POLICY: ~~-~~6Hx28:3C-04.2

Responsible Executive:
~~Vice President, Organizational Development and Human Resources~~Executive Vice President, Administrative Services

Policy Contacts: Chief Human Resources Officer

Specific Authority: ~~-~~1001.64, F.S.
Law Implemented: ~~-~~1001.64, F.S.

Effective Date: ~~11-18-1992~~10-29-2026

Date of Last Policy Review:
~~11-18-1992~~10-29-2026

Credit for Prior Experience and Service at the College on the Instructional Salary Schedule

Policy Statement:

I. Full-time temporary, non-continuing contract eligible instructional employees~~tenure earning two-, four-, and eight-month employees~~ will be paid at the ~~minimum level of~~posted rate in the instructional salary schedule in accordance with the highest degree earned and length of the full-time temporary contract.

II. Full-time ~~ten- or twelve-month~~ instructional employees on a continuing or annual contract will be paid on the instructional salary schedule in accordance with the degree earned and will be allowed a maximum credit of ~~five~~ fifteen (15) years of educational experience~~ outside of Valencia College, provided such experience has been in the past fifteen (15) years~~. A year's credit is allowed if an employee was employed for one (1) day more than half the duty days in an academic year as a full-time employee or 12-month fiscal year, as appropriate. Minor fractions of a year of educational experience cannot be added to obtain experience credit on the instructional salary schedule.

III. The College ~~p~~President or ~~a~~ designee shall have the authority to accept for salary purposes in lieu of educational experience an individual's full-time employment experience ~~which is deemed~~ appropriately related to the individual's assignment.

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IV. A year of credit will also be allowed for each year of continuous service at the College as an instructional or administrative employee.

V. Individuals returning to the same instructional position at the College within two (2) years of separation from College employment will be placed on the salary schedule at a salary ~~step~~ that is closest, but not lower than, their salary when they ~~terminated~~ separated from employment. Individuals returning to the same instructional position at the College after two (2) years of separation from College employment will be credited with a maximum of ~~five~~ fifteen (15) years of experience--including credit for experience at ~~Valencia~~ the College as outlined in this Policy.

VI. The College ~~p~~President shall have the authority to place an employee on the instructional salary schedule at the level deemed necessary by the College ~~p~~President due to competitive circumstances in the employment market, the special expertise of the instructional employee, or the assignment of additional duties and responsibilities.

Policy History:

Adopted 12-11-74; Amended 1-19-83; Formerly 6Hx28:8-04; Amended 9-18-85; Amended 9-25-91; Amended 11-18-92; Amended 10-29-2026; Formerly 6Hx28:08-05

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