



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> SALARY SCHEDULES	<b>Number:</b> 5.13	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64, 1012.855	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 10/19/88, 10/22/02, 10/25/05	

The President shall annually prepare and recommend to the District Board for adoption a salary schedule or schedules to be used as the basis for paying employees.

The schedule(s) so adopted will be the sole instrument used in determining the annual, monthly, weekly, daily or hourly compensation of regular and temporary employees.

Salary schedules are supplemental to these policies.

During times of emergency closings, the following special guidelines will apply:

1. Staff designated by the president as “essential,” may be required to work during emergency closings. Those essential staff who are non-exempt will receive “double time” pay.
2. Days of work missed by College employees on emergency closing days will be treated as additional holidays for that work year.
3. Part-time maintenance and security personnel who work on emergency closing days may be paid a special supplemental.