

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



Responsible Official:  
Vice President, Organizational  
Development and Human Resources

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

Effective Date: 11-18-1992

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

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### **Policy Statement:**

- I. Full-time temporary, non-tenure earning two-, four-, and eight-month employees will be paid at the minimum level of the instructional salary schedule in accordance with the degree earned.
- II. Full-time ten- or twelve-month instructional employees will be paid on the instructional salary schedule in accordance with the degree earned and will be allowed a maximum credit of five (5) 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 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 salary schedule.
- III. The president or a designee shall have the authority to accept for salary purposes in lieu of educational experience an individual's full-time employment which is deemed appropriately related to the individual's assignment.
- 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 College within two (2) years of separation will be placed on the salary schedule at a salary step that is closest, but not lower than, their salary when they terminated employment. Individuals returning to the College after two years of separation will be credited with a maximum of five years of experience--including credit for experience at Valencia College.

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

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**Procedures:**

None.

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**Related Documents/Policies:**

None

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**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; Formerly 6Hx28:08-05