Polk State College Procedure

Subject	Reference	Date	Number
Completing Faculty Related Experience Form (REX)	DBOT Rule Ref. 3.16	4/04/2017	6074

I.   Purpose

The purpose of this procedure is to outline the process for determining related experience awarded in assigning newly-hired faculty to the appropriate Level and Step in the Polk State College Pay Plan and for completing the Related Experience Form (REX).

II.   Procedure

A. The administrator completing the REX form will exercise professional judgment in evaluating related experience.

B. Information related to the completion of the REX will come from a review of the Polk State College application, the resume, and any other relevant verifiable information submitted by the applicant selected. Once the recommendation process has progressed to the point of completing hiring documents, including both the RPA and the REX, it may become necessary and is appropriate for the administrator completing the REX to meet with the applicant to ensure accuracy of the information included on the REX.

C. Entering and calculating relevant services (effective for new hires after July 1, 2017)

1.   Only relevant related service should be counted. For example, if the individual being hired is being hired as an English instructor, while one might argue that working as an account executive in an insurance agency requires the use of English, it is not relevant experience for salary placement purposes. On the other hand, an individual being hired as a Nursing instructor should have employment experience as a practicing RN counted.

2.   Calculating credit for full-time teaching experience: one academic year will equal 1.0 year of credit.

3.   Calculating credit for part-time teaching experience: one academic year as an adjunct will equal 0.75 years of credit. One academic year as a Graduate Teaching Assistant will equal 0.5 years of credit.

4.   For calculating non-teaching full-time experience, consider a workweek as 40 hours and a full 12-month year as a complete calendar year. An individual working a 40-hour week as a nurse from August 1, 1999 through June 30, 2000 has 11/12 FT year experience or 0.92 year.

5.   The maximum experience credit an individual can earn for part-time work in one calendar year is one (1.0) year.

6.   When all creditable experience has been calculated and entered in the correct sections of the form, add the subtotals to arrive at the Total Creditable Experience. This number will be rounded to the nearest whole number for calculating the REX step.

D. Completing the Placement and Calculation form:

1. Transfer the subtotals to the front (salary calculation) section of the form and re-calculate the Total Creditable Experience. The total of these values is the <u>REX</u> index. Check to see that the values have been transferred and calculated accurately. The <u>REX</u> index is then rounded-up to the nearest whole number and used as the <u>REX</u> step value.

2. The maximum <u>REX</u> step for an incoming faculty member is determined by the current Polk State College faculty pay plan. Refer to DBOT Rule 3.16, Pay Plan for Instructional Personnel.

3. It is important that the information at the top of the form be completed accurately. Remember that the degree earned will determine Pay Plan Level: Doctorate = ALPHA; MFA, Specialist or Master's Plus 30 = BETA; Master's = GAMMA; and Bachelor's or lower = DELTA. In some instances, Art for example, there is a variation from this scheme. When in doubt, refer to DBOT Rule 3.16, Pay Plan for Instructional Personnel.

4. Once the <u>REX</u> step and appropriate Pay Plan Level has been verified, enter that information in the appropriate spaces on the form. Circle the correct contract length and then calculate annual salary using the appropriate daily rate from the current rate table provided.

5. In some instances the standard contract length will not apply. In instances in which the contract length does not correspond to any of the standard lengths, enter the appropriate number of days rather than circling one of the standard value items. Be sure that the "effective date" listed on the accompanying <u>RPA</u> and the number of contract days entered on the <u>REX</u> are compatible.

Attachments: <u>REX</u> Forms (2)

History: Adopted: June 3, 2003
Revised: April 20, 2010; November 4, 2016; April 4, 2017

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Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
		Eileen Holden	4/5/17
		President's Approval	Date