term.
2. Regular and part-time employees shall not exceed 28 hours in any/all position(s) held at the College.
3. In conjunction with 28 hours rule, part-time employees are limited to no more than 130 hours in a calendar month.
4. All exceptions must be authorized in advance by the appropriate Provost or Vice President and approved by the Chief Human Resource Officer.

**B. Adjunct faculty are expected to include preparation and student consultation at no additional compensation.**

<b><u>Credit – A&amp;P / PSV</u></b> (Advanced & Professional / Postsecondary Vocational)	<b>Per WLU Rate</b>	<b>Time Sheet Hourly Rate</b>
Adjunct Faculty	\$ 672.00	\$ 42.89
Adjunct Faculty EMS, Funeral Services, Dental or Cosmetology		\$ 42.89
Adjunct Faculty teaching open-entry exit courses of instruction		\$ 42.89

<b><u>Non Credit – Adult</u></b>	<b>Per WLU Rate</b>	<b>Time Sheet Hourly Rate</b>
Adjunct Faculty	\$ 672.00	\$ 26.88

<b><u>Clock – PSAV</u></b> (Postsecondary Adult Vocational)	<b>Per WLU Rate</b>	<b>Time Sheet Hourly Rate</b>
Adjunct Faculty (entry rate)	\$ 672.00	\$ 22.40
Adjunct Faculty (incentive rate for unbroken service)	\$ 862.00	\$ 28.73
<b>NOTE:</b> Adjunct faculty shall revert to the entry rate of \$22.40 if they are rehired after a three-year period in which they do not serve as the instructor of record.		

<b><u>Non Credit - Apprenticeship</u></b>	<b>Time Sheet Hourly Rate</b>
Adjunct Faculty	\$ 36.00
<b>NOTE:</b> Other education-related services shall be considered annually and paid at a level commensurate with market rates.	

<b><u>Private Lessons</u></b>	<b>Time Sheet Hourly Rate</b>
Adjunct Music Faculty / Adjudicate Juries for Music Students	\$ 39.00

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<b><u>Continuing Workforce Education (CWE)</u></b>	<b>Time Sheet Hourly Rate</b>
Adjunct Faculty and/or Full-time Employees	Market Rates
<b>NOTE:</b> Payment methods other than by the hour may be authorized by the College President or designee.	

<b><u>Substitution</u></b>	<b>Time Sheet Hourly Rate</b>
Substitutes for Absent Full-time and Adjunct Faculty (when authorized)	\$ 37.00

<b><u>Temporary Counselors and Librarians</u></b>	<b>Time Sheet Hourly Rate</b>
On-site Job Performance Hours	\$ 26.00
<b>NOTE:</b> Travel to and from work are excluded.	

<b><u>Program Facilitators</u></b>	<b>Time Sheet Hourly Rate</b>
Program Facilitator I – Requires High School Diploma	\$ 16.50
Program Facilitator II – Requires Associate’s Degree and/or Certification	\$ 18.50
Program Facilitator III – Requires Bachelor’s Degree and/or Certification	\$ 20.50

<b><u>Examiners</u></b>	<b>Time Sheet Hourly Rate</b>
Test Proctor	\$ 11.70
Test Examiner	\$ 16.00

<b><u>Summer Camp Personnel</u></b> (Part-time Employees)	<b>Time Sheet Hourly Rate</b>
Aid Worker	Minimum Wage \$ 9.00
Counselor	\$ 12.50
Director	\$ 17.00

<b><u>Student Workers</u></b>	<b>Time Sheet Hourly Rate</b>
Not to exceed \$10.00	Minimum Wage

<b><u>Student Workers – Disabled Student Services</u></b>	<b>Time Sheet Hourly Rate</b>
Note Taker, Reader, Tutor, Scribe	\$ 8.65
Learning Disabilities Tutor	\$ 12.75
Interpreters for the Hearing Impaired QA I / EIE I	\$ 16.00
Interpreters for the Hearing Impaired QA II / EIE II	\$ 17.00
Interpreters for the Hearing Impaired QA III / EIE III	\$ 18.00
Interpreters for the Hearing Impaired – National Certification	\$ 23.00

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- A. Temporary instructional personnel shall not exceed 12 credit hours per term effective January 1, 2015. All exceptions must be authorized in advance by the appropriate Campus President(s) and approved by the Chief Human Resource Officer or their designee in consultation with the referenced Campus Presidents.
1. The standard pay rates for adjunct faculty shall be \$672 per workload unit (WLU). Adjunct faculty who achieved advanced certification prior to January 2011 and retired fulltime faculty shall be paid \$690 per WLU. Adjunct faculty, are expected to include preparation and student consultation at no additional compensation.
  2. Non-credit adjunct faculty who serve as the instructor of record for one or more courses each successive academic year shall be paid \$190 per workload unit in addition to the standard workload unit rate per Section A1 above as an incentive for unbroken service. Such adjunct faculty shall revert to the standard adjunct pay rate if they are rehired after a three (3) year period in which they do not serve as the instructor of record for at least one non-credit course.
  3. Adjunct faculty who teach all or part of a course of instruction in EMS, Funeral Services, Dental or Cosmetology shall be paid the hourly equivalent of the rates established in A1 or A2 above.
  4. Apprenticeship adjunct faculty (noncredit) shall be paid \$36.00 per classroom hour of instruction. Other education-related services shall be considered annually for every apprenticeship program agreement and paid at a level commensurate with prevailing market rates.
  5. Adjunct music faculty who provide private lessons and to adjudicate juries for music students shall be paid \$39.00 per hour.
  6. Adjunct faculty and other full-time employees who teach continuing education courses will be paid commensurate with comparable market rates, expertise, and license required. Payment methods other than by the hour may be authorized by the College President or designee.
  7. Full-time employees may not teach courses during regularly scheduled work hours and such instructional work shall be considered secondary employment. Secondary employment may be limited by the supervisor when deemed in the best interest of the College.

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8. The College may contract for temporary instructional service at the equivalent of, or less than, the approved rates.
- B. Substitutes for absent full-time and adjunct faculty shall be paid an hourly rate of \$37.00 per student contact hour when authorized and approved by the supervising administrator.
- C. Temporary counselors and librarians shall be paid an hourly rate of \$26.00. Hours for temporary counselors and librarians are defined as on-site job performance hours. Hours for travel to and from work and hours for job preparation are excluded.
- D. Program Facilitators may be employed as temporary part-time employees or regular part-time employees. A Program Facilitator I whose primary duties require a high school diploma will be paid at a rate of \$16.50 per hour. A Program Facilitator II whose primary duties require an associate’s degree and/or certification will be paid at a rate of \$18.50 per hour. A Program Facilitator III whose primary duties require a bachelor’s degree or higher and/or certification and who provide leadership and general supervision for specific instructional programs will be paid at a rate of \$20.50 per hour.
- E. Student workers shall be paid no less than the minimum wage and no more than \$10 per hour. The College President will be responsible for establishing pay rates annually within this range.
- F. Test examiners shall be paid at the rate of \$16.00 per hour. Test Proctors shall be paid at the rate of \$11.70 per hour.
- G. Students currently enrolled at least half time at Florida State College at Jacksonville and that are not primarily employed by the College may be hired as student workers in the disabled student services program as note takers, readers, tutors, scribes or interpreters for the hearing impaired. In addition, the College may hire temporary employees to perform these same tasks.

The rate of pay for these tasks are:

Note Taker	\$ 8.65 per hour
Reader	\$ 8.65 per hour
Tutor	\$ 8.65 per hour
Scribe	\$ 8.65 per hour
Learning Disabilities Tutor	\$12.75 per hour

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Interpreters for the hearing impaired:

QA I/EIE I	\$16.00 per hour
QA II/EIE II	\$17.00 per hour
QA III/EIE III	\$18.00 per hour
National Certification	\$23.00 per hour

H. Summer camp personnel are temporary part-time employee's assigned duties within a summer camp program. Effective June 1, 2011, these individuals may be assigned to the position of Summer Camp Director at a rate of \$17.00/hour, Summer Camp Counselor at a rate of \$11.50/hour, Summer Camp Worker at a rate of \$9.00/hour, or Summer Camp Aide at Florida minimum wage.