7 EMPLOYMENT POLICIES & PROCEDURES

08-29-2017 Added Conflict of Interest and External Influence Policy
08-29-2017 Salary Schedules for 2017-2018
06-14-2017 Updated Employment Procedures (Reference Checks)
06-14-2017 Removed Reduction-in-Force Guidelines
11-15-2016 Added L (Local) Salary Schedule
10-11-2016 Approved by Executive Council
09-13-2016 Updated Grievance Policy
2016-2017 Salary Schedules 08-08-16
08-08-2016 Updated pgs. 13-15 HR FLSA Comp Time Rules
05-11-2016 Updated New ACCS Policies
Updated Reporting Secondary Employment Statement (pg. 7.10) 04-07-2016
Updated 11-15-15
INTRODUCTION

It is the policy of Lurleen B. Wallace Community College that no individual shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law.

Lurleen B. Wallace Community College abides by the established recruiting and hiring procedures set forth in the Alabama Community College System’s Uniform Guidelines for Recruitment and Hiring (Uniform Guidelines).

Lurleen B. Wallace Community College is an equal opportunity employer and complies with the Americans with Disabilities Act. The College will make reasonable accommodations for qualified disabled applicants or employees.

All personnel employed in a state college must meet such qualifications as may be specified by the College, the Alabama Community College System Board of Trustees, and Regional and National accrediting associations to which the College holds memberships.

EMPLOYMENT POLICIES AND PROCEDURES

Appointment and Assignment of Personnel

The President of the College shall appoint the faculty and staff of the institution. The President is authorized to make assignments of faculty and staff at the local level.

Employment Responsibilities of the Human Resources Office

1. All position announcements will be released from the Human Resources Office. All applicant files will be maintained in the Human Resources Office.
2. The Human Resources Office will maintain complete files for each applicant in the search process. The following materials must be included:
   a. all applications for employment;
   b. records of all interviews and other contacts with applicants, including a copy of each relevant piece of correspondence with applicants;
   c. a written evaluation of each applicant who met the minimum qualifications for an announced position;
   d. a written record of the response to each announced vacancy, including a list of all applicants considered for the vacancy, the name of the person offered the position, and the reasons for the selection;
   e. a copy of each letter, memorandum, report or other communication between College officials regarding the establishment or modification of an employment
position, the announcement of a position, the recruitment of personnel, the selection process and the evaluation of applicants.

Procedures for Employing Full-Time Faculty and Staff
Available positions may be filled by external searches, internal searches, lateral transfer, or temporary appointments.

Recruitment Procedures
1. In order to assist in recruiting qualified applicants, available position announcements are posted on College bulletin boards, distributed via email to all College employees, posted on the Human Resources page of the College website, and posted on the Alabama Community College System website.
2. Schedule B, C, and D positions are also distributed via email by the Alabama Community College System office to members of the Uniform Guidelines applicant pool, mailed to members of the minority community and educational leaders committee, mailed to members of the Uniform Guidelines applicant pool who cannot receive email notifications, advertised in at least one newspaper in the College service area, posted on the approved minority recruitment website.
   a. Schedule E positions may be advertised in newspapers according to the needs of the position.
   b. Any position may be advertised in national publications, as directed by the President.

Search Procedures
1. The appropriate supervisor prepares a Lurleen B. Wallace Community College Approval To Fill A Position form and submits the form for approval to the appropriate administrators and the President. Upon approval of the form, the Human Resources Office prepares a draft position announcement in conjunction with the appropriate administrator. The Human Resources Office submits the position announcement with the current job description or a draft of a new job description to the President for review and approval. The Human Resources Office verifies that the position announcement includes all the information required by the Alabama Community College System Board of Trustees.
2. Once the position announcement is approved by the President, the Human Resources Office develops an advertisement of the position for publication.
3. After the President's approval of the advertisement, the Human Resources Office publicizes the advertisements as appropriate.
4. Position announcements are mailed by the Human Resources Office to:
   a. Members of the minority community and educational leaders committee.
   b. Applicants from the Uniform Guidelines applicant pool who cannot receive email notifications.

Selection Process
1. Prior to or upon the closing of the search process, as indicated by the closing deadline on the position announcement, the President appoints a Screening and Interview Committee. This committee, for all full-time, regular employment positions will be
composed of 40% minority personnel and 50% female personnel. Applicants who meet the required qualifications and have submitted a completed application packet may be invited for an interview and, if interviewed, may be considered for employment; provided, however, that in any situation where the College shall receive more than 10 applications from persons who fully meet the announced minimum requirements, the President, in conjunction with the Committee, shall have the option of conducting a preliminary screening of these applicants in order to determine a reasonable number, but not fewer than 10, to be interviewed at the applicant's expense.

2. The Human Resources Director schedules a meeting with the Screening and Interview Committee in order to provide an orientation outlining the overall process, procedure, and charge of the Chair and Committee. The Chair is responsible for scheduling meetings with members of the Screening & Interview Committee, facilitating the screening of applications, reporting back to the Human Resources Director, in writing, applicants who are recommended for interviews, scheduling interviews, facilitating pre-employment reference checks, reporting to the President, in writing, the Committee’s recommendation of finalists, and providing to the President and Human Resources Office documentation regarding all committee activities.

3. Of those selected for interview by the Committee, finalists will be recommended to the President for interview based on the procedures described in the Uniform Guidelines. Names of the individuals will be submitted in alphabetical order by last name.

4. The President will conduct an interview with the finalists for all positions on schedules B, C, and D. The President may choose to conduct interviews with finalists for Salary Schedule E positions or he/she may delegate the interview responsibilities to the administrative supervisor for the respective division. The President may select one of the recommended finalists to fill the vacancy or close the search process without filling the position.

5. The President notifies the person selected with a Letter of Appointment which stipulates the terms of employment; such as salary, beginning date, and title of position. The Letter of Appointment will also have a signature line of acceptance of the position.

6. Upon accepting the position, a Request for Employment/Status Change form is completed by the appropriate administrator and the Human Resources Office and submitted to the President for final approval.

7. The Human Resources Office will notify all applicants of the decision of the College and complete a summarization record of the search process. The Human Resources Office will also keep a position file with all appropriate information included.

Procedures for Employing Part-Time Faculty and Staff

Recruitment Procedures
In order to assist in recruiting qualified applicants, available position announcements are posted on College bulletin boards and on the Human Resources page of the College
website for a minimum of 14 calendar days; distributed via e-mail to College employees; advertised in newspapers according to the needs of the position.

Search Procedures
The appropriate supervisor prepares an Approval to Fill a Position form and submits the form for approval to the appropriate administrators and the President. Upon approval of the form, the Human Resources Office prepares a draft position announcement in conjunction with the appropriate administrator. The Human Resources Office submits the position announcement with the current job description or a draft of a new job description to the President for review and approval. The Human Resources Office verifies that the position announcement includes all the information required by the Alabama Community College System Board of Trustees.

Once the position announcement is approved by the President, the Human Resources Office develops an advertisement of the position for publication if necessary for attracting a large applicant pool. After the President's approval of the advertisement, the Human Resources Office publicizes the advertisements as appropriate.

Selection Process
Upon the closing of the search process, the Human Resources Director and the immediate supervisor of the position to be filled review the applicant files to ensure that the applicants meet all of the required qualifications and that the applicant files are complete. Following the review of the application files, the immediate supervisor determines which applicants will be considered for the position. Applicants may be invited for an interview with the immediate supervisor and any other College personnel deemed necessary.

Once the immediate supervisor has decided upon the most qualified applicant to fill the position, the immediate supervisor will discuss the decision with the President. The President may interview the applicant. The President makes the final decision to either select the recommended applicant to fill the vacancy or close the search process without filling the position.

The President notifies the person selected with a Letter of Appointment which stipulates the terms of employment; such as salary, beginning date, and title of position. The Letter of Appointment will also have a signature line of acceptance of the position. Upon accepting the position, a Request for Employment/Status Change form is completed by the appropriate supervisor and the Human Resources Office and submitted to the President for final approval. The Human Resources Office will notify all applicants of the decision of the College.

Procedures for Employing Adjunct Faculty

Recruitment Procedures
In order to assist in the on-going recruiting of qualified adjunct instructors, the College maintains a continuous vacancy announcement which is posted on College bulletin
boards and posted on the Human Resources page of the College website. In certain instances where qualified adjunct instructors are difficult to locate, the College may advertise in local and regional newspapers.

Search Procedures
Division Chairs are responsible for locating qualified adjunct instructors. Because the College utilizes a continuous vacancy posting, the Human Resources Office continuously accepts adjunct application materials and the Division Chair is not required to submit an Approval to Fill a Position form.

Selection Process
The Human Resources Director and the Division Chair review the adjunct applicant files to ensure that the applicants meet all of the required qualifications and that the applicant files are complete. Applicants may be invited for an interview with the Division Chair and any other College personnel deemed necessary. Following the review of the application files, the Division Chair determines the applicant who is most qualified to fill the position. The Division Chair will discuss the decision with the Dean of Instruction who may review the applicant’s file. The Division Chair and Dean of Instruction will determine if the applicant is selected for adjunct employment.

The President provides the person selected with a Letter of Appointment which stipulates the terms of employment; such as salary, beginning date, and title of position. The Letter of Appointment will also have a signature line of acceptance of the position. Upon accepting the adjunct employment, a Request for Employment/Status Change form is completed by the Division Chair and the Human Resources Office and submitted to the President for final approval.

Reimbursement of Interview Expenses
Travel expenses of job applicants for positions in which recruitment problems exist will be reimbursed up to a maximum of $500 provided the applicant travels more than 150 miles round trip to interview. The following expenses may be reimbursed:
1. Actual expenses for travel on commercial transportation, such as airline, bus, rental car, etc.
2. Mileage at the current rate of reimbursement for College employees in lieu of travel by commercial transportation, with certification of the applicant of the number of miles traveled
3. Actual expense for lodging
4. Actual expenses for meals (itemized receipt required)

Original receipts are required for all expenditures. Applicants must follow travel policies applicable to travel by employees of the Alabama Community College System.

*The determination that a position is eligible for travel expense reimbursement based on recruitment problems will be made at the request of the supervisor of the position with the approval of the College President. Exceptions to the maximum reimbursement amount can be authorized only by the President.*
Lateral Internal Transfer Procedures
Positions may be filled by conducting an internal search of qualified applicants from those individuals already employed by the College and compensated on the same salary schedule and rank placement. The College will post lateral internal transfers for a minimum of fourteen (14) calendar days internally and the transfer process will be completed in accordance with the Students First Act and the Uniform Guidelines.

Procedures for Lateral Transfer Between Colleges
A full-time consenting employee may be transferred from one college to another or from the Alabama Community College System office to a college, with the written agreement of both the transferring and receiving Presidents or Chancellor, and with the approval of the Chancellor. Transfer requests will only apply to positions for lateral moves and will conform to the Alabama Community College System’s Uniform Guidelines and the Students First Act. Any employee transferred will retain all benefits, rights, and status held at the time of transfer. No employee will lose tenure or non-probationary status as a result of transfer.

1. The receiving college must submit a Request To Fill A Position by Lateral Transfer form to the Chancellor for approval.
2. If approved, the position must be advertised by sending notice to each two-year college and the Alabama Community College System for posting. Each institution must post the position(s) to employees on the same salary schedule and rank placement.
3. The position announcement must be posted at least 14 days.
4. The employee wishing to transfer must send a written request for transfer to the President of the current employing institution.
5. If no one else applies, the receiving institution submits the Request for Approval of Lateral Transfer, signed by both Presidents to the Chancellor for approval.
6. If others do apply, the President must interview all candidates for the position. The President also has the option of completing the process through the search committee process.
7. Under no circumstances may the Lateral Transfer process be used to circumvent the Students First Act or the Uniform Guidelines.
8. A Lateral Transfer between institutions may not be completed and is not official until final approval from the Chancellor is received.

Employment Notices
The President may offer employment notices for one semester, two semesters, a summer term, or a full year, as appropriate to librarians, counselors, and instructors, provided there is sufficient enrollment and funds are available.

Adjunct Faculty
Adjunct faculty members are employed to teach specific classes and are compensated on the basis of credit or contact hours taught. They are given orientation and direct supervision by the Division Chair. Adjunct faculty are issued a Letter of Appointment on an as-needed, semester-by-semester basis.
Training for Existing Business & Industry and Continuing Education Instructors
Continuing Education instructors are issued a Letter of Appointment to teach non-credit special interest classes and are selected according to their ability, credentials, and proficiency in the subject matter. Remuneration is based on the length of the class, type of class, and enrollment of the class. These instructors are issued a Letter of Appointment on an as-needed, class-by-class basis.

Employment Requirements
1. Upon initial employment, the employee will be required to attend a scheduled orientation meeting, and a mentor will be assigned by the immediate supervisor to assist each employee.
2. It is the responsibility of all employees to have on file in the Human Resources Office the following documentation:
   a. An Application for Employment
   b. Official transcripts, certifications, and licenses
   c. Employment Eligibility Verification
   d. Personnel File Portfolio Data Sheet, if appropriate
3. Other required employee documentation, including State and Federal withholding forms, and Payroll Direct Deposit Authorization, must be completed and submitted to the Payroll or Human Resources Office at the beginning of employment.
4. Pursuant to the Alabama Community College System Board of Trustees Policy 623.01: Criminal Background Checks, all employees are required to submit a completed consent form for the purpose of conducting a criminal background check prior to employment. New employees are required to submit payment for the background check to the College unless the President deems such payment places an undue hardship on the employee. In which case, the College will be responsible for payment. Continued employment is contingent upon the findings of the background check.
5. The Human Resources Office verifies the credentials of all new employees and the accreditation of the institutions from which the employees received diplomas, certificates, degrees, or additional coursework. Each new employee is required to have included in his/her personnel file official copies of all postsecondary education transcripts. The Human Resources Office and the immediate supervisor verifies that the official transcripts document the appropriate credentials have been earned by the employee. The Human Resources Office uses the U.S. Department of Education’s Office of Postsecondary Education website http://www.ope.ed.gov/accreditation/ to research and print documentation of the accreditation of each institution from which the employee received diplomas, certificates, degrees, or additional coursework. This printed documentation is placed in the employee’s personnel file behind his/her official transcripts.
6. All employees of the Alabama Community College System are required to complete ethics training. Employees of LBWCC are required to complete this ethics training as part of the new employee orientation program.
7. All employees of the Alabama Community College System are required to complete training regarding the Violence Against Women / Campus Save Act. Employees of
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LBWCC are required to complete this training as part of the new employee orientation program.

8. Applicants for employment are required to complete the section of the application for employment relating to the disclosure of relatives. It is the responsibility of the employee to inform the College if a change in status occurs which involves the relationship of a qualifying individual: spouse, dependent, adult child and his or her spouse, parent, spouse’s parents, sibling, and his or her spouse.

9. Beginning employment is contingent upon the above information being provided in a timely manner.

Employee Orientation/Supervision

1. Orientation and supervision: The immediate supervisor is responsible for their subordinate employees’ direct supervision, orientation, and adherence to policies of the institution.

2. The Business Office, immediate supervisor, and Human Resources Office will conduct a formal orientation for new employees of the College. Adjunct faculty members are employed to teach specific classes. They are given orientation and direct supervision by the Division Chair.

E-Verify Policies and Procedures

Lurleen B. Wallace Community Colleges complies with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act (Act 2011-535). The final determination of an unauthorized alien shall be vested in the federal government.

Contractors and Subcontractors – Section 9

“A condition for an awarding of a contract, grant, or incentive by the state to a contractor will be that the contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien. The contractor must attest by signed, sworn affidavit, which shall be notarized. The contractor must provide verification that he/she is enrolled in the E-Verify program. These same conditions apply to subcontractors” (Act 2011-535).

Prior to the awarding of a contract, grant, or incentive, the contractor will return to the LBWCC Director of Finance and Comptroller the required Memorandum and the required completed Affidavit of Alabama Immigration Law Compliance form affirming that no unauthorized alien has or will be knowingly employed, hired for employment, or continue to be employed by the contractor and/or subcontractor, and the required completed Notice of Alabama Immigration Law Compliance to all Contractors of ACCS Institutions. The contractor is responsible for providing a copy of the same Memorandum, Affidavit of Alabama Immigration Law Compliance, and Notice of Alabama Immigration Law Compliance to all Contractors of ACCS Institutions to its subcontractors/grantees and is responsible for maintaining the required completed copies in the contractor’s office.

Penalties for violations of this section or portions of this section are described in the Act. The effective date of this section is January 1, 2012.
Employees and Employment – Section 15
“No public employer shall employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Alabama. Every business entity or employer in this state shall enroll in E-Verify…This system shall be used to verify the employment eligibility of an employee. A business that utilizes E-Verify will not be deemed to have violated this section of the Act as to the employment of an employee” (Act 2011-535).

This section relates to anyone employed receiving state or federal monies from any source including work study students. Once an offer of employment is accepted, the employee submits a completed Form I-9 and the required identification documents to the appropriate College official. Work study students will submit the Form I-9 and documents to the appropriate campus Financial Aid Office. All other employees will submit the Form I-9 and documents to the Director of Human Resources.

The appropriate College official will initiate the E-Verify program procedures no later than the College’s third business day after the beginning date of employment. The respective College official is responsible for meeting and complying with all follow-up procedures of the E-Verify program.

Penalties for violations of this section or portions of this section are described in the Act. The effective date of this section is April 1, 2012.

Employers – Section 26
“On or after January 1, 2012, before receiving any contract, grant, or incentive by the state, an employer shall provide proof to the state that it is enrolled and participating in E-Verify, either independently or through the Alabama Department of Homeland Security. An employer that is enrolled in E-Verify is immune from liability under Alabama law for any actions by an employee for wrongful termination or retaliation based on notification from the E-Verify should the program identify the employee as an unauthorized alien” (Act 2011-535).

In accordance with this section, LBWCC enrolled in the E-Verify program and submitted the Memorandum of Understanding in December, 2011. The administrative user and multiple general users were established within the E-Verify program in December, 2011. Public notices required for employers participating in the E-Verify program were posted on all LBWCC campuses and at the Luverne Center in December, 2011. LBWCC submitted the Affidavit of Alabama Immigration Law Compliance form and a copy of the E-Verify Memorandum of Understanding to the Alabama Community College System in January, 2012.

Secondary Employment

Approval For Doing Consulting Work
Approval for College personnel to act as consultants must be secured from the administration of the College sufficiently in advance so that the administrators may make
adequate arrangements for class or work assignments.

Reporting Secondary Employment
Lurleen B. Wallace Community College complies with the Alabama Community College System Board of Trustees Policy 615.01: Conflict of Interest which requires that all employees provide prior notification to the College concerning all secondary employment. No distinction is made between compensated or un-compensated secondary employment. Employees of the College are required to submit for approval a completed Notification of Secondary Employment form prior to beginning any employment outside of the College.

The purpose of the Notification of Secondary Employment form is to allow the employee and the College to document that the secondary employment (a) does not interfere with the performance of responsibilities as a System employee; (b) is limited in time; (c) is compatible with the interests of the individual employing institution; and (d) does not require use of institutional resources or facilities. The form also documents that the employee is not engaging in any secondary employment which would (a) disrupt or interfere with the normal operations of the College; (b) directly compete with the College; (c) impose additional financial operations burden upon the College; (d) violate the Alabama Code of Ethics for Public Employees as set forth in the Code of Alabama; or (e) be of a nature such that the outside employment would tend to decrease the effectiveness of the employee in performing his/her College employment duties.

Prior to entering into an agreement of secondary employment, the employee completes the Notification of Secondary Employment form and submits the form to his/her immediate supervisor for review. The immediate supervisor reviews the described secondary employment in order to determine if a conflict of interest exists. If no conflict exists, the immediate supervisor signs the form and submits the form to the next appropriate supervisor in the chain of command. Upon receiving the President’s approval, a copy of the form is returned to the employee, the employee’s immediate supervisor, and the Human Resources Office for placement in the employee’s personnel file. Should the form not be approved by someone in the supervisory chain of command, a justification shall be documented in the appropriate place on the form. A copy of the disapproved form will be provided to the employee, the immediate supervisor, and the Human Resource Office. The copy provided to the Human Resources Office will not be filed in the employee’s personnel file but instead will be filed in a separate location.

The College recognizes that employees may engage in repeated secondary employment opportunities for work of the same nature with the same secondary employer. An example of this repetitive work might be employment as an Adjunct Spanish Instructor for XYZ University. It is the responsibility of the employee to notify the College by submitting a revised Notification of Secondary Employment form if the status of the previously approved secondary employment changes. For example, the employee in the previous situation has approval to teach as an Adjunct Spanish Instructor for XYZ University but would also like to accept an opportunity to teach as an Adjunct History
Instructor. The employee is required to submit a new form and receive approval prior to accepting the Adjunct History Instructor employment. Review and approval of the submitted Notification of Secondary Employment form by the supervisory chain of command is not for the purpose of the College administration to decide whether a College employee is allowed to obtain secondary employment which does not present a conflict of interest. This review and approval is required in order to verify that the potential secondary employment does not constitute a conflict of interest as defined by the Alabama Community College System Board of Trustees Policy 615.01: Conflict of Interest.

CONFLICT OF INTEREST AND EXTERNAL INFLUENCE POLICY

The standard of behavior for Lurleen B. Wallace Community College (“the College”) and its employees is that all employees scrupulously avoid conflicts of interest between the interests of the College on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

The employees of the College shall be free from influence from political, religious, or other external bodies and protect the College from such influence in a number of ways, including, the fact that each employee is governed by Alabama’s ethics laws as a “public employee,” through the policies and procedures of the Alabama Community College System Board of Trustees, and the policies and procedures of the College. In addition to the foregoing, the College has adopted this Conflict of Interest and External Influence Policy to further ensure that the College is free from influence from political, religious, or other external bodies.

If any employee shall reasonably believe political, religious, or other external bodies are influencing or are attempting to influence that employee or other employees, such employee may notify in writing the president of the College of such conduct stating specifically the basis for such belief. The president upon receipt of such notice shall appoint three (3) employees of the College who shall seek to determine whether such conduct has occurred or is occurring and who shall report the allegations and the results of their investigation to the president. If the conduct involves the president of the College, then the employee may notify the Chancellor of the Alabama Community College System. The Chancellor upon receipt of such notice shall appoint a committee of three (3) individuals, which may include representatives of the College, which shall seek to determine whether such conduct has occurred or is occurring and which shall report the allegations and the results of its investigation to the Chancellor. The recipient of the report (i.e., the president or the Chancellor) shall take all necessary and proper actions to correct such conduct or prevent such attempted influence.

COMPENSATION

Salary Disbursement
Payroll direct deposit is issued on the last working day of the month. The Business Office distributes information related to direct deposit.
Full-time faculty members have the option of being paid their nine month salary in nine months (September-May) or in twelve months (September-August). Payments for full-time faculty for summer classes will be paid based on the combination of evening, mini-session, or full-term classes determined by summer employment notice.

The salary for the regular academic year (nine months) may be disbursed in equal monthly payments for convenience in bookkeeping under the following conditions:
1. Persons beginning or ending employment at a time which does not coincide with the regular beginning and ending of the academic year shall be paid on a daily rate basis for the actual number of working days they are on duty.
2. The daily rate for the nine-month term (academic year) shall be determined by dividing the nine-month salary by the number of working days (exclusive of all holidays). This same rate is also applied to compute payment of partial summer employment (number of days x daily rate). A person terminating employment before his or her contract is fulfilled may receive a reduced "last payment" or be required to reimburse the College for salary overpaid.

Salary Placement
Salary schedules for all personnel, other than employees compensated from local C3 and L schedules, have been developed and approved by the Alabama Community College System Board of Trustees. Copies of current salary schedules are included at the end of this section of the Policies and Procedures Manual.

Adjunct, Part-Time, and Overload Rate
Classes taught by adjunct or part-time faculty may be remunerated on an hourly rate that varies according to the type of program or courses taught. Part-time faculty are paid on a pro-rata full-time salary or on an hourly basis depending on the type of program or courses taught. Adjunct faculty are paid at a set rate per credit hour or contact hour and are contracted on an as-needed basis. Full-time faculty teaching overloads are paid at a per credit hour rate for the overload class(es).

For classes determined to have adequate enrollment and remunerated on a credit hour rate, payment for a faculty member is calculated as follows: Theory (one contact hour per one teaching credit hour), Academic Labs (two contact hours per one teaching credit hour), Vocational & Technical Lab or Clinical (three contact hours per two teaching).

See Section 8, Instructional Policies for additional information on remuneration for faculty, including computing part-time faculty remuneration and the remuneration rate for under-enrolled classes.

Part-Time College Employee Compensation Guidelines

Part-time employees shall be paid in accordance with qualifications. If the employee is to be paid on a local wage or salary schedule, the employee will still be paid based on
qualifications, although a local salary schedule need not have the same number of qualification levels as a state schedule. In no event shall a part-time employee be paid a higher wage or salary under a local salary schedule than he/she would be entitled to if paid a pro-rata salary based on the B, C, D, or E salary schedule. If the College uses a local schedule for a given job title or type of position (for example, instructor) then the same schedule shall be used for all part-time employees in similar positions. In other words, all such part-time employees shall be paid in accordance with the same schedule, whether it is a local schedule or a statewide schedule.

Time and Attendance
All non-exempt employees, hourly paid employees, as well as all employees remunerated by restricted funds are required to document hours worked each day of the month on the Employee Attendance Report. The time sheets are distributed to the employee approximately one month prior to due date. The supervisor will review, sign verifying its correctness, and forward to the Business Office by the 15th of each month. Dates to distribute these sheets to employees and return to the Business Office may be earlier depending on the last workday of the month.

All employees must document the amount of leave and the type of leave taken during the month. Leave adjustments received after submittal of the monthly Employee Attendance Report, will be processed in the following month's payroll.

Overtime Procedures
On November 13, 1985, the Fair Labor Standards Amendments of 1985 were enacted. These amendments changed certain provisions of the Fair Labor Standards Act (FLSA) as they relate to employees of state and local governments, most notably non-excluded employees in education. The effective date of the amendments adopted on November 13, 1985, was April 15, 1986. The United States Department of Labor has enacted a “Final Rule on Defining and Delimiting the Exemptions for Executive, Administrative and Professional, Outside Sales, and Computer Employees under the Fair Labor Standards Act (FLSA)” which is effective December 1, 2016.

These guidelines addressing the issue of overtime compensation only apply to those employees who come under the overtime provisions of the Fair Labor Standards Act (FLSA). Exempt employees are not eligible for overtime or compensatory time and are not required to work an adjusted schedule during a week in which their work hours will exceed forty (40) hours. For the purposes of these guidelines, the normal workweek constitutes the period of time between 12:01 a.m. Sunday through 12:00 a.m. the following Sunday.

References: 29 USCA sec. 203, as amended; 29 USCA sec. 207, as amended, 29 USCA sec. 213; 29 CFR 553.2-.3; 29 CFR 778.100: 29 CFR 778.105)
Lurleen B. Wallace Community College complies with the applicable provisions of the Fair Labor Standards Act. Administration is in conformance to the policies issued by the Alabama Community College System Board of Trustees.

Overtime Request
A non-exempt employee must be requested by the President or administrator who reports directly to the President to work overtime for a given day or days or for the workweek. Work that causes the employee to exceed forty (40) hours within a workweek must be pre-approved by an administrator who reports directly to the President or by the President.

If an employee works hours beyond the normal number of hours for a given workday or workdays, the employee may choose to decrease the number of hours worked in another workday or workdays in that same workweek on an hour for hour basis, so long as such reduction does not cause an undue disruption of the normal operation of the College and so long as the total number of hours worked during the week is not less than that which would have ordinarily been worked by the employee during a workweek.

In lieu of adjusting his/her work schedule so as to use additional work hours during the same workweek as the overtime work is performed, the employee may choose to use "compensatory leave." The employee will accrue compensatory leave at one and one-half (1 1/2) times the rate of actual overtime hours worked for the workweek. For example: if an employee works four (4) hours of overtime, he/she will receive six (6) hours of compensatory leave which can be used at the employee's discretion, as long as it does not cause an undue disruption to the normal operation of the College.

An employee, who works more than the ordinary number of hours for a week, shall be granted compensatory leave. Compensatory leave must be used by the end of the month in which it is earned. Exceptions may be approved by the President. In cases where the President has approved an exception, any accrued compensatory leave earned and not taken will be paid to the employee on the August payroll or at the time of separation from employment at a rate of 1 and 1/2 times the normal hourly base rate of pay.

An employee will not be asked to work on Sunday, except under emergency conditions as approved by the President.

An employee who does not work on Saturday as a part of his/her normal workweek may request compensatory leave for hours worked on Saturday or may adjust his/her weekly work schedule in advance in order not to work more than the ordinary number of hours for that workweek (Mon.-Sat.).
Required Overtime
A nonexempt employee may be required to work more than (40) hours in any workweek if (a) the College directs the employee to do so, and (b) an "emergency condition" exists. For purposes of this procedure, an "emergency condition" exists if in the opinion of the College President one or more of the following is present:

1. A situation which endangers or potentially will endanger the physical, mental, or emotional health or safety of property for which the College is ultimately responsible, and the performance of overtime work would or reasonably may be expected to contribute to the reduction of said danger or perceived danger.

2. A situation in which the performance of necessary overtime work will increase the effectiveness of College registration, enrollment, orientation, graduation, or commencement activities, but under such circumstances that a given employee shall not be required to work overtime unless the College has previously taken reasonable action to obtain the services of all other qualified employees who were willing and able to voluntarily perform services of the nature of the work required of the employee.

3. A situation in which the performance of overtime work will or may reasonably be expected to significantly contribute to the success of College goals or efforts to obtain College or program accreditation from recognized accreditation agencies or organizations, but under such circumstances a given employee shall not be required to work overtime unless the College has previously taken reasonable action to have the work performed during normal working hours and determined that reasonable good planning would not have ensured the timely performance of the work so as to avoid an "emergency" concerning accreditation.

4. A situation in which the performance of overtime work is reasonably necessary in order for the College to respond to the legal directives of governmental agencies or bodies which are "external" to the Alabama Community College System Board of Trustees, the Alabama Community College System office, or any Alabama state college; i.e., a situation where there is a need for assistance in retrieving court-ordered documents.

As an alternative to requiring an employee to work more than forty (40) hours during a workweek in which an emergency condition exists, the College President or his/her designee may adjust the schedule of one or more employees so as to require such employee(s) to work a greater number of work hours than normal for one or more workdays and a lesser than normal number of work hours for one or more other workdays during the workweek in which the emergency condition exists.

A non-exempt employee who is required to work more than forty (40) hours in a workweek shall be eligible for compensatory leave. For the purposes of calculating a forty (40) hour workweek, any paid leave taken during the workweek will not be counted as “physical time worked.” Overtime or compensatory time accrual begins once the employee has physically worked more than forty (40) hours in a workweek.
See Alabama Community College System Board of Trustees Policy 614.01: Fair Labor Standards Act Compliance.

**GRIEVANCE PROCEDURE FOR EMPLOYEES**

**Purpose**
The purpose of the grievance procedure is to provide a vehicle for resolving legitimate grievances at the earliest possible time and at the most immediate level of supervision.

**Assurance**
It is the policy of the College to assure all employees that they have a right to file what they believe to be legitimate grievances and to follow the formal procedures through the appeal process as necessary without fear of censure or reprisal. The College assures prompt and impartial handling of all complaints which employees may have in the course of their work. It is important that the time limitation set forth in the grievance steps be closely followed.

**Procedures**
An employee having a complaint or grievance or who is reporting an observed grievance should first discuss the matter orally with his/her immediate supervisor within five (5) working days after the incident. In such cases where the direct supervisor is the alleged offender, the employee may speak with the next supervisor in the chain of command. The supervisor or other supervisor in the chain of command will make every effort to resolve the complaint or grievance at this point and will issue an oral reply to the employee within five (5) working days of the discussion.

If the complaint or grievance cannot be resolved in the manner described above, any employee who claims a grievance or who is reporting an observed grievance must file a written statement using the Employee Grievance form within three (3) working days following the steps described above.

An employee must file the Employee Grievance form with his/her direct supervisor, unless the direct supervisor is the alleged offender. In such cases, the employee must file the Employee Grievance form with the next supervisor in the chain of command. The supervisor (or person within the chain of command) receiving the written complaint or grievance will notify the Title IX Coordinator, the Director of Human Resources, and the President as appropriate. The President will determine who shall investigate the grievance.

The supervisor or other person appointed to investigate the grievance must review the written statement and conduct an investigation of the claims within thirty (30) calendar days or as otherwise agreed. The investigator must then make a written report of findings/decisions and provide a copy of the report to the employee within forty five (45) calendar days of receipt of the grievance.
Should the employee object to the investigator’s report of findings/decisions, the employee must, within ten (10) calendar days of the investigator’s written report, provide specific written objections to the report. These specific written objections will be provided to the President and will be considered a request for appeal. Failure to timely provide the specific written objections will be considered a waiver of the employee’s right to appeal the investigator’s findings/decisions.

All timely appeals will be sent to the President or his/her designee and the President or his/her designee will convene a three (3) person grievance committee that will hear the appeal within thirty (30) calendar days of receipt of the appeal. The President or his/her designee will appoint one person to serve on the grievance committee and the President or his/her designee will allow both the aggrieved and the accused to select an employee of the College to serve on the grievance committee (excluding the President and his/her designee). Should the aggrieved or the accused fail to select a member of the grievance committee in the time period required by the President or his/her designee or should the selected employee not agree to serve as a member of the grievance committee, then the President or his/her designee will select the grievance committee member.

The grievance committee will hold a hearing and allow the aggrieved employee to present the grievance. Then, the accused will have an opportunity to respond within forty five (45) calendar days of the appeal hearing. The grievance committee will also have access to the original grievance, report of the investigator, and appeal notice by the employee. The grievance committee will provide its findings/decisions to the aggrieved employee and to the accused within seven (7) calendar days following the appeal period of the accused.

Either party will have ten (10) calendar days from receipt of the grievance committee’s findings/decisions to file a written appeal of the grievance committee’s findings/decisions. If timely appealed, the President will issue a final decision based on the original grievance, report of the supervisor, appeal notice by the employee, and grievance committee decision.

If the last day for filing notice of appeal falls on either Saturday, Sunday, or a legal holiday, the aggrieved employee will have until 5:00 p.m. on the first working day following the deadline to file the appeal.

**Other Conditions**

Even though time limits are prescribed in the above procedure, every effort will be made to resolve grievances in less time whenever possible. The failure of the grievant to appeal any decision to the next step within the time set forth for such appeal shall be deemed an acceptance of the decision rendered at the level. A grievance may be withdrawn at any time and at any level; however, once withdrawn, it may not be re-filed by the same grievant.

The above procedure is not available to employees regarding transfer, suspension, termination, or non-renewal which is governed by Alabama Statute.
PERMANENT EMPLOYMENT STATUS

Tenure status for a faculty member is attained at Lurleen B. Wallace Community College when a full-time faculty member (i.e., instructor, counselor, or librarian), has been employed at the College on a full-time basis for six consecutive semesters, excluding summer terms. No probationary instructor shall attain tenure during or at the completion of a summer term. Eligible employees other than instructors shall attain non-probationary status upon the completion of 36 consecutive months of employment at the same two-year institution. Non-probationary status may not be attained by a College President, Vice President, or Director of Finance & Comptroller.

Service performed as a teacher may not be converted to, recognized or otherwise credited to the employee for the purpose of attaining non-probationary status as a classified employee. Service performed in the capacity of a classified employee may not be converted to, recognized, or otherwise credited to the employee for the purpose of attaining tenure as a teacher.

Upon resignation from his/her position at the College, an employee loses continuous service status. A resignation shall be deemed to be effective when accepted in writing by the President. An employee who without good cause fails to report for duty at the College at the beginning of any academic term for which the employee was scheduled to work shall be deemed to have resigned.

TERMINATION OF EMPLOYMENT

Dismissal
Employees of the College should take all reasonable action necessary to keep themselves fully aware at all times of, and fully abide by, all applicable rules, regulations, and procedures of the College and the Alabama Community College System Board of Trustees, regardless of whether such rules, regulations, and procedures are recorded in a faculty handbook or other College publication, stated in other written form, or stated orally to employees in general.

A violation of any lawful rule, regulation, or procedure of the College or the Alabama Community College System Board of Trustees, or a violation of any applicable state or federal law or regulation shall be cause for appropriate administrative or disciplinary action, which may include, but is not necessarily limited to, termination of employment. In the event that such administrative or disciplinary action is taken, the College shall offer to the employee such hearing procedure, including written notice and opportunity for a hearing, as is required by law and/or by the rules of the Alabama Community College System Board of Trustees as set forth under the guidelines and provisions of the Students First Act.

Probationary employees may be terminated at the discretion of the College President upon issuance of a written notice of termination to the employee at any time on or before 15 days prior to the end of 36 consecutive months of employment at the same college.

Tenured instructors and non-probationary employees may be terminated at any time because of:
a. A justifiable decrease in the number of positions
b. Incompetency
c. Insubordination
d. Neglect of Duty
e. Immorality
f. Failure to perform duties in a satisfactory manner
g. Or other good and just cause.

Exit Interview
It is the policy of Lurleen B. Wallace Community College that all employees will meet with their immediate supervisor for an exit interview on or prior to the last day of employment. An Exit Employment Form will be completed, signed, and filed in the employee's personnel file in the Human Resources Office.

Resignations
All instructional personnel are required to give written notice of resignation at least thirty (30) calendar days prior to the beginning of a term, and each instructional staff member shall complete all instructional duties and be cleared by the President for any term started, except by mutual written agreement by both parties.

All other personnel may give a minimum of thirty (30) calendar days written notice prior to resignation, except by mutual agreement of the employer and employee. Failure to give proper notice of resignation may make the employee ineligible for re-employment at the College.

Abandonment of Position
Any employee who is absent from work for three (3) consecutive workdays without approval through the procedures established by the College shall be considered to have abandoned the position and to have resigned from the Lurleen B. Wallace Community College. See Alabama Community College System Board of Trustees Policy 618.01: Abandonment of Position.
1. The Alabama Community College System Salary Schedules adopted by the Alabama Community College System Board of Trustees at its meeting on August 9, 2017 are effective September 1, 2017, for employees on Salary Schedules A, B, C, E, and H, and are effective for Salary Schedules D-1, D-2, and D-3 employees on the first faculty duty day of the Fall Semester as indicated on each College’s 2017-2018 academic calendar.

2. The Salary Schedules are designed to include all personnel except “temporary” support employees, hourly employees working less than twenty (20) hours per week, and part-time instructors.

3. Appropriate job descriptions shall be developed and maintained for all personnel.

4. Full-time professional personnel, other than instructors, will not be paid additional monies for extra work. Under extreme circumstances, the Chancellor may approve an exception to this policy.

5. Initial placement on all salary schedules shall give all community and technical college and Adult Education employees full credit for prior work experience in the public schools, colleges, and adult education programs of Alabama. Initial placement on Salary Schedules B, C, and D which gives credit for prior experience outside of public education in Alabama must be approved by the Chancellor. Initial placement on Salary Schedules E and H, and on local salary schedules, which gives credit for prior experience outside of public education in Alabama is within the discretion of the President. However, all initial salary schedule placements which give credit for prior experience outside of public education in Alabama must adhere to the following principles:

   - The experience outside of public education in Alabama for which step credit is to be awarded for initial salary schedule placement purposes should be directly related to the requirements of the position.

   - The amount of credit that is given, for initial step placement purposes, for experience outside of public education in Alabama, must be consistently applied college-wide.

Please refer to the Chancellor’s Memorandum #2013-LGL-086, dated November 21, 2013 for further guidance.

If, after initial step placement, an employee moves from one salary schedule to another (as opposed to moving upward within a salary schedule – i.e., E4 to E2 or C2 to C1), the President shall have the reasonable discretion to determine in which step placement to place the employee in the new position. However, in exercising this discretion, the President shall ensure that the experience for which step credit is to be awarded should be directly related to the requirements of the position and should be consistently applied college-wide.
Notwithstanding the foregoing, in all circumstances the President must ensure that applicable law, such as the Students First Act, and applicable policy and guidelines, such as the Uniform Guidelines, are followed, and that the employee is given full credit for prior work experience in public schools, colleges, and Adult Education programs of Alabama.

6. Permanent support employees who work from twenty (20) to forty (40) hours per week but less than fifty-two weeks per year shall be paid amounts which equate on a pro rata basis to appropriate salaries contained in Salary Schedules E and H.

7. For the purposes of the Salary Schedules, a “year completed” shall equate to at least nine months of full-time employment during the respective Salary Schedule/ Academic Year (beginning either with the Fall Semester or September 1). Full-time college employees on leaves of absence for more than three months during the Salary Schedule/Academic Year are not eligible for step increases, unless otherwise required by applicable law.

8. Instructors, counselors, and librarians employed on Salary Schedules D-1, D-2, or D-3 on full-time contracts shall work the minimum number of days required by Alabama Community College System Board of Trustees policies. Duty days and work hours for counselors and librarians shall be determined by the President of each institution, based upon the needs of the institution.

9. Step increases are awarded within the sole discretion of the Alabama Community College System Board of Trustees. In budgetary crisis, step increases may not be implemented. Under circumstances when step increases are reinstated, each eligible employee will receive credit for one year as pertains to the Salary Schedules approved by the Alabama Community College System Board of Trustees.
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Notes:
1. Initial placement on the schedule for prior experience will be determined by the Chancellor. Advancement in steps after the initial placement will be based on years completed as President.
2. If President holds an earned doctorate from an accredited institution, add $2,000 to salary.
3. If the institution size is above 4,500 FTE the previous Fall term, add $2,000 per year to salary.
4. Housing allowance of $12,000 per year in addition to salary.
5. Expense allowance of $200 per month in addition to salary.
6. The Chancellor may award an annual salary supplement not to exceed 10 percent of annual salary to recognize institutional complexity and performance.
### Schedule B
**Deans**

2017-2018

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**Notes:**

1. Initial placement on the schedule which gives credit for prior experience outside of public education in Alabama must be approved by the Chancellor. Advancement in steps after the initial placement will be based on years completed in the position.
2. If a person holds an earned doctorate from an accredited institution, add $2,000 to salary.
3. If the President has designated a person paid from this schedule as being in charge in the President's absence, that person shall be paid an additional $2,000 annually.
4. The President of a community or technical college may place dean-level personnel and chief financial officer on this schedule.
5. Colleges that employ a Vice-president may pay a salary not to exceed 110% of the appropriate step on Salary Schedule B upon approval of the Chancellor.
### Schedule C

**Professional Personnel**

2017-2018

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3 Maximum Salary 83,890

**Notes:**

1. Initial placement on the schedule which gives credit for prior experience outside of public education in Alabama must be approved by the Chancellor. Advancement in steps after the initial placement will be based on years completed in the position.
2. Individuals will be placed on the appropriate schedule based upon their level of responsibility at the institution.
3. If a person holds an earned doctorate from an accredited institution, add $2,000 to salary.
4. Placement on Schedule C3 presumes negotiation between the individual and the President for salary determination.

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### Schedule D-1

**Full-time Instructors, Counselors and Librarians**  
2017-2018

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</table>

1. Initial placement on the schedule which gives credit for prior experience outside of public education in Alabama must be approved by the Chancellor. Advancement in steps after the initial placement will be based on years completed in the position.

2. A department or division chairperson shall be paid an additional $400 per month provided that the department or division includes a minimum of three full-time faculty members, with the Chairperson being counted as one of the three (see Policy 605.05).

A full-time head librarian shall be paid an additional $400 per month provided that only one person at each Institution is designated as head librarian (see policy 605.05).

3. Number 605.05.01

4. Schedule D-1 is to be used to compensate full-time instructors at colleges using a 175-54 calendar.

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### Schedule D-2
**Full-time Instructors, Counselors and Librarians**

**2017-2018**

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</table>

1. Initial placement on the schedule which gives credit for prior experience outside of public education in Alabama must be approved by the Chancellor. Advancement in steps after the initial placement will be based on years completed in the position.
2. A department or division chairperson shall be paid an additional $400 per month provided that the department or division includes a minimum of three full-time faculty members, with the chairperson being counted as one of the three (see Policy 606.03).
   A full-time head librarian shall be paid an additional $400 per month provided that only one person at each institution is designated as head librarian (see policy Number 3, 606.03).
3. Schedule D2 is to be used to compensate full-time instructors at colleges using a 185-84 calendar.

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7 Employment Policies Page 7.26
### Schedule D-3

#### Full-Time Adult Education Teachers

2017-2018

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</table>

**Salary Step**

- **Notes**:  
  1. Rank II is used for teachers with an earned master's degree or higher.  
  2. Rank III is used for teachers with an earned bachelor's degree.  
  3. The contract year for Schedule D-3 employees is 220 days.  
  4. Initial placement on the schedule which gives credit for prior experience outside of public education in Alabama must be approved by the Chancellor.  
  5. Advancement in steps after the initial placement will be based on years completed in the position.
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<td>67,509</td>
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<td>71,505</td>
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</table>

Notes:
1. Initial placement on the appropriate schedule will be determined by the President based upon Salary Schedule Guidelines issued by the Chancellor. Advancement within a level and from one level to another is based on uniform guidelines issued by the Chancellor. Advancement in steps after the initial placement will be based on years completed in the position.

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<table>
<thead>
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<th>Rank</th>
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</tbody>
</table>

1. Rank placement of positions shall be based on level of required training, level and extent of duties and responsibilities, and prevailing salaries for similar positions in the geographic area.

2. Initial placement on the appropriate schedule will be determined by the President. Advancement in steps after the initial placement will be based on years completed in the position.

3. Salaries shown on this schedule are base salaries for a 20-hour work week. Compensation for hours worked above 20 hours per week shall be computed by dividing the base by 1040 and then multiplying the hourly rate by the hours worked in the work week.

4. For purposes of the Fair Labor Standards Act, the "normal" work week is forty (40) hours per week. Any employee, regardless of hours worked, who is covered by the Fair Labor Standards Act may become eligible for overtime benefits mandated by the Act only for hours worked beyond forty (40) hours per week.

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### Schedule H25

#### Part-Time Support Personnel 25-29 Hours Per Week 2017-2018

<table>
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<td>26,880</td>
<td>27,100</td>
<td>27,310</td>
<td>27,520</td>
</tr>
</tbody>
</table>

1. Rank placement of positions shall be based on level of required training, level and extent of duties and responsibilities, and prevailing salaries for similar positions in the geographic area.

2. Initial placement on the appropriate schedule will be determined by the President. Advancement in steps after the initial placement will be based on years completed in the position.

3. Salaries shown on this schedule are base salaries for a 25-hour work week. Compensation for hours worked above 25 hours per week shall be computed by dividing the base by 1500, and then multiplying that hourly rate by the hours worked in the work week.

4. For purposes of the Fair Labor Standards Act, the "normal" work week is forty (40) hours per week. Any employee, regardless of hours worked, who is covered by the Fair Labor Standards Act may become eligible for overtime benefits mandated by the Act only for hours worked beyond forty (40) hours per week.

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### Alabama Community and Technical Colleges

#### Schedule H35

**Part-Time Support Personnel 35-39 Hours Per Week**

2017-2018

<table>
<thead>
<tr>
<th>Rank</th>
<th>Salary</th>
<th>Salary Step</th>
</tr>
</thead>
<tbody>
<tr>
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<td>02</td>
<td>33,889</td>
<td>34,331</td>
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<tr>
<td>03</td>
<td>32,076</td>
<td>32,498</td>
</tr>
<tr>
<td>04</td>
<td>31,250</td>
<td>31,671</td>
</tr>
<tr>
<td>05</td>
<td>30,446</td>
<td>30,868</td>
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<tr>
<td>06</td>
<td>29,633</td>
<td>30,054</td>
</tr>
<tr>
<td>07</td>
<td>28,818</td>
<td>29,239</td>
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<td>08</td>
<td>28,004</td>
<td>28,425</td>
</tr>
<tr>
<td>09</td>
<td>27,187</td>
<td>27,608</td>
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<tr>
<td>10</td>
<td>26,374</td>
<td>26,896</td>
</tr>
<tr>
<td>11</td>
<td>25,560</td>
<td>26,081</td>
</tr>
<tr>
<td>12</td>
<td>24,746</td>
<td>25,284</td>
</tr>
<tr>
<td>13</td>
<td>23,925</td>
<td>24,417</td>
</tr>
<tr>
<td>14</td>
<td>23,112</td>
<td>23,594</td>
</tr>
<tr>
<td>15</td>
<td>22,303</td>
<td>22,775</td>
</tr>
<tr>
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<td>21,490</td>
<td>21,977</td>
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<td>21,159</td>
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<td>19,045</td>
<td>19,523</td>
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<tr>
<td>20</td>
<td>18,230</td>
<td>18,708</td>
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<tr>
<td>21</td>
<td>17,415</td>
<td>17,894</td>
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<tr>
<td>22</td>
<td>16,600</td>
<td>17,077</td>
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<tr>
<td>23</td>
<td>15,787</td>
<td>16,264</td>
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<tr>
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<td>14,635</td>
</tr>
<tr>
<td>26</td>
<td>13,344</td>
<td>13,821</td>
</tr>
</tbody>
</table>

1. Rank placement of positions shall be based on level of required training, level and extent of duties and responsibilities, and prevailing salaries for similar positions in the geographic area.

2. Initial placement on the appropriate schedule will be determined by the President. Advancement in steps after the initial placement will be based on years completed in the position.

3. Salaries shown on this schedule are base salaries for a 35-hour work week. Compensation for hours worked above 35 hours per week shall be computed by dividing the base by 1620, and then multiplying that hourly rate by the hours worked in the work week.

4. For purposes of the Fair Labor Standards Act, the "normal" work week is forty (40) hours per week. Any employee, regardless of hours worked, who is covered by the Fair Labor Standards Act may become eligible for overtime benefits mandated by the Act only for hours worked beyond forty (40) hours per week.

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**Employment Policies**

7 7.32 7.32
# Salary Schedule C3

**Effective September 1, 2016**

## Rank 1

<table>
<thead>
<tr>
<th>Step</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>8</th>
<th>10</th>
<th>15</th>
<th>20</th>
<th>25</th>
<th>27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$57,200</td>
<td>$58,968</td>
<td>$60,736</td>
<td>$62,504</td>
<td>$64,272</td>
<td>$66,040</td>
<td>$67,808</td>
<td>$69,576</td>
<td>$71,344</td>
<td>$74,080</td>
<td>$76,816</td>
<td>$81,952</td>
<td>$83,880</td>
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</table>

## Rank 2

<table>
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<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>8</th>
<th>10</th>
<th>15</th>
<th>20</th>
<th>25</th>
<th>27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
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<td>$47,840</td>
<td>$48,880</td>
<td>$49,920</td>
<td>$50,960</td>
<td>$52,000</td>
<td>$53,040</td>
<td>$54,080</td>
<td>$55,120</td>
<td>$57,200</td>
<td>$59,280</td>
<td>$61,360</td>
<td>$62,400</td>
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</table>

## Rank 3

<table>
<thead>
<tr>
<th>Step</th>
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<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>8</th>
<th>10</th>
<th>15</th>
<th>20</th>
<th>25</th>
<th>27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$38,400</td>
<td>$37,440</td>
<td>$38,480</td>
<td>$39,520</td>
<td>$40,560</td>
<td>$41,600</td>
<td>$42,640</td>
<td>$43,680</td>
<td>$44,720</td>
<td>$46,800</td>
<td>$48,880</td>
<td>$50,960</td>
<td>$52,000</td>
</tr>
</tbody>
</table>