

# MANUAL OF PROCEDURES

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**PROCEDURE NUMBER:** 2831

**PROCEDURE TITLE:** **COMPENSATION PRACTICES FOR NON-INSTRUCTIONAL PERSONNEL**

**STATUTORY REFERENCE:** FLORIDA STATUTE 1001.64

**BASED ON POLICY:** II-51: SALARY ADMINISTRATION:  
PROFESSIONAL EXEMPT CONTRACTUAL  
PROFESSIONAL EXEMPT NON-CONTRACTUAL AND  
SUPPORT NON-EXEMPT  
I-10: ALL PERSONNEL EXCEPT INSTRUCTIONAL PERSONNEL:  
INTELLECTUAL PROPERTY

**EFFECTIVE DATE:** 7/1/05, 7/1/06, 6/8/07, 07/01/07, 04/12/11

**LAST REVISION DATE:** July 1, 2007, April 12, 2011

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## I. PURPOSE:

To provide all full-time and part-time personnel in Professional Exempt Contractual (PEC), Professional Exempt Non-Contractual (PENC) and Support Non-Exempt (SNE) positions procedures for Miami Dade College's overall Compensation Practices. Unless otherwise indicated, the following procedures apply to all PEC, PENC, and SNE employees.

## II. GENERAL PROVISIONS:

### A. Salary Determination

1. In determining an employee's salary based on established salary ranges or flat rate salaries, the College will consider a combination of education, related work experience, and a comparison of current salaries within the College, where appropriate.
2. The minimum of the salary range will be considered the starting base salary for new full-time employees who meet the minimum degree and years of related experience.

### B. Salary Calculations, Deductions and Payments

1. The Salary Administration is based on an annual salary which shall be paid bi-weekly in accordance with the calendars published by Payroll and Benefits Accounting.
2. Due to the method of calculation and rounding, the actual amount of salary paid during the contract period may vary.

3. Deductions for days without pay shall be based on an employee's daily rate determined by dividing the annual salary by the number of contract days.

**C. Special Provisions**

1. The College President or designee may waive any provisions within the Salary Administration Policy and Procedure 2831: Compensation Practices for non-Instructional Personnel.

2. Supplements

- a) The College President may approve additional salary up to \$9,000 per year to designated Professional Exempt Contractual employees based on the needs of the College. This may apply to positions in Grades 20 to 24 at the discretion of the College President.
- b) The College President may approve supplemental salary up to \$12,000 per year for designated Professional Exempt Contractual personnel. This may apply to positions in Grades 20 to 24 at the discretion of the College President.
- c) The College President may approve additional salary up to \$10,000 for positions identified as "Hard-to-Hire" or other purposes based on the needs of the College.

3. Other Supplements

- a) Leadworker

A supplement of 3% will be added to an employee's hourly rate when the employee is assigned responsibility to lead the work of two or more full-time employees or a minimum of four part-time employees in the same classification level. This type of supplement is normally reserved for custodial and public safety non-exempt employees serving as lead workers for their units. Written justification documenting the number and pay classification of the employees being guided and the approval of the College Provost, Campus President or Vice Provost is required. These supplements will be effective with the first Time and Attendance payroll period following approval.

**D. Salary Increases**

Salary increases may be awarded contingent upon the availability of funding when recommended by the College President and approved by the District Board of Trustees.

Annual salary increases for all College personnel are recommended for individual employees by the appropriate College Provost, Campus President or Vice Provost. A supervisor in consultation with Employee Relations may withhold or defer the recommendation of a salary increase for the year or a specified period of time to permit an employee to improve performance.

Salary increases for personnel employed in specially funded programs, such as grant programs, will conform to the College's salary increase guidelines. Such increases are contingent upon availability of program funds unless otherwise authorized by the College President or designee. Special funded positions shall conform to the existing classification structure of the College.

### III. FULL-TIME (FT) EMPLOYEES:

#### A. Employment

1. Full-Time employment is a work schedule of 37.5 hours per week. Full-time employees are eligible to receive all fringe benefits as described in the College's Personnel Policies and Procedures.
2. Exempt Classification: Based on the Department of Labor (DOL) Fair Labor Standards Act (FLSA), employees in exempt level positions are generally paid no less than \$455 per week or \$23,660 per year on a salary basis. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period. Exempt employees are not eligible to receive overtime compensation for working more than 40 hours in a workweek or for call-in during a regular work schedule.

Based on the FLSA, employees in positions classified as exempt are not eligible to receive either overtime payments or compensatory time. Consult the Job Classification Codes listing to identify the FLSA status of a position. Exemptions from overtime provisions are determined based upon job complexity as applicable under FLSA.

3. Non-Exempt Classification: Employees in a position designated as non-exempt under the DOL Fair Labor Standards Act (FLSA) are eligible to be paid one and one-half times their regular hourly rate after 40 hours in a workweek.

#### B. Additional Assignments and Additional Pay

##### 1. Additional Assignments

All Full-time employees must notify their immediate supervisor of any additional employment either within the College or outside the College as required by Policy II-18: Full-Time Personnel: Outside Employment.

Before additional part-time employment commences, Human Resources must determine the hourly rate to be paid to the employee. The supervisor is responsible for notifying the employee of the approved rate. (See II B.3)

##### For PEC and PENC

##### a) Instructional Assignments:

Full-time employees teaching credit, Vocational and/or non-credit courses outside their normal work day shall be paid according to the rates established for

part-time instructors as provided in Procedure 2832 (Compensation Practices for Instructional Personnel). The academic year point limitation (credit and non-credit combined) for PEC and PENC employees is 60 points for Grades 12-17 and 36 points for Grades 18-25. Exceptions to established point maximums require the prior approval of the Campus President in consultation with the College President. The point limitations are subject to change in order to conform to College guidelines and procedures.

b) Non-Instructional Task Assignments

Employees in an exempt pay classification in grades 12-17, are eligible to receive administrative non-instructional task assignments. The salary rate for administrative non-instructional tasks shall be \$20 per hour (with one (1) point equal to five (5) clock hours, which equals \$100). Task assignments are limited to a maximum of 45 task points or \$4,500 per fiscal year.

c) Other Assignments

PEC employees may be paid for assignments outside the College if an institution/organization fully reimburses Miami Dade College directly for administrative services rendered which are equivalent to daily rate plus benefits. These assignments require advance approval by the College President.

- i. Full-time employees may be hired for an additional assignment on a part-time basis. When the work to be performed is the same or similar to the employee's regular assignment, the full-time equivalent hourly rate may be used. If the work is unrelated to the regular full-time assignment, an hourly rate shall be established by Human Resources for the task performed as determined by the job content stated in a written job description.
- ii. The hourly rate of pay for full-time employees with an additional assignment shall be no less than \$7.95 per hour and no more than the maximum hourly rate established for the part-time job class.

For Support Non-Exempt (SNE).

- iii. Full-time SNE employees with one part-time non-instructional job will be paid the first 2.5 hours above their regularly scheduled 37.5 hours work week at their regular rate. Employees in overtime eligible positions (non-exempt) that work 40 or more hours per week or on a holiday will be paid at 1.5 times their regular hourly rate.
- iv. Before an additional assignment begins, Human Resources must determine the hourly rate to be paid to the employee. Notification will be made to the supervisor of any overtime implications if a non-exempt employee works over 40 hours per week. The supervisor is responsible for notifying the employee of the approved rate.

2. Overtime Payment/Compensatory Time

Eligibility for overtime shall be based on the identification of non-exempt positions in accordance with the DOL Fair Labor Standards Act (FLSA). In general, positions, in Grades 1-14 classified as non-exempt are eligible for overtime payments. Overtime payments or compensatory time must be pre-approved by the immediate supervisor. Refer to College Procedure 2651: Pay for Non-Exempt Employees. Failure to comply with this directive will be viewed as a violation of College Procedure 2410. (Refer to Procedure 2410 for more details.)

- a) Employees in positions classified as non-exempt who are required to work in excess of the normal workweek with their supervisor’s approval, will be paid at their regular hourly rate for hours worked from 37.5 to 40 hours. An overtime rate of one and one-half (1.5) times the approved hourly rate provided by Human Resources will be paid for all hours worked in excess of 40 hours per week, as prescribed by FLSA.
- b) Full-time non-exempt personnel may arrange for compensatory time off in accordance with the overtime formula provided such time is requested and approved in advance. The formula for calculating compensatory time is as follows:

37.5 – 40 hours worked	1 hour worked = 1 hour compensatory time
40+ hours worked	1 hour worked = 1.5 hours compensatory time

For more details, please refer to Procedure 2651: Pay for Support Non-exempt Employee, Section B.

3. Pay Differential

Shift Work for SNE

- a) Support Non-Exempt employees working the second shift may receive a 5% shift differential. SNE employees working on the third shift may receive a 10% shift differential. The work schedule is as follows:

Shift	Schedule	%Earned
First Shift	7:00 a.m. to 3:00 p.m.	0%
Second Shift	3:00 p.m. to 11:00 p.m.	5%
Third Shift	11:00 p.m. to 7:00 a.m.	10%

The shift differential percentage shall be awarded for the workweek if 50% or more of the hours are worked within any of the above specified shift. Eligibility for second, third and mixed shift differentials will be determined based on the shift where the majority of hours are worked with supervisor’s approval.

- b) Employees who are designated as exempt (not eligible for overtime compensation) on the Salary Administration Policy are not eligible for a shift differential.

#### 4. On-Call

- a) Utilization of the provisions under this Section B.5 must have specific prior written approval of the department head.
- b) Specialized non-exempt Technical and Trades personnel in areas which operate on multiple shifts and/or weekends may be scheduled to be “on-call or stand by” on a rotation basis for one week and will be compensated as follows:
  - 1. Employees in a non-exempt pay classification will be paid as indicated below:
    - i. An employee may be on-call for weekdays and the weekend during the same 7 day period but may not earn more than 4 hours of on-call pay during that time.
    - ii. The employee will be paid 2 hours of pay at the regular hourly rate for the week-end on-call period and/or 2 hours of pay at the regular hourly rate for being on-call during the evening Monday through Friday, as needed.
    - iii. Fractions of on-call periods may not be accumulated.

#### 5. Awards

##### For all FT Non-Instructional Employees:

- a) An Educational Incentive Award shall be awarded to all full time employees who have earned a professional, trade certification or degree recognized by the U.S. Secretary of Education or from a regionally accredited institution or association, provided the degree was not required at the time of hire, and is not a minimum requirement for the position as advertised by the College. An Educational Incentive Award will be effective with the first time and attendance payroll period following the date the Vice Provost for Human Resources or designee approves the Award. The schedule is as follows:

##### Degree

Associate	\$ 600
Baccalaureate	\$ 900
Master’s	\$1,200
Doctorate (including Juris Doctorate)	\$2,000

Certification

Apprentice Grade	\$ 400
Certified Administrative Professional	\$ 600
Microsoft Office Specialist	\$ 600
Journeyman Grade	\$ 600
Master's/ Gen. Contractor	\$ 800
State Cert. Custodian Training Program	\$ 150
State Master Cert. Custodian Training	\$ 300
Professional in Human Resources (PHR)	\$ 500
Senior Professional in Human Resources (SPHR)	\$ 800
Certified Compensation Professional (CCP)	\$ 800
Certified Benefits Professional (CBP)	\$ 800
Certified Professional in Learning & Performance	\$ 500
Certified Public Accountant (CPA)	\$1,000
Certified Public Purchasing Buyer	\$ 300
Certified Public Purchasing Officer	\$ 400
Certified Purchasing Manager	\$ 500
Microsoft Certified Systems Administrator (MCSA)	\$ 500
Microsoft Certified Systems Engineer (MCSE)	\$ 500
Microsoft Certified Database Administrator (MCDBA)	\$ 500
Microsoft Certified Desktop Support (MCDST)	\$ 300
Microsoft Certified Trainers (MCT)	\$ 100
Microsoft Certified Applications Developers (MCAD)	\$ 100
Microsoft Certified Solutions Developers (MCSD)	\$ 100
National Certification (RID/NAD)-Sign Language	\$ 500
C-Print Training	\$ 400
LEED Certification	\$ 500

This amount is added to the employee's base salary.

Certification awards will be granted only if:

- i. Certification is related to the employee's current position.
  - ii. It is not part of the minimum requirements for that position.
  - iii. Incentive request is received within six (6) months of the date certification is earned.
- b) All Full Time Non-instructional employees receiving Educational Incentive Awards may not exceed the maximum of the assigned pay grade. Employees at the maximum of the pay grade will receive the incentive amount as a one time, lump sum payment. Awards shall be effective with the first Time and Attendance payroll period following receipt of the official transcript in Human Resources.

c) Foreign Degrees

Educational incentives for foreign degrees shall be awarded when a certified course-by-course translation and evaluation is received in Human Resources. The translation and evaluation must be an original or notarized copy from one of the designated NACES (National Association of Credential Evaluation Service) evaluators.

d) Excellence Awards

The College President's Recognition of Excellence Award is based on superior performance. Established criteria and guidelines for the Excellence Award can be found on the Human Resources website. Special recognition awards may be recommended by the appropriate College Provost, Campus President or Vice Provost for up to 15% of assigned full-time employees as of April 1<sup>st</sup> of each year. The College President may adjust the percentage factor on an annual basis. Checks for the Excellence Award will be issued during the Fall Term each year. The amount of the award will be no less than \$1,000 net and will be based on the availability of funds as determined by the College President. These awards are for employees occupying positions assigned to Grades 4 through 18, (excluding the position of Department Chairperson and positions in Grades 19-24).

Based on superior performance, Department Chairpersons (Grade 18) may be eligible to receive the College President's Recognition of Excellence Award. Employees in Grades 19-23 may be eligible to receive the College President's Recognition of Excellence Award based on outstanding performance at the discretion of the College President.

The granting and the amount of these awards will be determined by the College President and will be contingent upon the availability of funds.

e) Endowed Teaching Chair

Recipients of the Endowed Teaching Chair who accept an appointment to an administrative position will receive the stipend of \$7,500 gross in recognition of significant contributions to the College academic community. The stipend for each eligible recipient will be issued in the fall of each year, for no more than a total of three (3) years, or the remaining period of the original award. If a recipient retires or leaves the College before the end of the academic year, then they will receive a pro-rated amount of the award when ending dates are known, or adjusted part of their final compensation payout.

**C. Interim Appointments**

All Interim appointments require the approval of the College Provost, or designee before employees are notified. Employees may be assigned to interim appointments when the assignments are for a specific period of time or to fill positions held by individuals on an

extended leave for 20 workdays or more. Interim assignments shall be for a specified period of time.

- Interim assignments for less than 20 workdays -
  - No additional compensation.
- Interim assignments for more than 21 workdays but less than 6 months -
  - Will receive a one-time pro-rated payment based on the duties assigned, the minimum of the range of the interim position and the time served. Upon completion of the interim assignment, the department shall submit a Request for Personnel Action (RPA) form to the Compensation and Benefits department for processing and approval by the College Provost.
- Interim assignments for more than 6 months -
  - Will receive a pro-rated payment up to 5% based on the minimum of the range of the interim position. If the current salary is greater than the new minimum, then a pro-rated payment up to 5% of the current salary applies. Upon approval, the department shall submit a RPA at the beginning of the interim assignment.
  - When the interim assignment is completed, the employee shall return to the previous position and the prior salary shall be readjusted to include any additional increases awarded by the College during the Interim assignment.
- Interim assignments for part-time employees assigned to full-time positions
  - Will receive the minimum of the range for the interim full-time assignment. Should the employee be appointed to the position on a regular status, the new hire salary calculation will apply.

**D. Promotion**

1. Effective July 1, 2005. When an employee is promoted, the following schedule applies:

1- 4 grades higher	10% of current salary or minimum of new pay grade whichever is higher*
5-or more grades	15% of current salary or minimum of new pay grade whichever is higher*

\* If in an interim capacity already, the remaining promotional percentage will be applied. New salary not to exceed maximum of total increase percentage applicable and maximum of new range.

In all instances, the employee will receive the greater promotional increase not to exceed the maximum of the new salary range. Promotional appointments will be effective with the first Time and Attendance payroll period following the approval of the promotion by the College Provost or designee.

2. In exceptional circumstances, the College President or designee may adjust a promotional salary within the designated salary range. Such exceptions may be based on market pricing conditions in order to maintain salaries competitive with outside employers.

**E. Demotion or Reassignment**

1. When an employee is reassigned to a lower grade position resulting from reclassification or voluntary request, the employee will experience a reduction in salary, an amount not to exceed the maximum of the new assigned range as outlined in the grid below. However, if the employee’s most recent promotion was to a position when the percentage applied differs from the grid below, that same percentage will be applied.

1- 4 grades lower	-10% from current salary or to midpoint of new pay grade whichever is lower*
5 or more grades	-15% from current salary or to midpoint of new pay grade whichever is lower*

\* New salary not to exceed maximum of new salary range.

**F. Lateral Transfers**

When an employee is reassigned or applies for and accepts a position in the same pay grade, there shall be no salary change. This transfer or reassignment shall be considered a lateral move.

**G. Reassignment to Faculty Status**

When a professional exempt contractual employee resigns from their current position to return to faculty status, the employee’s salary will be recalculated based on the employee’s last earned faculty academic rank. The calculation will be based on the last academic year the employee maintained faculty status and the appropriate faculty percentage salary increases awarded for each academic year, through the date of return to faculty status. Any remaining vacation or PSAL leave will be taken or paid out in accordance with College policy.

**H. Reclassification**

Refer to Procedure 2230: Classification and Reclassification of Positions.

**I. Professional Staff Accrued Leave (PSAL)**

Professional Exempt Contractual personnel (pay grade 15 and above) may accrue a maximum of 75 hours (10 days) of Professional Staff Accrued Leave (PSAL) each fiscal year. Elections for cash payout of no more than 75 hours may be made during each Calendar year. Payment may be made based upon the availability of funds. An individual may not

accrue more than a total of 225 hours (30 days) of PSAL leave. Use of PSAL leave time must be requested in advance and is subject to supervisory approval.

When an employee separates, resigns, or retires, the College will pay the total actual PSAL days accumulated during the fiscal year in which the employee leaves the College, but no more than the maximum actual amount of ten (10) days per fiscal year. At the point of separation, all other PSAL days accumulated from prior years are not paid.

#### **J. Employment After Retirement**

Under FRS rules, no Retiree may be re-employed during the first six (6) months after retirement. Retirees that are re-employed in 7<sup>th</sup> - 12<sup>th</sup> month period following retirement will be required to forfeit their monthly benefit for that period.

Individuals retired on or after July 1, 2010 under FRS rules, will not be considered for any employment with the College during the 1<sup>st</sup> through 12<sup>th</sup> month after retirement.

1. Non-instructional employees retiring from the College may accept credit course teaching assignments provided they meet SACS guidelines and FRS eligibility rules.
  - a) After the 12<sup>th</sup> month following retirement, qualified retirees may teach up to the maximum annual point limitation for adjunct faculty. This limit is subject to change based on the needs of the College. Payment shall be based on the adjunct faculty rate per three (3) credit hour course.

#### **IV. PART-TIME EMPLOYEES:**

##### **New Part-Time (PT) Employees**

#### **A. Salary Determination**

1. The hourly rate of pay for part-time employees shall be no less than \$7.95 per hour and no more than the maximum hourly rate established for the part-time job class.
2. Before part-time employment commences, Human Resources must determine the hourly rate to be paid to the employee. The hiring supervisor is responsible for notifying the employee of the approved rate.

#### **B. Employment**

Part-time employment is limited to no more than 25 hours per week. College guidelines preclude part-time employees from working in excess of 25 hours per week college-wide in combined part-time assignments. Due to emergency circumstances, exceptions to temporarily exceed a 25-hour workweek in one or more assignments may be made with the written approval of the appropriate Campus President, or designee, or the Vice Provost of Human Resources, or designee in advance, based on a written justification.

**C. Additional Assignments/Additional Pay**

Assignments

A part-time employee may work in two or more departments but may not exceed 25 hours per week in total. When the work in different departments is similar in nature, the hourly rate shall be the same. When the work is substantially different in nature, different hourly rates may be established based on the grade level, job complexity and consistent with the rates of other part-time incumbents within similar job classifications at the College, in order to maintain compensation equity.

Overtime

Part-time personnel employed in positions classified as non-exempt are eligible for overtime payment, as prescribed in the DOL Fair Labor Standards Act (FLSA). The overtime rate (1.5 x regular hourly rate) shall apply when a 40-hour workweek is exceeded.

Part-time personnel employed for positions classified as exempt are not eligible for overtime payment, as prescribed in the DOL Fair Labor Standards Act (FLSA).

**V. TEMPORARY EMPLOYEES:**

- A.** Temporary full-time employment is a work schedule of 37.5 hours per week for a specified period of time, which is subject to institutional needs or based on a grant funding cycle.
- B.** Temporary part-time employment is designated as an appointment on a term-by-term basis which is subject to institutional needs or by a grant funding cycle.