December 15, 2005

MEMORANDUM

TO: District Board of Trustees

FROM: William D. Law, Jr., President

RE: Increase in Florida Minimum Wage Law

Effective January 1, 2006, Florida's minimum wage will rise .25 from $6.15 to $6.40 per hour. This change currently effects approximately 65 OPS staff. Due to the increase in the minimum wage, the Tallahassee Community College Annual Salary Schedule needs to be amended to reflect the change in law. The proposed revision to page 31 of the schedule is included on the following page.

Staff Resource: Glendon Forgey

RECOMMENDED ACTION:
Approve the change in the annual salary schedule to increase the minimum wage requirement.
1. **Definition**: persons hired to fill temporary positions created to accomplish a specific task within a specific time shall be classed as O.P.S. workers. An O.P.S. employee works on an "as needed" semester by semester or available funds basis only. An O.P.S. employee does not serve on a contractual basis, nor does the O.P.S. authorization form constitute a contract. O.P.S. employees are paid on an "hours worked" basis only.

2. **Classified Staff Replacements**: O.P.S. employees working as temporary replacements for classified staff on approved leave shall be paid the minimum hourly wage for the position classification to which they are assigned. No other use of classified staff titles for O.P.S. employees is appropriate.

3. **Transcripts**: O.P.S. workers whose responsibilities have degree requirements must have an unofficial transcript on file in the Human Resources Department in order for appropriate compensation rate to be determined. In order for these workers to receive a second paycheck, the official transcript showing the degree must be on file in the Human Resources Department.

4. **Rate Changes**: all O.P.S. rate changes require either an O.P.S. authorization with the new rate or an O.P.S. change form.

5. **Timesheet Reporting Period**: the reporting period for O.P.S. and Work Study timesheets is the same as the reporting period for classified staff timesheets (see next page).

6. **Timesheet Submission**: O.P.S. and Work Study employees are to submit timesheets to their supervisor as soon as possible after the end of the monthly reporting period in order to meet payroll deadlines.

   If the timesheet is not turned in to the supervisor in a timely manner, the employee may be required to wait until the next payroll cycle to receive compensation for that reporting period. The final decision in that case rests with the Vice President and Chief Financial Officer.

7. **Hourly Rate - Work Study Clerks**  
   - $7.00 per hour

8. **Hourly Rate - Tutors**

   - Tutor I $6.40 - $8.40 (less than bachelors)
   - Tutor II $8.41 - $10.60 (bachelors)
   - Tutor III $10.61 - $12.90 (masters/specialized)

9. **Hourly Rate - other O.P.S.**: any rate beyond $23.45 per hour for O.P.S. employees must have special approval by the appropriate Vice President.

   - O.P.S. I $6.40 - $8.10
   - O.P.S. II $8.11 - $9.75
   - O.P.S. III $9.76 - $11.70
   - O.P.S. IV $11.71 - $14.60
   - O.P.S. V $14.61 - $18.40
   - O.P.S. VI $18.41 - $23.45