

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2832

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PROCEDURE TITLE: Compensation Practices for Instructional Personnel

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64

BASED ON POLICY: II-52 Instructional/Contractual Salary

EFFECTIVE DATE: August 22, 2005

LAST REVISION DATE: November 7, 2018

LAST REVIEW DATE: November 7, 2018

I. PURPOSE

To provide all full-time and part-time instructional personnel procedures for Miami Dade College's overall compensation practices, unless indicated in the current Collective Bargaining agreement for full-time instructional personnel.

II. GENERAL PROVISIONS

A. Salary Determination

1. New Instructional/Contractual Employees
 - a) The minimum of the instructional salary range will be considered the normal hiring rate for new full-time employees except in specific circumstances as noted in A.1.b. below.
 - b) Within the salary range established for an academic rank, the College President or designee has the authority to:
 1. hire employees at a salary above the recommended salary range minimum, and/or
 2. make selective salary adjustments.
2. Return to Faculty Continuing Contract Status

When an individual return from a non-instructional position to faculty continuing contract status, the employee's salary will be recalculated according to the following:

- a. The employee's last earned academic rank;
- b. The base salary received immediately preceding the appointment to the non-instructional position and the addition of;

All annual salary increases to the base salary as awarded to faculty each academic year during the period of the individual's non-instructional assignment.

3. Appointment to Instructional Position

When an individual in a non-instructional position is appointed to a full-time faculty position, the salary will be calculated as with all other new faculty, based on earned academic degrees and years of related work experience.

4. The College President or designee has the authority to waive either of these provisions for good and sufficient reasons, such as recruitment issues, employment market factors and/or evidence of distinguished service.

B. Special Provisions

1. When the College President or designee schedules meetings after normal duty hours (4:30 p.m.) or on a Saturday (if this is a non-scheduled workday), the College President or designee may authorize a salary payment not to exceed \$50.00 a meeting for a part-time faculty member in attendance.
2. Fees may be paid to officials for administrative services at athletic events, as determined by the College.

C. Salary Increases

1. Salary increases for full-time instructional personnel are addressed in the current collective bargaining agreement.
2. Salary increases for part-time personnel employed in specifically funded programs may conform to general College salary increase guidelines. Such increases are contingent upon availability of program funds unless otherwise authorized by the College President.
3. Link to adjunct limits document:
https://www.mdc.edu/hr/Bank_Points/PointLimitationsAdjunctFaculty2018-19.pdf

Part-time (Adjunct) Instructional Employees

- a) Part-time instructors teaching a three (3) credit course are paid a flat rate of \$2,460 per course, which equals \$51.25 per hour (\$205 per point)
- b) Part-time instructors teaching a three (3) credit course, which is College designated as “Hard to Hire” is a flat rate of \$2,700 per course, which equals \$56.25 per hour (\$225 per point). The Office of the College Provost determines these courses.
- c) The flat hourly rate for Post-Secondary Adult Vocational (PSAV) instruction is either \$42.50 per hour.
- d) PSAV courses which are College designated as “Hard to Hire” is a flat hourly rate of \$50.65. The Office of the College Provost determines these courses.
- e) The flat hourly rate for non-credit (e.g. adult education, continuing workforce education, lifelong learning or recreational) instruction is \$25, \$32, \$42, or \$55 per hour, based upon a College approved course listing.
- f) Payments made to part-time instructors for additional duties will conform to the College’s general guidelines.

III Full-time Faculty

A. Additional Assignments

1. All instructional personnel must inform their immediate supervisor of any additional employment within the College and outside employment as required by Policy II-18. (Refer to UFMDC Agreement, Article 3, Section 2, page 6.)
2. Full-time faculty may be granted non-instructional task points at the rate of \$20 per hour (5 hours = 1 point; \$100 per point).

B. Additional Pay

Additional pay information on non-instructional task points is located in the UFMDC Agreement, Article 17.

C Demotions

When an employee is reassigned to a lower academic rank resulting from non-compliance with Professional Development requirements or other applicable actions, the employee will experience a reduction in salary which is calculated as follows:

10% from current salary or to midpoint of new rank salary range whichever is lower; an amount not to exceed the maximum of the new lower rank

D. Employment After Retirement

The preferential re-employment consideration of retired faculty shall be subject to the rules for re-employment eligibility as established by the Florida Retirement System (FRS).

1. Regular and DROP Retirees

The following rules apply to all retirees whether they are regular retirees or have completed their participation in the Deferred Retirement Option Program (DROP).

- a) Regular retirees, in compliance with II C, may apply for full-time vacancies that occur and for which the retiree is qualified. Selection, salary and conditions of employment shall be governed by the collective bargaining agreement in effect at the time of re-hire.
- b) Retired faculty may be given a preferential opportunity to teach credit classes within their discipline over other adjunct faculty, provided the faculty member maintained satisfactory performance standards both prior to and during re-employment after retirement. Individuals retired on or after July 1, 2010 under FRS rules, will not be considered for any employment with the College during the 1st through 12th month after retirement.

The College permits retired faculty who teach credit/PSAV classes within their discipline to be paid at the overload rate for three years following retirement at a maximum of 48 points per academic year.

- c) Preferential consideration for all regular retirees shall cease at the conclusion of the term that occurs after three consecutive years following re-employment eligibility after retirement. After this, College teaching assignments may be available but not on a preferential basis. Payment for such assignments will be based on the

current adjunct flat rates determined by the College as noted in Section IV. 1. below, to a maximum point limitation per semester and academic year as determined by the College.

IV. Part-time (Adjunct) Instructional Employees


1. Salary Determination

- a) Link to adjunct limits document:
https://www.mdc.edu/hr/Bank_Points/PointLimitationsAdjunctFaculty2018-19.pdf

2. Additional Assignments/Additional Pay

- a) Prior to receipt of any assignments, all adjunct personnel must inform their supervisor(s) of any additional employment within the College.
- b) Individuals may only be employed in one (1) classification (e.g. exempt - exempt, non-exempt – non-exempt).
- c) Payments made to part-time instructors for additional duties will conform to the College’s general guidelines, as determined by the College.

3. Assignments for part-time instructional employees shall not exceed the maximum point limitation per semester nor academic year as determined by the College.

	
11/7/2018	
PRESIDENT	DATE