# BBCC Administrative Process

| **AP 4705 Flight Intern Pay Scale for Non-Tenurable Positions** | **Implementing Board Policy:** BP1040 |
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| **Originating Dept:** Human Resources | **Effective Date:** 02/14/2025 |
| **Previous Revisions:** 9/7/18, 2/25/08, 9/17/18 | **Approved by:** Shared Governance Council |

# Purpose

The purpose of this AP is to define the pay scale for Flight Interns supporting the Aviation Program.

Certified Flight Interns (CFI) work closely with full and part-time faculty to support the academic needs of students in the Big Bend Community College (BBCC) Aviation program. Individuals working in CFI positions may not be full-time students of Big Bend Community College and may not be enrolled in more that 5 credits per quarter at BBCC.

# Scope

The CFI position is considered a temporary hourly position and is exempt from Civil Service rules. Temporary hourly positions are limited to one (1) appointment at BBCC as outlined in WAC 357-04-045. Temporary hourly employees may not work more than twelve (12) consecutive months or 1050 hours or more in any twelve (12) consecutive month period from the original date of hire. Performance of the duties of a Certified Flight Intern are not subject to tenure and individuals in these positions will not accrue time for service to be applied to the negotiated full-time faculty salary schedule.

The following is required of all Certified Flight Interns at Big Bend Community College:

* Must possess a commercial pilot certificate, airplane single-engine land (ASEL) with instrument rating - airplane.
* Must also possess a current flight instructor certificate - airplane, single-engine and a current Medical Certificate with no restrictions that would prohibit performance of flight duties and non-flight duties as assigned by Big Bend Community College.
* The internships require that the applicant has successfully completed Big Bend Community College's Part 141 Flight School, commercial ASEL including instrument ratinq.

| **POSITION** | **QUALIFICATIONS** | **DUTIES** | **PAY/HR** |
| --- | --- | --- | --- |
| INTERN I | COMM ASEL  CFI-ASE | Pre & post flight briefings.  Fly schedule as assigned.  Stages 1-4.  Assist with other flight line activities as assigned. | $18.00 |
| INTERN II | Above + CFI-IA | Same as above, plus students in stages 5-7. | $20.00 |
| INTERNIII | Returning Intern II  Instructors with at least 4 quarters experience and at least 400 hrs in 141  teaching & tailwheel endorsement | Same as Intern II + Instrument CFI & Multi as needed. | $23.00 |

* If emergency hire, may waive tailwheel endorsement.
* For intern positions, pay rates increase when person obtains next level of qualifications.

If the minimum wage in the state of Washington increases, the Flight Intern 1 rate of pay will increase by 9.0% above the new minimum wage. The rate of pay for the Flight Intern II position will increase by 11% above the new Flight Intern I rate of pay. The rate of pay for the Flight Intern III will increase by 15% above the new Flight Intern II rate of pay.

In the event a Flight Intern receives a non-permanent appointment to a position within the Civil Service supporting the Aviation Program, they will be placed on the appropriate step in the salary schedule that is closest to their current rate of pay as determined by the Human Resources Office.

Rates outside of those listed in this document require prior approval from the Vice-president of Human Resources & Labor.