

SOUTH FLORIDA STATE COLLEGE

SALARY SCHEDULE

2018-19

Approved by the District Board of Trustees
May 23, 2018

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INTRODUCTION

The 2018-19 Salary Schedule for South Florida State College personnel immediately follows this introduction. It is divided into six sections, in the following employee classification sequence:

1) Career Service, 2) Professional Staff, 3) Part-Time, 4) Faculty, 5) Administrative, and 6) Salary Supplements (stipends).

Employees hired prior to February 1st and whose performance evaluations are satisfactory will be eligible for regular across-the-board increases as approved by the District Board of Trustees and in accordance with the current salary schedule. Increases typically become effective July 1st for staff and at the beginning of the new academic year for faculty. Upon recommendation of the President and at the discretion of the District Board of Trustees, a non-recurring salary increase to all eligible employees may be awarded at any time during the fiscal year (July 1 through June 30), contingent upon available funds. This non-recurring salary increase may be in addition to or in lieu of a regular salary increase.

In order to maintain a competitive salary schedule, an in-depth salary study is conducted periodically within the market area for positions in each classification. The study is reviewed by a committee appointed by the President to make recommendations for any needed adjustments in minimum and maximum salary levels. Adjustments to the salary schedule are contingent upon approval by the District Board of Trustees and may be phased in over multiple years as funding permits.

Requests for new positions, classification changes, and level changes must be submitted to the Director of Human Resources on the South Florida State College "Position Request" form. The request must include justification and a current or proposed position description. The Director of Human Resources will review the request and recommend a salary level in accordance with the Salary Schedule to the appropriate Executive Administrator.

CAREER SERVICE EMPLOYEES

Positions within this classification are eligible for overtime compensation and require limited educational attainment and/or managerial skills. Positions are assigned to one of four levels, depending upon the relative complexity and level of responsibility of the tasks involved.

Initial Salary Determination: Full-time employees are initially assigned to a salary within the appropriate level based upon the following criteria:

1. The minimum salary within the level is the base salary for the position.
2. Two percent may be granted for each year of relevant full-time work experience, up to a maximum of six (6) years or twelve percent above the base salary for the position.
3. A higher salary may be granted for unusual expertise, skill, or value to the College at the discretion of the President.

Salary Adjustments: Salary adjustments will be considered in accordance with Administrative Procedure 5080. Area administrators may recommend a current employee to be assigned to a different level and/or salary based upon a significant change in job responsibilities using the "Position Request" form. Such recommendations will be reviewed by the Director of Human Resources and forwarded to the appropriate Executive Administrator for approval. Also, employees receiving satisfactory or above satisfactory ratings on their annual evaluations are eligible for an annual increase in salary in those years in which an increase is awarded, if the current salary plus raise does not exceed the maximum salary for their position's classification level.

Positions and Salary Ranges: Positions established within the four basic Career Service classifications include those listed on the next page. Newly established positions will be assigned to the appropriate level as recommended by the Director of Human Resources and approved by the appropriate Executive Administrator. An employee's salary (exclusive of overtime and stipend pay) may not exceed the maximum salary assigned to the level within which his/her position is classified.

The Career Service Employee Salary Schedule is based on 12-month, year-round employment. Salaries for positions established for fewer than 12 months will be calculated by deducting 1/12th of the appropriate salary level for each month fewer than 12.

LEVEL ONE

SALARY RANGE: \$17,160 - \$24,000

POSITION TITLES:

Auxiliary Aide

Student Worker

LEVEL TWO

SALARY RANGE: \$17,886 - \$29,620

POSITION TITLES:

Administrative Assistant I
Courier
Custodian
Events Facilitator

Food Service Worker
General Maintenance
Inventory Control Clerk
Library Assistant I
Staff Assistant I

LEVEL THREE

SALARY RANGE: \$20,268 - \$33,376

POSITION TITLES:

Accounts Payable Specialist
Admission and Records Data
Specialist
Administrative Assistant II
Backstage Attendant
Box Office Cashier
Career Center Specialist
Cashier
Cultural Programs Assistant
Data Specialist
Financial Aid Specialist
GPS Orientation Specialist
Grounds Maintenance
Lead Custodian
Lead Evening Maintenance
Lead Grounds Maintenance

Learning Management Systems Support
Assistant
Library Assistant II
Night Auditor
Office Manager
Personnel Specialist
Proctor
Purchasing Specialist
Records Specialist
Reference Assistant
Revenues and Receivables Specialist
Security
Specialized Maintenance
Staff Assistant II
Technical Assistant, Cultural Programs

LEVEL FOUR

SALARY RANGE: \$22,927 - \$39,922

POSITION TITLES:

Academic Support Liaison
Accountant
Accounting Specialist
Administrative Assistant III
Admission, Records, and Registration
Specialist
Community Relations Specialist
Cultural Programs Specialist
Curriculum Assistant
eLearning and Learning
Management Systems Specialist
Employee Benefits Specialist

Executive Assistant
Financial Services Specialist
Front Office Manager, Dental Clinic
Grants Development Specialist
Grounds Maintenance, District Supervisor
Health Sciences Specialist
Help Desk Technician
Lead Maintenance, Campus or Center
Maintenance Technician
Security Supervisor
Student Data Systems Specialist
TLC Specialist

PROFESSIONAL STAFF

This classification includes those College employees who are responsible for supervising the work of a number of other employees and/or those College employees whose work requires a high level of technical knowledge and skill. Most Professional Staff positions require a bachelor's degree or higher. Positions in this classification are exempt from overtime compensation and compensatory time.

Initial Salary Determination: The starting salary of full-time Professional Staff will be established after careful review of applicable experience, educational attainments, and the value of the position to the institution as determined by the Director of Human Resources within the range approved for the position.

Salary Adjustments: Salary adjustments will be considered in accordance with Administrative Procedure 5080. Area Administrators may recommend a salary increase for current employees who have obtained additional related education or training, or whose positions have seen significant change in job responsibilities. Such recommendations will be reviewed by the Director of Human Resources and forwarded to the appropriate Executive Administrator for approval. Employees receiving satisfactory or above satisfactory ratings on their annual evaluations are eligible for an annual increase in salary in those years in which an increase is awarded, if the current salary plus raise does not exceed the maximum salary for their position's classification level.

Professional Staff positions may be established for fewer than 12 months with appropriate salaries determined by the Director of Human Resources.

Positions and Salary Ranges: Positions established within this classification are divided into three basic levels as listed below. Newly established positions will be assigned to the appropriate level as recommended by the Director of Human Resources and approved by the appropriate Executive Administrator. An employee's salary (exclusive of overtime or stipend pay) may not exceed the maximum salary assigned to the level within which his/her position is classified.

LEVEL ONE

SALARY RANGE \$26,000 - \$50,000

- Business Development Specialist
- Cafeteria Manager
- Case Manager
- College Recruiter
- College Success Coach
- Coordinator, Accounting
- Coordinator, Building Maintenance, Remodeling, and Renovations
- Coordinator, Career Guidance and Job Placement
- Coordinator, Community Relations
- Coordinator, Corporate and Community Education
- Coordinator, ESOL
- Coordinator, Farmworker Career Development Program
- Coordinator, Financial Aid
- Coordinator, Financial Services
- Coordinator, Health Sciences
- Coordinator, Learning Management Systems
- Coordinator, Multimedia Development and Support
- Coordinator, Panther Youth Partners
- Coordinator, Physical Plant Operations
- Coordinator, Purchasing
- Coordinator, Student Services
- Coordinator, Student Success and Transition Coach
- Coordinator, Student Support Services
- End User Support Analyst I
- End User Support Analyst II
- Executive Assistant to the President
- Executive Assistant, Vice President Academic Affairs and Student Services
- Financial Aid Advisor
- Fitness Center Trainer
- Front Desk Manager
- Network Systems Analyst
- Network Systems Associate
- Physical Plant Operations Specialist
- Program Specialist
- Project Specialist
- Resource Development Specialist
- Senior Accountant
- Security Software Specialist
- Student Services Advisor
- Supervisor, Jacaranda Maintenance
- Technical Program Assistant, Financial Aid
- Testing Specialist

PROFESSIONAL STAFF (continued)

LEVEL TWO

SALARY RANGE: \$36,000 - \$60,000

- Assistant Registrar
- Coordinator, Cultural Programs
- Coordinator, Curriculum Support
- Coordinator, Human Resources Operations
- Coordinator, Internal Communications
- Coordinator, Residence Life and Title IX
- Coordinator, Retired and Senior Volunteer (RSVP)
- Coordinator, Student and Academic Success
- Coordinator, Student Life
- Coordinator, Student Service Take Stock in Children Program
- Coordinator, Welding Program
- Institutional Planning, Research and Assessment Associate
- Reports Coordinator

LEVEL THREE

SALARY RANGE: \$47,476 - \$92,884

- Application Software Developer
- Athletic Director
- Coordinator, Criminal Justice Programs
- Coordinator, Engineering Program
- Coordinator, Information Technology
- Coordinator, Restricted Accounting
- Director, Adult Education and Technical Dual Enrollment
- Director, Career Development Center
- Director, Corporate and Community Education
- Director, Criminal Justice Programs
- Director, EMS and Fire Science Programs
- Director, Financial Aid
- Director, Grants Development and Federal Relations
- Director, HSI-STEM Program
- Director, Information Technology
- Director, Nursing Education
- Director, Radiography
- Director, Safety and Security
- Director, Student Support Services
- Director, Testing/Assessment
- Executive Chef
- Head Coach
- General Manager, Hotel Jacaranda
- MOFAC Curator
- Technical Director, Cultural Programs

PART-TIME SALARY RATES

Career Service and Professional Staff employees employed on a part-time basis (less than 40 hours per week) will be paid at an hourly rate. For established Career Service positions (indicated on page 5), the hourly rate for initial placement will be determined by dividing the base salary for the parallel full-time position by 2,080 hours. The results are provided below. The hourly rate for initial placement of Professional Staff will be established after careful review of applicable experience, educational attainments, and the value of the position to the institution as determined by the Director of Human Resources within the range approved for the position. Also listed are several special, temporary, or as-needed positions with pre-determined hourly rates.

| <u>POSITION/CLASSIFICATION</u> | <u>HOURLY RATES</u> |
|---|---------------------|
| <u>Established Positions:</u> | |
| Career Service, Level One..... | \$8.25* |
| Career Service, Level Two..... | \$8.60 |
| Career Service, Level Three | \$9.74 |
| Career Service, Level Four | \$11.02 |
| Professional Staff | \$12.50 - \$44.65 |
| <u>Special, Temporary, or As-Needed Positions:</u> | |
| Front Desk Clerk** | \$8.76 |
| Lifeguard..... | \$8.50 |
| Panther Mascot (minimum 3 hours per event) | \$8.50 |
| Tutor | \$9.00 - \$10.50 |
| <u>Youth Activity/Camp Positions:</u> | |
| Leader..... | \$16.80 |
| Assistant | \$12.60 |
| Worker..... | \$8.50 |
| Aide | \$8.25* |
| Sports Camp Student Assistant | \$8.25* |
| <u>Cultural Programs:</u> | |
| Production Assistant I | \$12.72 |
| Production Assistant II | \$13.80 - \$14.21 |
| Events Technician/Technical Specialist** | \$13.80 |
| Catering Assistant | \$10.00 |
| Usher (Auditorium Rentals; min. 3 hours) | \$12.00 |
| Federal or Internal Work Study Student..... | \$8.25* |
| Florida Work Experience Program (F.W.E.P.) Student..... | \$8.45 |

* Federal or State of Florida minimum wage level (whichever is higher), subject to change.

** May be classified as a regularly-established position for Florida Retirement System (FRS) purposes and eligibility for annual increases when awarded.

The President may approve special, part-time assignments and establish the appropriate compensation.

FACULTY

Full-time instructional Faculty, Counselors, and Librarians are classified in four levels depending upon the educational level and rank attained in the field of assigned responsibility as defined in South Florida State College's Professional Standards. Faculty are initially assigned to a salary within the appropriate level based upon the following criteria:

1. The minimum salary within the level is the base salary for the position.
2. Two percent may be granted for each year of directly related full-time work experience prior to SFSC employment up to a maximum of six (6) years or twelve (12) percent above the base salary for the position.
3. A higher salary may be granted for unusual expertise, skill, or value to the College at the discretion of the President.

Salary Adjustments: Current employees receiving satisfactory or above satisfactory ratings on their annual evaluations are eligible for an annual increase in salary in those years in which an increase is awarded, if the current salary plus raise does not exceed the maximum salary for the assigned level. Faculty in continuing contract positions will be awarded a 3% increase upon achievement of continuing contract status at SFSC. An additional 5% will be awarded to faculty on continuing contract after the completion of 10 years of faculty service at SFSC. Also, faculty earning approved advancement in rank under Procedure 5061, *Advancement in Rank of Faculty*, will be compensated as follows:

| | |
|----------------------------------|-----|
| Rank IV to Rank IIIB | 5% |
| Rank IV to Rank III | 10% |
| Rank III B to Rank III | 5% |
| Rank III to Rank II or Rank IIIA | 10% |
| Rank II to Rank IIA | 5% |
| Rank II to Rank IA | 5% |
| Rank IIA to Rank IA | 5% |
| Rank IA to Rank I | 10% |

Note: Annual salary shall not exceed the maximum for the range, regardless of adjustment.

| <u>LEVEL</u> | <u>10-MO. FACULTY SALARY RANGE</u> | <u>CLASSIFICATION</u> |
|--------------|------------------------------------|---|
| 1 | \$38,756 - \$71,082 | Bachelor's degree or less --Rank III, IIIB, or IV |
| 2 | \$42,388 - \$77,741 | Master's degree or equivalent --Rank II or IIIA |
| 3 | \$44,109 - \$79,303 | Master's degree plus 30 or Specialist --Rank IIA or IA |
| 4 | \$47,289 - \$85,023 | Doctorate in field--Rank I |

Full-time faculty employed in positions other than the standard 10-month contract (upon which faculty salary ranges are based) will receive more or less than the corresponding 10-month salary, as follows: 9-month – 10% less; 11-month – 10% more; 12-month – 20% more.

SALARY RATES FOR ADJUNCT INSTRUCTION AND OVERLOADS

EFFECTIVE DATE

Any approved increase to adjunct and overload rates is effective for classes which begin on or after July 1.

CREDIT RATES

Adjunct instructors teaching college credit, institutional credit, and college preparatory (developmental) courses will be paid in accordance with their academic rank as follows:

| | | |
|---|---------------------|------------------------|
| | | <u>3-credit course</u> |
| Rank III, IIIB, IV (Bachelor's degree or less)..... | \$511.50 per credit | \$1,534.50 |
| Rank II (Master's degree)..... | \$545.50 per credit | \$1,636.50 |
| Rank IIA/IA (Master's + 30/Specialist) | \$560.75 per credit | \$1,682.25 |
| Rank I (Doctorate)..... | \$577.25 per credit | \$1,731.75 |

Exceptions: Adjunct instructors teaching –

- (1) Laboratory components for college credit and developmental courses will be paid at .75 of the credit rate for each course lab hour (e.g. a course with 3 credits of assigned load and 2 lab hours will receive payment for a total of 4.5 credits).
- (2) Independent Study and Co-op courses, regardless of modality, will be paid at 1/12th of the adjunct/overload rate per student semester credit, not to exceed the credit rate for the appropriate rank.
- (3) Instructors of two-way interactive and asynchronous on-line courses will receive one additional load credit for each 3 (or more) credit class taught.
- (4) Substitute instructors will be paid in accordance with their academic rank as follows:

| | |
|--|--------------------------|
| Rank III, IIIB, IV (Bachelor's degree or less) | \$20.80 per contact hour |
| Rank II (Master's degree) | \$24.60 per contact hour |
| Rank IIA/IA (Master's + 30/Specialist)..... | \$25.70 per contact hour |
| Rank I (Doctorate) | \$26.80 per contact hour |

CONTACT HOUR RATES

Adjunct and substitute instructors teaching –

- Occupational certificate courses will be paid in accordance with their academic rank as follows:

| | |
|--|--------------------------|
| Rank III, IIIB, IV (Bachelor's degree or less) | \$20.80 per contact hour |
| Rank II (Master's degree) | \$24.60 per contact hour |
| Rank IIA/IA (Master's + 30/Specialist)..... | \$25.70 per contact hour |
| Rank I (Doctorate) | \$26.80 per contact hour |
- Clinical and lab courses in health-related fields will be paid the following rates, regardless of academic rank:

| | |
|--------------------|--------------------------|
| Dental..... | \$30.70 per contact hour |
| EMS/Paramedic..... | \$20.80 per contact hour |
| Nursing..... | \$30.70 per contact hour |
| Radiography | \$24.60 per contact hour |
- Apprenticeship courses will be paid at the rate of \$25.30 per contact hour, regardless of academic rank.
- Electrical Line Repair courses will be paid at the rate of \$25.30 per contact hour, regardless of academic rank.
- Lead instructors in high liability Criminal Justice courses will be paid at the applicable contact hour rate plus \$2.00 per contact hour.
- Adult Education courses will be paid at the rate of \$19.50 per contact hour, regardless of academic rank.

SALARY RATES FOR ADJUNCT INSTRUCTION AND OVERLOADS (continued)

- Community Education classes will be paid based on class size, regardless of academic rank, as follows: \$11.40/hr. for 5-7; \$14.55/hr. for 8-11; or \$17.75/hr. for 12 or more students.
- Driver Education and Parent, Children & Divorce classes will be paid \$17.75 per contact hour, regardless of academic rank.
- CDL Examiners will be paid at the rate of \$117.10 per test.
- CPR and First Aid Instructors will be paid at the rate of \$25.00 per hour.

LIFETIME LEARNERS INSTITUTE

- Lifetime Learners Institute instructors, regardless of academic rank, will be paid at the rate of \$36.90 per lecture.

CONTINUING WORKFORCE EDUCATION RATES

Continuing Workforce Education (C.W.E.) instructors will be paid at a market rate as determined by the Director, Corporate and Community Education. C.W.E. may be assigned as regular load.

OVERLOADS

Courses taught by full-time SFSC employees and retirees will be paid as provided below, except as noted*:

- College credit, institutional credit (E.P.I.), and college preparatory (developmental) courses

| | | |
|---|---------------------|------------------------|
| | | <u>3 credit course</u> |
| Rank III, IIIB, IV (Bachelor's degree or less)..... | \$573.25 per credit | \$1,719.75 |
| Rank II (Master's degree)..... | \$613.50 per credit | \$1,840.50 |
| Rank IIA/IA (Master's + 30/Specialist/ABD)..... | \$633.50 per credit | \$1,900.50 |
| Rank I (Doctorate)..... | \$653.30 per credit | \$1,959.90 |

- Occupational certificate courses and substitutes (other than as specified below)
 - Rank III, IIIB, IV (Bachelor's degree or less)..... \$23.90 per contact hour
 - Rank II (Master's degree)..... \$26.30 per contact hour
 - Rank IIA/IA (Master's + 30/Specialist/ABD)..... \$27.30 per contact hour
 - Rank I (Doctorate)..... \$28.30 per contact hour
- Clinical and lab courses in health-related fields will be paid the following rates, regardless of academic rank:
 - Dental \$31.65 per contact hour
 - EMS/Paramedic \$21.42 per contact hour
 - Nursing \$31.65 per contact hour
 - Radiography \$25.34 per contact hour
- Apprenticeship courses will be paid at the rate of \$26.10 per contact hour, regardless of academic rank.
- Electrical Line Repair courses will be paid at the rate of \$26.10 per contact hour, regardless of academic rank.
- Adult Education courses will be paid at the rate of \$20.00 per contact hour, regardless of academic rank.
- Driver Education and Parent, Children & Divorce classes will be paid \$18.25 per contact hour, regardless of academic rank.

SALARY RATES FOR ADJUNCT INSTRUCTION AND OVERLOADS (continued)

- Full-time staff acting as CDL Examiners will be paid at the rate of \$120.60 per test.
- Full-time instructional faculty/staff teaching college credit labs will receive .75 load credits for each course lab hour. Any resulting overload will be paid at the overload credit rate.

*NOTE: Courses taught by current full-time, non-exempt employees will be paid at the overload rate or the employee's overtime rate, whichever is greater.

INSTRUCTIONAL AIDES

Instructional Aide positions may be approved for programs with extensive laboratory or individualized instruction components. Part-time Instructional Aide positions are temporary, term-by-term positions, subject to program enrollment. Program enrollment criterion related to instructional aides is subject to approval by the President (or designee).

- Instructional Aide \$11.25 per hour
- Learning Lab Specialist..... \$13.15 per hour

MISCELLANEOUS

- Accelerated Learning Evaluation (per course evaluated):
 Adjunct: \$32.95
 Overload: \$33.90
- FCCPC Observation (per observation):
 Adjunct: \$69.35
 Overload: \$71.40
- Adjunct faculty attending a required training workshop/event will be paid \$30.00 per event, regardless of academic rank.
- EMS Preceptor Orientation \$50.00 per session attended

The President may authorize higher hourly or credit rates for courses requiring special consideration.

ADMINISTRATIVE STAFF

| <u>CLASSIFICATION</u> | <u>SALARY RANGE</u> | <u>POSITION TITLES</u> |
|-----------------------|----------------------|--|
| LEVEL ONE | \$48,630 - \$96,000 | Director, Cultural Programs Director, DeSoto Campus Director, Hardee Campus Director, Human Resources Director, Institutional Communications Director, Lake Placid Center Director, Remodeling, Renovation, and Maintenance Registrar |
| LEVEL TWO | \$67,000 - \$115,075 | Controller Dean, Applied Sciences and Technologies Dean, Arts and Sciences Dean, Health Sciences Dean, Student Services Executive Director, Institutional Advancement Executive Director, Institutional Effectiveness, Planning, and Technology |

Specific salaries within the range for each administrative level are based upon rank, degree, years of experience, and level of responsibility as determined by the President.

Part-time administrators will be paid at an hourly rate within the salary ranges established for specific administrative classifications.

VICE PRESIDENT

The Vice Presidents' salaries are set by the President.

PRESIDENT

The President's salary is set by the District Board of Trustees.

SALARY SUPPLEMENTS FOR PERSONNEL WITH SPECIAL RESPONSIBILITIES

| | |
|---|---|
| Apprenticeship Coordinator (per program)..... | \$1,270 |
| Assistant Coach, Baseball | \$6,225 |
| Assistant Coach, Cross Country | \$1,540 |
| Assistant Coach, Softball..... | \$5,225 |
| Assistant Coach, Volleyball | \$4,725 |
| Chair, Counseling | \$3,800 |
| Chair, Library Services | \$3,800 |
| Course Development* | up to 2 load credits |
| Curator | \$1,900 |
| Distance Learning..... | \$4,000 |
| Head Coach, Cross Country | \$7,500 |
| House Manager (Auditorium Rentals–min. 3 hrs.) | \$24.20/hr. or overtime rate, whichever is higher |
| Instructional Lab Coordinator, Electrical Distribution..... | \$3,165 |
| Leadership Highlands..... | \$3,955 |
| President’s Awards (each award) | \$500 to \$1,500 |
| Student Organization Advisor (per major semester) | \$309 to \$1,236 |

* Faculty may receive up to two load credits, as determined by the appropriate Dean and approved by the Vice President for Academic Affairs and Student Services, for: 1) developing a new course; 2) modifying an existing course to become an asynchronous online course; 3) substantially modifying an existing course.

Note: Supplements shown are “annual” unless otherwise noted.

Based upon need and the level of responsibility, personnel with special responsibilities may be assigned reduced teaching loads and/or extended contracts.

The President may approve temporary assignments, establish appropriate compensation, and adjust salary supplements as needed.