Part-time Employees – Rates Listed are Effective January 1, 2015

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 full-time 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 A.1 above as an incentive for unbroken service. Such adjunct faculty shall revert to the standard adjunct pay rate in the academic year immediately following any academic year 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 an Academy course of instruction in Criminal Justice or Fire Science shall be paid $190 per workload unit in addition to the standard workload unit rate per Section A.1 above as an incentive for unbroken service.

4. 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 A.1 or A.2 above.

5. 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.

6. Adjunct music faculty who provide private lessons and to adjudicate juries for music students shall be paid $39.00 per hour.

7. 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.
8. 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.

9. Adjunct faculty who teach open entry-open exit courses of instruction shall be paid the hourly equivalent of the rate established in A.1 or A.2 above.

10. The College may contract for temporary instructional service at the equivalent of, or less than, the approved rates.

11. The College President or designee may reimburse temporary instructional personnel for travel to a center in a county in which they do not reside.

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 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 who provide leadership and general supervision for specific instructional programs will be paid at a rate of $20.50 per hour.

E. Adjunct faculty and full-time non-faculty employees who are assigned a project to be completed outside their normal work hours may be paid a stipend as determined by the supervising administrator and supported by a detailed plan of activities. Projects shall be approved by the Campus President and Vice President. The stipend may not exceed $5,000 per project and payment shall be paid after successful completion of the project, except when the project extends beyond 6 months. In such cases, up to three partial payments may be made until the project is completed.

F. 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.
(10) Exceptions:

A. The salaries for the positions set forth herein shall be established annually by the Board of Trustees.

   1. College President
   2. Vice President
   3. Campus President
   4. Other Senior Management positions

B. 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.

C. Nursing assistant rater shall be paid at the rate of $26.50 per hour. Program Assistants shall be paid at the rate of minimum wage per hour.

D. 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:

<table>
<thead>
<tr>
<th>Task</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note Taker</td>
<td>Minimum Wage</td>
</tr>
<tr>
<td>Reader</td>
<td>Minimum Wage</td>
</tr>
<tr>
<td>Tutor</td>
<td>$8.50 per hour</td>
</tr>
<tr>
<td>Scribe</td>
<td>Minimum Wage</td>
</tr>
<tr>
<td>Learning Disabilities Tutor</td>
<td>$12.75 per hour</td>
</tr>
</tbody>
</table>

   Interpreters for the hearing impaired:

<table>
<thead>
<tr>
<th>Task</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>QA I/EIE I</td>
<td>$16.00 per hour</td>
</tr>
<tr>
<td>QA II/EIE II</td>
<td>$17.00 per hour</td>
</tr>
<tr>
<td>QA III/EIE III</td>
<td>$18.00 per hour</td>
</tr>
<tr>
<td>National Certification</td>
<td>$23.00 per hour</td>
</tr>
</tbody>
</table>

E. 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.

Revised: 5/12/16