

# College of Central Florida

## 2011-2012 Salary Schedule and Related Personnel Policies

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(CF Board Policies are identified with *italics*)

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# College of Central Florida

## 2011-2012 Salary Schedules and Related Personnel Policies

### Introduction

The college's salary schedule and related personnel policies manual includes a number of policies that make up part of the policies of the District Board of Trustees. All CF Board Policies that are directly quoted within this document are presented in *italic type* to make them easily distinguishable. The policies are included in the salary schedule to assure a timely annual review, to streamline the college's administrative operations, and to provide a concise reference to procedures and policies related to salary administration and related personnel policies. This document is adopted annually by the District Board of Trustees.

### General Personnel Policies

#### **Employment of Personnel**

*The District Board of Trustees appoints all personnel upon recommendation of the President. The college reserves the right to assign and transfer these personnel within the assigned level of employment to meet the needs of the college. In a situation in which the college requires service prior to Board approval, the employee will receive compensation until the time of Board action.*

*New employees may not receive paychecks or other forms of compensation until all appropriate documentation is on file in the Human Resources Office. Documentation includes all official college and university transcripts; appropriate licenses, certifications, and other documentation to support job qualifications; a copy of the high school or trade school diploma, if appropriate for the position; a signed drug-free statement; a loyalty oath; W-4 and I-9 forms; and a signed form indicating knowledge of this requirement. Each employee must also sign the CF Information Security and Licensing Directive Statement.*

*Employees are responsible for maintaining required licenses and certificates as necessary for the areas in which they work or teach. A copy of the current license must be on file in the Human Resources Office. Failure to maintain necessary licensure or certification is grounds for termination of employment.*

*Employment contracts are issued to faculty and administrators. The college annually submits contractual arrangements and salary schedules for all personnel to the District Board of Trustees. Salaries for all employees are determined according to the provisions of this document.*

*The Board of Trustees may consider the past actions of any person applying for employment and may deny employment to a person because of misconduct, if determined to be in the best interest of the college. (CF Policy 6.00)*

## **Job Descriptions and Classifications**

Job descriptions and classifications are developed to provide for uniform and consistent determination of salaries and equitable treatment of employees. The adoption of the salary schedule by the District Board of Trustees recognizes and approves the classifications. Copies of the job descriptions and classifications are available from the Human Resources Office, from each vice president, in college libraries, on the internet, Citrus Campus, Hampton Center, Levy Center, and the Appleton Museum of Art.

In classifying positions, the college uses the following definitions:

Regularly Established Full-time Positions: A position authorized and established by the Board to satisfy a continuing and recurring workload requirement. For teaching faculty, full-time positions require a schedule of not less than 35 hours per week and not less than 168 scheduled work days during an academic or budget year. For all other employees, full-time positions are scheduled for a minimum of at least 37.5 hours per week for eight or more calendar months during a fiscal year (July 1 through June 30).

Temporary Full-Time Faculty: An instructional position on a temporary full-time basis may be established for a duration no longer than 168 days, but successive contracts of the same or less duration may be issued upon the President's approval for up to a maximum of two years.

Regularly Established Part-time Positions: A position authorized and established by the Board to satisfy a continuing and recurring workload requirement for an administrative, professional or career service employee which requires an employee to provide service for 20 or more hours per week for at least eight (8) calendar months each academic or budget year.

Other Personal Services (OPS – Temporary Positions): A position for which compensation is paid to a person who is not a full-time or part-time employee in a regularly established position. The definition includes student assistants, temporary employees, and part-time academic employees specifically budgeted by the college.

The position is established to meet a workload of a temporary, casual or seasonal nature. The position may be established for a period not to exceed a total of 2,080 clock hours.

Employees in OPS positions do not receive benefits except those required by statute or regulation.

Temporary positions do not automatically become regular positions even though an employee is assigned to perform or agrees to accept work assignments that exceed the normal workload for short periods of time.

Classification of positions is according to the predominance of tasks assigned. Generally, that requires analysis of the tasks that make up fifty percent (50%) or more of the assigned workload. Positions are not reclassified because an employee is assigned to or agrees to perform supplemental duties.

Employees are classified according to the positions to which they have been assigned or appointed. Employment contracts are issued to administrative and faculty employees.

Faculty – Positions officially designated by the District Board of Trustees as instructional. The primary and predominant activities of such positions involve direct instruction, library or learning resources support services, academic advisement, career advisement and student support services. Instructional positions include full-time and part-time faculty, temporary full-time faculty, librarians, counselors, department chairs, and adjunct instructors.

Administrative Positions – The primary duties of such positions shall involve executive, managerial, and decision-making responsibilities. The duties of these positions include planning, directing, developing, organizing, and utilizing college resources (manpower, material, financial, and facility resources). Administrators direct, schedule, manage and supervise other employees. Examples of positions classified as Administrative are the following: President, Vice President, Executive Director, Associate Vice President, Dean, and Associate Dean.

*Professional Positions – The primary duties of such positions provide oversight of specific operations of the college or provide services of a highly technical nature. Employees in these positions generally have specialized training, experience or certifications that relate directly to the functions of the positions. Employees in these positions may supervise other employees. Examples of positions classified as Professional are the following: Coordinators, Managers, and Programmers.*

*Career Service Positions – The primary duties of such positions involve performance of support functions essential for the effective operation of the college and other than those designated as Faculty, Administrative or Professional. Some Career Service employees may supervise other employees. Career Service positions may be further classified as Administrative Support, Instructional Support, Student Support, Technical Support, Plant Support and Facilities Support.*

*Other – In order to conduct effective operations, the college may periodically employ individuals to perform services in positions that are not classified in one of the above groups.*

*Administrators are obligated to monitor and control workload assignments given to subordinates to avoid inadvertent conflict with these guidelines.*

*Regular positions are funded from the regular college budget or from grant and contract program funds. Temporary positions are paid from the Other Personnel Services (OPS) category. (CF Policy 6.01)*

### **Grant-Funded Positions**

*Persons employed through a grant or similar types of non-recurring funds hold their positions only for the duration of the grant. In some instances, a special salary schedule may be approved and utilized for the duration of the grant or project; otherwise, the college Salary Schedule determines grant-funded positions. This special schedule must be recommended by the President and authorized by the District Board of Trustees before including it within the grant proposal to be submitted for funding. Persons employed in positions funded by grants should not expect continuation of employment beyond the expiration of the grant.*

*Annual increases must be projected in grant budgets. The amount of increase will not differ from increases approved for regular college employees. Increases for grant-funded persons are given at the same time as other college employees. Reclassification of positions funded through grants must follow the normal college reclassification process.*

*Except as provided herein, grant employees are eligible for college benefits and subject to all other terms and conditions of employment. (CF Policy 6.21)*

### **“Whale Done” Award**

*Beginning January, 2007, recipients of the “Whale Done” Award will receive one vacation day as part of the recognition for that award.*

## General Salary Policies

### **Minimum Requirements and Educational Advancement**

*The minimum requirements for positions at the college are outlined in the job descriptions which are published on the intranet under Human Resources – Job Descriptions.*

*When a person is recommended for employment and is the best applicant for a position but does not meet certain minimum qualifications for the position, the college may place the employee in a “Trainee” position. (CF Policy 6.02) (See separate section on Trainees.)*

### **Initial Salary Placement**

*The college places employees in the appropriate pay grade for the position at the time of their appointment or reappointment according to the provisions of the salary schedule. (CF Policy 6.02). Employees are placed at the minimum salary for the position unless exceptions are approved by the President according to the following criteria.*

1. Administrative Personnel – Salary is determined by the level of responsibility and by the years of verifiable experience evaluated as being applicable to the position. Generally, starting salary is limited to not more than twenty-five percent (25%) above the minimum salary for the position. The President may approve exceptions.
2. Professional Personnel – Salary is determined by the level of responsibility and by the years of verifiable experience evaluated as being applicable to the position. Generally, starting salary is limited to not more than twenty-five percent (25%) above the minimum salary for the position. The President may approve exceptions.
3. Instructional Personnel – Initial salary is determined by the academic rank assigned and years of verifiable instructional or other directly related work experience. A maximum of eight (8) years qualified experience may be counted to determine the initial salary placement. Each year of experience will be evaluated to determine its value to the position. For each year of qualified experience, two percent (2%) of the base salary will be added to the base salary. The President may approve exceptions to the 8-year limit.
4. Career service Personnel – Normally, Career Service personnel are employed at the minimum pay level for the position. The President may approve exceptions (up to 6%) when an applicant’s education and experience related to the position substantially exceed the minimum requirements for the position.
5. Military Service – Credit may be allowed for military service, particularly if the work experience in the service is job-related. The employee is responsible for furnishing official copies of their service records and having them sent to the Human Resources Office for evaluation.
6. Previous CF Experience – Individuals returning to the college after a break in service will return at the same level of experience and pay associated with that level (unless prevented by budget constraints) at which they were placed when they ended employment provided they are returning to the same position.
7. Fractional Years of Service – Credit is allowed if an employee was employed for at least  $\frac{3}{4}$  of the scheduled workdays in an academic or fiscal year as a full-time employee. Minor fractions of a year may not be credited toward experience nor may fractions of years be combined to create a year of service.
8. Hiring Below Minimum Salary – When an individual does not meet the minimum training and experience requirement for a classification, an individual may be paid below the minimum of the appropriate classification as described in the “Trainee Category.”

## **Observation Period**

*The Observation Period is intended to give new career service and professional employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The college uses this period to evaluate employee capabilities, work habits and overall performance. Either the employee or the college may end the employment relationship at will at any time during the Observation Period, with or without cause.*

*All new and rehired career service and professional employees work in an observation period for the first 90 calendar days after their date of hire. Career service and professional employees who are promoted or transferred within the college must complete an Observation Period of the same length with each reassignment to a pay grade or position in which the employee has not previously served. (CF Policy 6.06)*

Any significant absence extends the Observation Period by the length of the absence. If the college determines that the initial Observation Period does not allow sufficient time to thoroughly evaluate the employee's performance, the Observation Period may be extended for a specified period of time.

Upon completion of the initial 90-day Observation Period, the immediate supervisor completes a performance evaluation of the employee and makes one of the following recommendations:

1. That Observation status is removed and the employee is recommended for regular appointment.
2. That the Observation Period continues for an additional 30 days or longer as determined by the supervisor after consultation with the Human Resources Office.
3. That employment is terminated.

The recommendation of the supervisor is reviewed by the vice president supervising the area. Personnel who satisfactorily complete the Observation Period, including any extension(s), shall be referred to the District Board of Trustees for regular appointment at the first regular meeting of the Board following completion of this period.

*Employee Benefits During the Observation Period – Career Service and Professional employees assigned to regular full-time positions will be eligible for the following benefits during the Observation Period:*

1. Sick leave - *During the Observation Period, sick leave will be earned at the rate of one day per month or major fraction thereof for each month of actual employment. Earned sick leave may be used during the Observation Period when required because of illness.*
2. Vacation leave - *During the Observation Period, 260 day employees earn vacation leave at the rate of one day per month or major fraction thereof for each month of actual employment. Employees will receive service credit toward vacation accrual for prior full-time employment in another Florida College System institution. (CF Policy 6.06) However, employees shall not be eligible to use vacation leave until they have completed the Observation Period, unless approved by the President.*
3. Group insurance - *Regular, full-time employees shall be eligible to participate in group medical and life insurance programs effective the first day of the calendar month immediately following the initial date of employment.*
4. Waiver - *Full-time employees and/or immediate family may be given up to six (6) credits per term per person.*

*Forfeiture of Benefits – Personnel who fail to satisfy all employee requirements during the Observation Period, including those who resign, abandon their job, fail to report to work, are terminated for cause, or any other reason, shall automatically forfeit all rights and entitlements to employee benefits described herein. (CF Policy 6.06)*

## **Annual Salary Increases**

*Full-time employees must normally have a year of service before becoming eligible for an increase in pay. In order to qualify, an employee must work at least one day more than half the workdays as determined by their contract or assigned work year schedule.*

*Annual pay increases for full-time personnel may be given subject to adequate funding and based on the recommendation of the President and approval of the District Board of Trustees. (CF Policy 6.22)*

## **Limits on Eligibility for Annual Salary Increases**

*Persons employed to teach full-time on a month-to-month basis as needed normally do not receive annual increases.*

*Employees on leave more than half of the scheduled workdays (as determined by their contracts or assigned work year schedule) in one year, with or without compensation, are not eligible for a pay increase the following year. Employees on approved sabbatical leave are exempt from this provision.*

*Employees whose overall rating in an annual evaluation is determined to be unsatisfactory will not be eligible for an annual pay increase during the fiscal year following the unsatisfactory evaluation rating.*

*Work performed during an overtime assignment shall not be recognized in calculating years of service.*

*Only one year of service may be recognized within one fiscal year. (CF Policy 6.22)*

## **Definition of a Work Year**

*The work year for all employees is defined as concurrent with the college's fiscal year that begins at 12:01 AM on July 1<sup>st</sup> and ends at midnight on June 30<sup>th</sup> of the following year.*

*The work year includes all weekdays from and including January 1 through December 31. Of the total work days, the following are classified as paid holidays:*

*New Year's Day  
Martin Luther King, Jr. Day  
Spring Break  
Memorial Day  
Fourth of July  
Labor Day  
Veterans Day  
Thanksgiving and the day after  
Christmas and the day before  
All weekdays falling between Christmas Day and New Year's Day.  
(The college calendar, as adopted by the District Board of Trustees, may identify additional days as non-working days.)*

*Full-time employees in a non-exempt status who are required by their supervisor to work during paid college holiday periods will receive their regular holiday pay plus their straight hourly rate for the first 2.5 hours and time and a half for any time beyond the first 2.5 hours. An extra duty form must be completed for payroll purposes.*

*Full-time employees in an exempt status who are required by their supervisor to work during paid college holiday periods will be paid on a supplement duty basis commensurate with their duties/responsibilities for the time required.*

*For the purpose of calculating daily rates for Administrative, Professional and Career Service employees, the work year for a full-time employee is defined as 260 days.*

*The work year for employees assigned to the Appleton Museum of Art is defined as 260 days of which the number of paid non-working days will be the equivalent of all other full-time employees. Employees assigned to the Museum will work individually assigned annual schedules to facilitate Museum operations.*

*When a holiday falls on a weekend, the college calendar may be adjusted to provide employees with another non-working day. (CF Policy 6.23)*

### **Definition of a Year's Service with the College**

An employee is considered to have completed a year of service when they work at least one day more than half the scheduled work days as determined by their contracts or assigned work year.

### **Salary Adjustments**

The following are examples of exceptions that may be made within the approved salary schedules:

- **Delayed Funding** -The timing of legislative appropriations may preclude determining the amount of funds available for salary purposes. If at any time during the fiscal year additional funds become available, the District Board of Trustees may exercise any option it selects in order to provide salary adjustments for college personnel. Options may include, but are not limited to, lump sum payments, a percentage increase prorated and spread throughout the remainder of employees' pay periods in the budget year, and amendments to the approved salary schedules.
- **Highly Specialized or Limited Availability Positions** - In order to attract and/or retain employees in certain technical and otherwise highly specialized positions, and upon previous employment verification by the appropriate vice president or the Director of Human Resources, the President is authorized to recommend salary adjustments to the District Board of Trustees beyond the adopted schedules, based on current market data or other appropriate comparison. This authority also extends to adjunct faculty positions and overload situations in geographic areas where needed faculty are not readily available.
- **Change in Job Classification** - When an employee moves from one job classification to another, the employee's salary will normally be adjusted upward or downward in order to keep the employee's salary within the appropriate salary range. (See **Transfers** and **Reclassification of Position**.)
- **One-Time Salary Adjustments** - The District Board of Trustees, upon recommendation of the President, may make a one-time, non-recurring adjustment to employee salaries. The adjustment may be for all employees, all employees in a pay classification or for a designated group of employees involved in a specific activity or program. Such adjustments may be made as a lump sum adjustment or spread over the remaining paychecks during the fiscal year.

### **Supplemental Services Assignments**

*The President is authorized to assign supplemental duties to regular full-time members of the college staff, who have been properly appointed by the Board, as may be necessary or required. (CF Policy 6.24)*

Employees given temporary assignments perform these assignments outside their normal duties and work hours. A Contract for Supplemental Services is to be signed by the employee and appropriate college officials prior to the supplement being included in the employee's pay. The terms and conditions of the supplement are to be described in the Contract.

The President is authorized to award supplements to full-time employees who are assigned supplemental duties to function as a manager or supervisor during the extended absence of the incumbent (usually more than 30 calendar days) or during a period when the supervisory position is vacant for more than 30 calendar days. A supervisory supplement may be in the form of a one course teaching overload for teaching faculty or an equivalent amount determined by the President if the assignment involves positions other than teaching faculty.

## **Salary and Position Changes**

*Salary ranges and positions are approved by the District Board of Trustees. When the President approves a classification change (promotion, salary upgrade, reclassification, demotion, contract change or transfer) as described in the Salary Schedule, that action will be reported to the District Board of Trustees. (CF Policy 6.07).*

1. **Promotions** - Promotion is reassignment to a position of higher skills, responsibility and salary range. Promotions generally occur at the beginning of the fiscal year except in cases of resignation, termination or death of an employee, creation of a new position, or as determined by the President.

A promotion occurs when an employee is moved from a position in one pay grade to another position in a different pay grade, which has a higher salary. If the promotion is one pay grade higher, the promoted employee should receive a salary increase to at least the minimum rate of the new pay range or five percent (5%), whichever is greater. Promotions more than one pay grade will increase the salary by (10%) or the minimum of the new pay grade, whichever is greater.

2. **Reclassification of Positions** - Career Service, Professional and Administrative personnel are employed to fill specific jobs which, by title and description, are assigned to pay grades on the salary schedule. If a supervisor assigns additional duties at a higher level of responsibility to an employee, the position may be evaluated for possible reclassification.

The college will have one period each year, generally in January, when reclassifications are considered. Specific instructions for submitting requests for reclassification will be issued annually by the Human Resources Office.

When a position is reclassified to a higher pay grade classification, adjustments to salary will be handled in the same manner as **Promotion**. When a reclassification results in assignment to a lower pay grade classification, adjustment should be made in accordance with the rules for **Demotion**.

Position reclassifications approved by the Board shall normally have adjustment in pay effective the first day of the month in which the Board acts.

Supervisors should not assure, guarantee or promise employees that their pay grade will be elevated without the written permission of the President or designee.

3. **Departmental Reorganizations** - Departmental reorganizations may be recommended at any time during the year. Reclassifications recommended as part of reorganization will be evaluated as part of the reorganization plan and take effect when the plan has been approved.
4. **Demotions** - If an employee is demoted for cause, the demotion will be to a lesser job classification, which may include a reduction in pay.

Employees receiving demotions at their own request, or due to inability to perform the work because of health or other reasons, may be adjusted to a lower job classification. When a demotion of this nature occurs, a reduction is made in the employee's pay to correspond to the range of the new position. When circumstances dictate, consideration may be given to allowing the employee to remain at the pay level attained prior to the demotion. This will be based on the recommendation of the appropriate senior administrator and the approval of the President; however, in no case should this exceed the maximum rate of the lower pay range.

5. **Contract-Type Changes**- When an individual's contract is changed from faculty to administrator or vice versa, the calculation of salary change shall normally be based on daily rate of pay, unless the President approves an exception.

6. **Transfers** - Transfer is reassignment from one department or division to another or a transfer of assigned duties and change in job title, but with no change in pay grade. Transfers may take place at any time with the President's approval, and the Board shall be notified of these changes for the record. Employees transferred to another position in the same classification or to a different position with the same pay grade are not eligible for an increase. **(NOTE: Employee transfers to positions with a higher pay grade are considered promotions).**

### **Trainee Category**

*If an applicant for a position does not meet certain minimum qualifications, but is otherwise qualified for the position, the department head may request approval by the President that the applicant be appointed as a "Trainee." In such cases, the employee may be hired below the minimum salary, until the minimum qualifications have been satisfied. The individual's observation period, if applicable, begins after the trainee period has been completed. (CF Policy 6.02)*

This category is used to train people on-the-job who have the potential to do the work but lack some of the skills or experience needed. The normal time a person remains in a trainee category would be a minimum of six (6) months and a maximum of twenty-four (24) months. This time period would depend upon the skills or experience needed in individual cases and when the minimum qualifications are met. In such cases, the employee may be hired at a rate of ten to fifteen percent (10% to 15%) below the minimum salary.

The college requires trainees to attain the missing qualifications within a contracted period of time. A plan for meeting the minimum qualifications shall be developed by the employee and supervisor, approved by the appropriate vice president and filed with Human Resources. Employees who do not complete the plan may be discharged for cause. The employee shall assume full financial responsibility for meeting the minimum qualifications of the position. College funds shall not be used to pay tuition or fees for helping employees reach minimum employment qualification levels.

Supervisors who propose hiring a "trainee" must have the support of the appropriate vice president and approval of the President before making a formal recommendation.

### **Special Assignment Category (SAC)**

This category may be used when an individual in a position is given an assignment(s), which encompasses duties and responsibilities of a different, advanced, and/or supervisory nature. These assignments are usually for a specific limited period of time. This type of assignment is of a temporary nature and can be rescinded unilaterally by the college and does not constitute a promotion. A pay supplement of five percent (5%) may be given for the period of time of the assignment. The President must approve all such assignments.

### **Post-Maximum Increase**

When the individual reaches the maximum of the pay range, they may be eligible for a performance adjustment. This adjustment would not be added to the individual's base pay. The President will determine the amount of the adjustment. This type of arrangement has the effect of not compounding salary or fringe benefit costs and limits the overall short and long-term impact on the college. It also helps in the retention of productive, long-term employees.

### **Termination of Employment**

The college shall have authority to withhold an employee's final paycheck until the exit process is completed. The exit process includes completion of the Termination Form, return of all college property including keys, and an exit interview conducted by the Human Resources Office.

Employees who are terminated by the college may be given up to two (2) weeks severance pay in lieu of notice. The President is authorized to approve severance pay.

## **Employee Benefits**

*The District Board of Trustees shall make available for college employees those benefits which, by statute and rule, it is authorized to provide and which it deems in the best interest of employees. These benefits or privileges may include, but are not limited to, the following:*

- 1) *Group employee insurance (medical and life insurance for full-time permanent employees)*
- 2) *Retirement and Social Security contributions (as required by Florida Statute and Federal Regulations)*
- 3) *Waiver of fees and tuition (as provided by a separate Board Rule)*
- 4) *Staff development funds for advanced training*
- 5) *Leaves of absence (for full-time permanent employees)*
- 6) *Free admission for certain programs and activities*
- 7) *Use of college facilities and equipment (according to Board policy)*
- 8) *Payroll deduction opportunities*
- 9) *Legal defense for actions that occur in performance of designated duties*
- 10) *Annual wellness screenings*
- 11) *Paid holidays*
- 12) *Employee Assistance Program*
- 13) *Tuition Reimbursement Program*
- 14) *Incentives for degree attainment (CF Policy 6.04)*

Questions concerning all benefits should be directed to the Human Resources Office.

## **Incentives for Degree Attainment**

Full-time employees who earn an associate's, bachelor's, master's, or doctoral degree after January 1, 2006, will be eligible to receive an incentive payment. The incentive payment does not become part of the employee's base pay. The incentive amounts by degree level are:

Associate's Degree	\$ 500
Bachelor's Degree	\$1,000
Master's Degree	\$1,500
Doctorate	\$2,000

The following guidelines apply to the incentive payment program:

- The program applies to degrees earned after January 1, 2006, and the program is not retroactive.
- The incentive may only be paid for earned degrees beyond degrees already attained. That is, an individual who already has a bachelor's degree would not receive an incentive for subsequently earning an associate's degree.
- The incentive payment does not become part of the base pay.
- The employee who earns a degree eligible for incentive payment is responsible for providing Human Resources with an official copy of a transcript indicating the degree earned.
- The incentive program only applies to degrees earned at regionally accredited institutions.
- The incentive award will be provided for no more than one degree per level.
- Exception: Employees who earned any of the above degrees prior to January 1, 2006 and who subsequently earn another degree at the same level will be eligible for the incentive award (example: Employee 'X' currently holds an Associate in Arts degree earned in 2005 which did not qualify for an incentive award. Employee 'X' then earns an Associate in Science degree after January 1, 2006. Employee 'X' would receive the incentive award for the A. S. degree).
- Incentive awards are for degrees earned after the individual has started full-time employment with the college.

This award will be treated as a "Special Payroll" and will be run for the award amount less FICA, Medicare, and withholding.

## **Florida Retirement System Information**

The College participates in the Florida Retirement System (FRS). A number of changes occurred during the 2011 legislature and were signed into law. The highlights of Senate Bill 2100 follow:

1. **Employee Contribution:** Effective July 1, 2011, requires a 3% employee contribution for **all** FRS members, except DROP participants are not required to pay employee contributions.
2. **Average Final Compensation:** For new employees initially enrolled on or **after** July 1, 2011, the definition of "average final compensation" means the average of the 8 highest fiscal years of compensation for creditable service prior to retirement, for purposes of calculation of retirement benefits. For employees initially enrolled **prior to July 1, 2011**, the definition of "average final compensation" continues to be the average of the 5 highest fiscal years of compensation.
3. **Vesting for Pension Plan:** For employees initially enrolled in the **pension plan** on or **after** July 1, 2011, such members will vest in 100% of employer contributions upon completion of 8 years of creditable service. For **existing** participants, vesting will remain at 6 years of creditable service.
4. **Retirement age:** For employees initially enrolled on or **after** July 1, 2011, increases the normal retirement age and years of service requirements, as follows: Increases the age from 62 to 65 years of age; and increases the years of creditable service from 30 to 33 years. Existing FRS enrollee retirement age is not changed.
5. **DROP:** Maintained, however, employees entering DROP on or after July 1, 2011 will earn interest at a reduced accrual rate of 1.3%. For employees currently in DROP or entering before July 1, 2011, the interest rate remains 6.5%.
6. **COLA:** Members with an effective retirement date or DROP begin date before August 1, 2011 will not have a change in their 3% cost of living adjustment. Members with an effective retirement date or DROP begin date on or after August 1, 2011 will have individually calculated cost of living adjustment that is a reduction from 3% using the following formula:
  - **The total years of service before July 1, 2011, divided by the total years of service at retirement.** Multiply this number by 3% to get the retiree's cost of living adjustment.
7. **Defined Benefit Plan:** Continues as currently offered with a new title "Pension Plan." Senior management hired on or after July 1, 2011 are not eligible and must enroll in the Investment Plan. New hires still choose plan when hired. One-time plan switch still available.
8. **Defined Contribution Plan:** Continues as currently offered for all employees with new title the "Investment Plan."
9. **Health Insurance Subsidy (H.I.S.):** No changes, continues as currently offered.
10. **Community College Optional Retirement Plan (CCORP):** Continues as currently available with employee contribution of 3% required.

Effective July 1, 2010, any person hired by the college who has retired from the FRS, is not permitted to participate in the FRS.

**It is highly recommended for all employees to visit the Florida Retirement System website at [www.myfrs.com](http://www.myfrs.com) for specific information.**

## **Social Security and Medicare**

In addition, Social Security (FICA) and Medicare are deducted from each employee's pay in accordance with federal law, which requires that the college match this contribution. Adjunct instructors are enrolled in a TIAA-CREF Social Security Alternative Plan in lieu of contributions to Social Security (Medicare is deducted and matched).

## **Retiree Benefits**

*College employees who retire under an approved Florida retirement plan shall continue to receive the same privileges of attending college-sponsored activities, and using the Learning Resources Center as are available to currently-employed personnel. Identification for retirees is handled by Human Resources. (CF Policy 3.00)*

### **Overtime Pay and Flexible Scheduling**

*The job description for each position in the college designates whether the position is non-exempt or exempt. The classifications are based on Federal guidelines. Non-exempt employees are eligible for overtime pay. The President, or the President's designee, must approve overtime in advance.*

*The Chief Business Officer will publish the specific procedures for overtime pay. (CF Policy 6.17)*

Non-exempt employees are scheduled to work 37.5 hours per week. During the summer, non-exempt employees are scheduled to work 36 hours per week. For approved overtime beyond the regular schedule and 40 hours in the work week, the employee will receive the regular hourly rate for the position. For time worked above 40 hours, the employee will be paid at a premium rate (1.5 times his or her hourly rate).

Occasionally, the employee may request that the supervisor modify the employee's schedule or departmental needs may require temporarily changing the schedule. In such cases, the modified schedules must not exceed the regularly scheduled hours for the employee.

### **Payroll Dates and Pay Options**

Employees are paid twice each month. Paychecks are issued on the 15<sup>th</sup> day of the month (or the last working day before the 15<sup>th</sup>) and the last working day of the month.

Full-time employees hired after July 1, 2000 are paid by direct deposit. An employee must designate a banking institution that is part of the Federal Reserve System as a depository to participate in the direct deposit program. Forms for designating a depository are available in the Payroll office as well as on the college intranet. If an employee has extenuating circumstances, the employee may request that his or her check be mailed. Those requests are reviewed by the chief business officer.

Paychecks for part-time employees are mailed to their official address on file in the Human Resources Office. Part-time employees may also participate in the direct deposit program.

## Teaching Faculty, Counselors and Librarians

### **Employment Criteria for Instructional Personnel**

***The college's certification manual will be used to determine specific requirements for each discipline.***

*The college shall employ instructional personnel who most clearly meet or exceed the requirements of each specified position, consistent with the college's general philosophy, objectives and obligations to the community and in accordance with the college's equity policy. Specific definitions and requirements are approved annually as part of the college's Salary Schedule. Instructors in associate degree transfer programs shall meet the minimum requirements of the Southern Association of Colleges and Schools (SACS), generally defined as having at least a master's degree with 18 graduate semester hours in field. Special exemptions may be given according to SACS guidelines.*

*Should the college employ a person who does meet minimum qualifications for a position and the college feels it would be in its best interest for that employee and the college to have additional educational training, the college may assist the employee financially, provided funds are available. (CF Policy 6.02)*

(1) The following definitions shall apply as referenced in this salary schedule:

- (a) Accredited institution of higher education. An institution which is fully accredited by one of the following agencies:
  - 1. One of the six regional accrediting associations
  - 2. The National Council for Accreditation of Technical Education
  - 3. A vocational or technical institution approved by the state board for career and technical education in the state where the institution is located.
- (b) Instructional personnel. A term that includes faculty, adjuncts, substitute teachers, and any other employees whose primary duties involve teaching. Also includes counselors and librarians.
- (c) Professional preparation means a combination of courses or work experience designed to prepare and qualify individuals to be effective within the teaching profession.
- (d) Postsecondary vocational education is a program for credit leading to the award of an Associate of Science degree and includes programs such as Nursing, Radiation Protection, Criminal Justice, Business and Technology careers.
- (e) Postsecondary adult vocational education indicates a non-credit (clock-hour or certificate) program designed to prepare graduates for gainful employment, such as Cosmetology, Welding, Automotive Service, Automotive Body, or Heating Ventilation and Air Conditioning.

(2) The President has designated the Chief Instructional Officer as responsible for developing and recommending both general and specific qualification requirements for instructional and library positions and the Chief Student Affairs Officer as responsible for recommending both general and specific qualification requirements for counseling positions.

The President reviews the recommendations of the Vice Presidents and submits appropriate recommendations to the District Board of Trustees for approval. In unique and unusual circumstances, the President is authorized to approve waivers of specific and general employment requirements on an individual basis. This authority shall be exercised when:

- (a) Fully qualified applicants are not available, or
- (b) An otherwise qualified applicant does not fully meet established employment criteria.

(3) The following are minimum competencies required for specific positions:

(a) Applicants for Counselor positions must:

1. Possess an awarded Master's degree from an accredited institution of higher education, with major specialization in student personnel services, counseling, or a related student development field.
2. Preferably, have three years experience in counseling or a related student development field, preferably in a community college/upper level higher education environment.

(b) Applicants for Librarian positions must:

1. Possess an awarded Master's degree from an American Library Association (ALA) accredited institution of higher education, with major specialization in library science, or the equivalent.
2. Preferably, have two years full-time validated work experience in library science in an educational environment.

(c) Applicants for Academic/University Transfer position must:

1. Possess an awarded Master's degree from a regionally accredited institution of higher education, with major concentration of not less than 18 graduate semester hours in the field(s) to be taught.
2. Agree to complete within three (3) years a program of additional professional preparation as may be required at the direction of the Chief Instructional Officer. The professional development plan will be filed in the Human Resources Office.
3. Preferably, have two years of full-time validated teaching experience.

(d) Applicants for Occupational Education/A.S. Degree positions must:

1. Possess an awarded Bachelor's degree, its equivalent, or Master's degree from a regionally accredited institution. A major concentration in the field(s) to be taught or the equivalent should also have been completed.
2. Complete, or agree to complete within three (3) years, an approved program of education designed to develop competencies in pedagogy or other appropriate areas. The professional development plan must be approved by the Chief Instructional Officer and a copy of the plan placed on file in the Human Resources Office.
3. Possess a current Florida license where such is legally required.
4. Preferably, have two (2) years of full-time validated teaching experience and two years of work experience in the field to be taught.

(In certain highly specialized programs, the criteria specified for Career and Technical instructors may substitute for the above.)

(e) Applicants for Workforce (Postsecondary Adult Vocational Certificate) Non-Degree positions must qualify under one of the following criteria categories:

1. Bachelor's degree equivalency:
  - a. High school diploma or equivalent
  - b. Six (6) years of relevant work experience, two of which must have been at the journeyman technician, skilled craftsperson level or possess professional certification in the area.
  - c. Complete, or agree to complete within three (3) years, a program of education approved by the Dean and/or Associate Vice President and Chief Instructional Officer designed to develop competencies in pedagogy or other appropriate areas. The approved professional improvement plan must be filed in the Human Resources Office.
2. Bachelor's degree:
  - a. Awarded Bachelor's degree, with a major related to the area of instruction.
  - b. Two years of relevant work experience and/or professional certification in the area.
  - c. Complete, or agree to complete within three (3) years, a planned program of education designed to develop competencies in pedagogy. The program is to be approved by the Dean and/or Associate Vice President and Chief Instructional Officer. The approved professional improvement plan must be filed in the Human Resources Office.
  - d. Possess a current Florida license where such is legally required.
3. Master's degree equivalency:
  - a. Completion of all requirements for the Bachelor's degree equivalency; and
  - b. Completion of a formal program of education of no less than 36 semester hours of college credit. The planned program, designed to develop competencies directly related to the teaching field, shall be approved by the Dean and/or Associate Vice President and the Chief Instructional Officer, and a copy of the plan filed in the Human Resources Office.
4. Master's degree:
  - a. Awarded Master's degree, with a major related to the area of instruction.
  - b. Two years of work experience in the occupational field and/or professional certification.
  - c. Complete, or agree to complete within three (3) years, an approved program of education designed to develop competencies in pedagogy. The program is to be approved by the Dean and/or Associate Vice President and Chief Instructional Officer. The approved professional improvement plan must be filed in the Human Resources Office.
  - d. Possess a current Florida license where such is legally required.

(f) The competencies of applicants will be determined and verified by the following:

1. Review and evaluation of the application for employment.
2. Evaluation of official transcripts
3. Verification that the degree and other qualifying education were earned at accredited standard institutions

4. Verification of qualifying work experiences through prior employers and listed personal references.
  5. Personal interviews by appropriate director or dean and may include interviews and evaluation by a designated screening committee.
  6. Review and evaluation of professional work, articles, books, publication, if available.
  7. Any other method that may be appropriate.
- (4) **CODE OF ETHICS:** Applicants selected for instructional positions must agree to accept and adhere to the professional principles contained in the "Code of Ethics of the Education Profession in Florida", FAC Rule 6B-1.001, standards of the Education Practices Commission, or equivalent.
- (5) **CONTINUING CONTRACT:** All professional education requirements specified under various degree and degree equivalency criteria must be met prior to issuance of the continuing contract.
- (6) **RECENCY OF EXPERIENCE AND EDUCATION:** All new instructors will be required to update their education subsequent to fulfilling the requirements for a continuing contract. The updating of educational experience may be met in any one or combination of the following:
- (a) Complete six (6) semester hours college credit in a relevant subject every five years until instructors have fulfilled requirements for a Master's degree equivalency (for Occupational/Technical instructors), or 36 semester hours of graduate courses beyond a Master's degree (for Academic instructors).
  - (b) Three (3) months, or equivalent, work experience in the teaching specialty every five (5) years.
  - (c) Enrollment and participation in workshops in the teaching specialty. (For purpose of equating workshops to semester hours credit, 15 hours workshop time will equal one (1) semester hour credit.)
  - (d) The faculty member's plan for meeting this requirement must be approved by the immediate supervisor and the Chief Instructional Officer. The plan must be on file in the Human Resources Office.

### **Work Days and Basic Teaching Requirements**

Teaching faculty are contracted to work for 168 days during Terms I and II of the academic year. In accordance with District Board of Trustees Policy 4.04, teaching faculty are required to teach, keep regularly scheduled office hours and devote time to such activities as professional development, college service, service to students, and public service.

In the event a credit class fails to materialize, teaching faculty may be assigned to other duties, which will be documented for audit purposes.

Work assigned beyond that prescribed in the 168-workday contract shall be considered supplemental to the basic contract and shall be compensated according to the salary schedules described herein.

### **Salary Determination**

Initial salary is determined by the faculty rank assigned and years of verifiable instructional or other directly related work experience as per the salary schedule. Each year of experience is evaluated to determine its value to the position. For each year of verifiable, degree relevant work experience, two percent (2%) will be added to the base for each year up to a maximum of eight (8) years of previous service. The President may approve exceptions beyond the 8 years. New Faculty with a Doctorate and seven (7) or more years experience may be hired as Associate Professor. New Faculty will not be hired above the rank of Associate Professor. Salaries for employees hired after the beginning of the academic year will be prorated for the remainder of the current academic year.

**Bachelor’s Degree and Below**

Teaching faculty who do not possess an awarded Bachelor’s degree at time of initial employment may be granted additional salary increments when they complete a planned program to improve their professional knowledge, teaching skills and abilities, and overall effectiveness. The planned program must be approved in advance by the Dean and/or Associate Vice President supervising the faculty member and the Chief Instructional Officer, and the planned program must be on file with the Human Resources Office.

Two percent (2%) may be granted upon being awarded an Associate degree or upon completing 64 semester credit hours of instruction. A second two percent (2%) may be granted upon being awarded a Bachelor’s degree. Increments are awarded at the beginning of the contract year following receipt of official transcripts. No more than four percent (4%) may be granted under this policy. After receiving a Bachelor’s degree, teaching faculty shall advance in pay grade in accordance with the following section.

**Advancement in Rank**

There are five (5) academic ranks for faculty: Instructor, Assistant Professor, Associate Professor, Professor and Senior Professor. Each rank has a corresponding salary range.

All full-time faculty hired will be assigned a professional rank at the time they are hired, based on criteria in the Salary Schedule and using the “Candidate Salary and Rank Evaluation – Faculty” form completed by the Dean/Provost/Director, reviewed by the Director for Human Resources, and approved by the Chief Academic Officer. New faculty will not be hired above the rank of Associate Professor.

The procedures for achieving professorial rank and promotion are outlined in “Procedures for the Development and Submission of a Portfolio to Support Promotion in Rank.” Procedures are maintained by the Chief Academic Officer, and changes to this document must be approved by the President. This document is distributed to faculty who are eligible to apply for promotion in rank. Faculty applying for promotion in rank must have received continuing contract.

The procedures include submission of a portfolio. The templates for the portfolio are available on the college’s Intranet.

The minimum time in rank required for consideration for promotion to the higher rank follows\*:

Instructor to Assistant Professor	4 years**
Assistant Professor to Associate Professor	5 years**
Associate Professor to Professor	7 years**
Professor to Senior Professor	8 years**

Promotion in rank carries a salary adjustment of 6% effective with the new fiscal year following approval by the District Board of Trustees.

\*Note: Before being considered for a first promotion to the next rank, current full-time faculty must have the cumulative years required or the minimum time to the next rank, whichever is less.

\*\* A year is defined as one year of full-time teaching at CF.

**Regular Part-Time Teaching Faculty**

The compensation of instructional personnel filling regular part-time positions are determined by the contact hour, semester hour, fractional daily rate, or daily rate basis, as may be consistent with the duties assigned, and appropriate for level of qualifications.

**Work Year**

The work year is defined as concurrent with the college’s fiscal year, which begins July 1 and ends on June 30 of the following year. The faculty member is assigned to work a contractually determined number of days within the fiscal year.

**Pay Periods**

Instructional personnel are paid over 24 pay periods.

Paychecks are issued on the 15<sup>th</sup> day of the month (or the last working day before the 15<sup>th</sup>) and on the last working day of the month. The first paycheck for instructional personnel is issued on August 31.

Separately contracted summer contracts will be paid in equal installments on the regularly scheduled pay dates beginning with the second pay date of the summer term.

**Supplements**

Supplements in the form of extra compensation or equivalent reassigned time may be authorized for full-time teaching faculty or other full-time employees assigned to the Teaching Faculty Schedule as indicated below:

- Faculty Overload Supplements - Teaching faculty receive a supplement for teaching an overload assignment in the fall and/or spring term if the minimum of 15 classroom contact hours or the equivalent each term is met and if student enrollment supports such action. Department Chairs are eligible to receive supplements for overloads after the conditions of their regular assignment are met. Compensation is determined by academic degree, according to the following schedule:

<b>Less than Master’s.....</b>	<b>\$545 per Credit Hour</b>
<b>Master’s degree and above.....</b>	<b>\$570 per Credit Hour</b>

- Distance Learning Compensation - Faculty members may be assigned to teach distance learning courses as part of the regularly assigned teaching load.

When a faculty member teaches a distance learning course as an overload, the pay shall be based on the faculty overload rate. Exceptions to minimum class size requirements may be recommended by the supervisor and approved by the Chief Instructional Officer. Distance learning courses include telecourses, interactive television classes, and on-line courses.

- Added Responsibility Supplements - With approval of the President, teaching faculty who accept added responsibility may receive a supplement, generally equal to the faculty overload rate for one 3-credit hour course. In lieu of the supplement, the faculty member may be given reassigned time for these responsibilities. Reassigned time may be given for up to three 3-credit hour courses or a total of nine semester hours in each semester depending on the level of responsibility and the anticipated time the activity is projected to require.

Examples of responsibilities that **may** warrant eligibility for a supplement or reassigned time include, but are not limited to, the following: Brain Bowl Coach/Sponsor, Faculty Senate President, Department Chair, Patriot Press Advisor, Forensics, Equity Officer, Band Director, Drama Director, Variations Director, PTK and Honors Institute Advisor, Corporate Training instructor (as assigned by the Chief Instructional Officer), or other special assignments such as coordination of program accreditation.

- Summer Salary Schedule for Full-time Faculty - Compensation for summer teaching shall be based on a plan approved annually by the President. The Chief Instructional Officer and Chief Fiscal Officer shall submit a recommendation on summer pay in January of each year.

## **Workforce Development, Public Service, Health Sciences and Adult General Education Divisions:**

Summer compensation will be based on the instructor's **weekly** rate of pay as calculated below. As in a regular term, instructors are paid for 35 hours per week. However, during summer they are not responsible for ten (10) hours of professional development and service to the college, so the hours are to be dedicated to student contact (i.e. classroom, lab, clinical, office) hours.

### Summer Salary Calculation:

1. At least a week prior to the start of summer classes, each instructor will submit a Faculty Workload Form for Summer Salary Calculation to his or her instructional supervisor documenting the student contact hours related to the courses being taught. These hours include classroom, lab, and clinical contact hours, clearly tied to course(s) credit/clock hour requirements. The instructor may include two scheduled office hours per week for each course taught and must indicate the days, times, and location of those office hours on the form. The *Total Summer Hours* will be documented on the form and must be approved by the Chief Instructional Officer (or designee), along with the Supplemental Duties form, before the start of the summer term.
  2. The Total Summer Hours divided by 35 hours/week will determine the *Full-time Equivalent (FTE) Summer Weeks* for which the instructor will be paid.
  3. The instructor's annual salary divided by 33.6 weeks (i.e., full 5-day weeks in the 168-day contract) equals the instructor's *Weekly Rate of Pay*.
  4. The *Weekly Rate of Pay multiplied by the FTE Summer Weeks* (i.e. Item 3 x Item 2) will determine the instructor's total summer pay.
- Department Chairs and Program Managers - Faculty assigned as Department Chairs or Program Managers may receive the equivalent of up to six (6) semester hours of reassigned time per semester. These chairs and managers may also be assigned to work five (5) days during the summer term at daily rates. This compensation will be determined by workload (including such factors as the number of faculty members in the department and the number of laboratories supervised). Reassigned time or supplements will be recommended by the Chief Instructional Officer and must be approved by the President.
  - Other Stipends
    1. Independent Study - Faculty members who direct an Independent Study program for a student will receive a stipend of \$35.00 per semester hour for each such assignment. Independent study courses are initiated by students who meet with the instructor to discuss how this option will meet the student's individual goals. Students must be academically "in good standing" and desire more in depth experience in a subject area or need course work for university transfer which is not available. Independent study courses must be approved by the appropriate dean.
    2. Credit by Exam – Faculty members who supervise a student taking an examination for course credit will receive a stipend of \$75.00 for each examination administered.
    3. Credit for Experiential Learning – Faculty members who evaluate a student's experiential learning for course equivalency will receive a stipend of \$75.00 for each student's work evaluated.

## **Counselor and Librarian – Special Information**

### **Work Days and Requirements**

Professional Counselors and Librarians are classified as non-teaching faculty and are generally employed on 220-workday schedules during the fiscal year. Counselors and Librarians are scheduled to work 37.5 hours per week. The 37.5-hour workweek is flexible to include some night and/or weekend work as arranged through the appropriate supervisor.

### **Salary Determination**

Counselors and librarians are placed in the appropriate pay grade at the time of their appointment by the District Board of Trustees, based on the recommendation of the President. Salary is determined by the professional rank assigned and years of verifiable, related work experience applicable to the position. Each year of experience is evaluated to determine its value to the position. For each year of experience (up to a maximum of eight (8) years of relevant work experience), two percent (2%) will be added to the base salary (up to a maximum of 16% above base).

Full-time instructor salaries will be based on the academic year (August 16 to August 15) and will be prorated according to the number of days worked and pay periods remaining thru August 15 of the academic year.

## **Procedures for 220-Day Instructional Health Sciences Faculty**

- A. Currently, six (6) full-time instructional faculty positions in Nursing may be designated by the President to be issued 220-day employment contracts.
- B. The Chief Instructional Officer will consider seniority and/or special needs of the college when recommending these designated positions.
- C. 220-day Nursing faculty will work the standard 35-hour faculty work week.
- D. Determining Work Days: The faculty work days assigned on the Academic Calendar for the fall and spring terms will be fixed. A Variable Workday Schedule must be completed for the remaining 52 work days (or 364 hours). These must be scheduled after the end of the spring term and prior to the beginning of the next contract year. This schedule and a Faculty Workload Form for Summer Salary Calculation must be approved by the instructional supervisor and the Chief Instructional Officer at least two weeks prior to the start of the summer term.
- E. Summer Overload: During the regular semesters (fall and spring) overload for Nursing faculty is calculated based on the number of contact hours over the required 225 hours (i.e. 15 contact hours times 15 credits required for full-time faculty). In the summer term 15 instructional weeks are compressed into 12 weeks, therefore it has been determined that overload will be paid for any approved contact hours over 158 hours. These hours will be converted into credits, by dividing by 15, and documented as overload on the faculty's course load sheet.

**Salary Schedule for Teaching Faculty, Counselors and Librarians  
(FAC, C and L)**

A range of salaries is implemented for all teaching faculty, Counselors, and Librarians. The current ranges are shown below.

Rank	Classroom Faculty (168 Days)				Counselors and Librarians (220 Days)	
	Less than Masters		Masters and above			
Instructor	32,261	43,075	34,858	46,306	45,650	55,997
Assistant Professor	33,024	47,382	37,305	50,613	48,851	62,458
Associate Professor	35,470	59,228	40,974	62,458	53,658	78,612
Professor	37,245	72,150	43,421	75,381	56,859	92,610
Senior Professor	39,109	82,919	45,867	86,149	60,063	107,687

New Faculty with a Doctorate and seven (7) or more years experience may be hired as Associate Professor. New Faculty will not be hired above the rank of Associate Professor.

NOTE: Given the implementation of this faculty salary schedule as part of a new process for promotion in rank, faculty employed full-time prior to February 1, 2003 may exceed the maximum of the rank they qualified for on July 1, 2003 for as long as they are employed by the college. An administrator who moves to a faculty contract, and who was employed by the college prior to February 1, 2003 is also covered by this exception.

## Administrative Salary Procedures

### **Work Days and Requirements**

As a rule, administrators are employed for a work year on 12-month contracts that runs concurrently with the college's fiscal year (beginning July 1 and ending June 30). Based on the responsibilities of the position, a term of employment may be established for less than 12 months with a variable workday schedule. Where the administrator is scheduled for less than the standard work year, the salary will be pro-rated based on daily rates.

*The standard workweek for full-time administrators, professionals, and career service employees shall consist of 37.5 scheduled work hours performed during the period which begins at 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday. The standard workweek for full-time administrators, professionals, and career service employees during the summer term shall consist of 36 scheduled work hours to be performed Monday through Thursday. On an annual basis, the President shall establish the beginning and ending dates of the summer term. (CF Policy 6.17)*

Normal work hours begin at 8:00 a.m. and end at 4:30 p.m. daily, Monday through Friday. Work hours for the summer begin at 7:30 a.m. and end at 5:30 p.m. daily, Monday through Thursday.

Administrators shall be accessible for college business at all times throughout the standard work week, as well as outside regular work hours, unless performing authorized travel or other approved absence.

### **Salary Determination**

Administrators and managerial personnel are placed in their appropriate pay grade and range at time of appointment or reappointment by the District Board of Trustees. Salary is determined by level of responsibility and by years of verifiable experience applicable to the position and other factors as determined by the President. Normally, the initial salary shall not be greater than twenty-five percent (25%) above the minimum salary for the position. The President may approve exceptions. Salaries will be based on the fiscal year (July 1 thru June 30). If an employee begins work any time other than July 1, their salary will be prorated according to the number of days worked and pay periods remaining in the fiscal year.

### **Supplements**

When approved by the President, full-time administrative and managerial personnel may receive a supplement for added responsibilities. Supplements may be for teaching duties or other added responsibilities as approved by the President.

### **Salaries**

A range of salaries for Administrative positions is shown on the College of Central Florida Salary Schedule. The college President's salary is determined by the District Board of Trustees and is not a part of this schedule. The President and all other administrative personnel's annual remuneration is funded in accordance with Florida Statutes specifically in compliance with Florida Statute 1012.885 and revisions therein as they may occur through legislative action. Any funds in excess of the identified limit will come from sources other than state appropriations.

## Professional Salary Procedures

### **Work Days and Requirements**

As a rule, professional employees are employed on a 12-month schedule beginning July 1 and ending June 30. Based on responsibilities of the position, a schedule may be established for less than the regular work year. Where the employee is scheduled for less than the standard work year, the salary will be pro-rated based on daily rates.

*The standard workweek for full-time administrators, professionals, and career service employees shall consist of 37.5 scheduled work hours performed during the period which begins at 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday. The standard workweek for full-time administrators, professionals, and career service employees during the summer term shall consist of 36 scheduled work hours to be performed Monday through Thursday. On an annual basis, the President shall establish the beginning and ending dates of the summer term. (CF Policy 6.17)*

Normal work hours begin at 8:00 a.m. and end at 4:30 p.m. daily, Monday through Friday. Work hours for the summer begin at 7:30 a.m. and end at 5:30 p.m. daily, Monday through Thursday.

Professional employees shall be available for college business at all times throughout the standard work week, as well as outside regular work hours, unless performing authorized travel or other approved absence.

### **Salary Determination**

Professional service employees are placed in their appropriate pay grade and range at time of appointment or reappointment by the District Board of Trustees. Salary is determined by level of responsibility and by years of verifiable experience applicable to the position and other factors as determined by the President. Normally, the initial salary shall not be greater than twenty-five percent (25%) above the minimum salary for the position. The President may approve exceptions. Salaries will be based on the fiscal year (July 1 thru June 30). If an employee begins work any time other than July 1, their salary will be prorated according to the number of days worked and pay periods remaining in the fiscal year.

### **Supplements**

When approved by the President, full-time professional employees may receive a supplement for added responsibilities.

### **Salaries**

A range of salaries for professional positions is shown on the College of Central Florida Salary Schedule. Professional employees serve a 90-day Observation Period.

## Part-Time Professional Salary Procedures

### **Work Days and Requirements**

The standard workweek for part-time Professional service employees is 30 hours or less per week. Individual work schedules are determined by the supervisor. Schedules may vary on a week-to-week basis depending on the needs of the department.

### **Pay Determination**

Part-time Professional service personnel are placed in their appropriate pay grade and hourly rate range at the time of their appointment. Appointment of part-time Professional service personnel is recommended by the President and approved by the District Board of Trustees in accordance with the salary schedule. Pay is determined by the grades in which specific jobs have been classified. Hourly rate is determined by the level of responsibility and by years of verifiable experience applicable to the position and other factors as determined by the President. Normally, the initial hourly rate shall not be greater than twenty-five percent (25%) above the minimum hourly rate established for the position. The President may approve exceptions.

## Career Service Salary Procedures

### **Work Days and Requirements**

*The standard workweek for full-time administrators, professionals, and career service employees shall consist of 37.5 scheduled work hours performed during the period which begins at 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday. The standard workweek for full-time administrators, professionals, and career service employees during the summer term shall consist of 36 scheduled work hours to be performed Monday through Thursday. On an annual basis, the President shall establish the beginning and ending dates of the summer term. (CF Policy 6.17)*

Normal work hours begin at 8:00 a.m. and end at 4:30 p.m. daily, Monday through Friday. Work hours for the summer begin at 7:30 a.m. and end at 5:30 p.m. daily, Monday through Thursday.

Variable schedules may include some night and/or weekend work as arranged through the appropriate supervisor. Work hours for custodians vary by shift. Maintenance employees normally begin work at 7:30 a.m.

### **Salary Determination**

Career service personnel are placed in their appropriate pay grade and range at time of appointment as recommended by the President and approved by the Board. Salary is determined by the pay grades in which the specific jobs have been classified. The base salary for the assigned pay grade will be the normal starting salary. The President may approve adjustment exceptions to the base salary not greater than (6%) when an applicant's education and experience related to the position substantially exceed the minimum requirements for the position.

Annual salaries in the schedule are based on the standard work year. When employees are scheduled for less than the standard work year, the annual salary will be prorated on a daily rate basis. Salaries will be based on the fiscal year (July 1 thru June 30). If an employee begins work any time other than July 1, their salary will be prorated according to the number of days worked and pay periods remaining in the fiscal year.

### **Supplements**

When approved by the President, full-time career service employees may receive a supplement for added responsibilities.

### **Salaries**

A range of salaries for career service positions is shown on the College of Central Florida Salary Schedule. Career service employees serve a 90-day Observation Period.

## Part-Time Career Service Salary Procedures

### **Work Days and Requirements**

The standard workweek for part-time Career Service employees is 30 hours or less per week. Individual work schedules are determined by the supervisor. Schedules may vary on a week-to-week basis depending on the needs of the department.

### **Pay Determination**

Part-time Career Service personnel are placed in the appropriate grade and hourly rate range at the time of their appointment. Appointment of Part-time Career Service personnel is recommended by the President and approved by the District Board of Trustees in accordance with the salary schedule. Pay is determined by the grades in which specific jobs have been classified.

**CF SALARY SCHEDULE 2011-2012**

Grade	Minimum	Maximum
1	\$14,982	\$28,772
2	\$16,182	\$30,643
3	\$17,637	\$32,917
4	\$19,224	\$35,395
5	\$20,956	\$38,095
6	\$22,840	\$41,039
7	\$25,010	\$44,426
8	\$27,512	\$48,330
9	\$30,263	\$52,625
10	\$33,291	\$57,348
11	\$36,619	\$62,546
12	\$39,373	\$69,147
13	\$43,704	\$76,161
14	\$48,510	\$83,947
15	\$54,331	\$93,376
16	\$60,850	\$103,934
17	\$67,545	\$114,775
18	\$74,975	\$126,807
19	\$82,473	\$138,949
20	\$90,719	\$152,305

CF Salary Schedule 2011-2012

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
1				14,982	28,772	7.68
2	C	Cashier–Cafeteria Services	NE	16,182	30,643	8.30
	C	Conference Centers Assistant (P/T)	NE			
	C	Custodian	NE			
	C	Grill Cook (P/T)	NE			
	C	Pre-School Teacher Assistant (P/T)	NE			
	C	Visitor Services Specialist–AMA (P/T)	NE			
	C	Weight Room Supervisor (P/T)	NE			
3	C	Childcare Cook (P/T)	NE	17,637	32,917	9.04
	C	Gallery Assistant II (P/T)	NE			
	C	Groundskeeper	NE			
	C	Instructional Aide I (P/T)	NE			
	C	Line Cook–Cafeteria Services (P/T)	NE			
	C	Mail Clerk (P/T)	NE			
	C	Mail Courier	NE			
	C	Mailroom/Staff Services Assistant (P/T)	NE			
	C	Maintenance Repair Worker (P/T)	NE			
	C	Pre-School Teacher I	NE			
	C	Public Safety Officer	NE			
4	C	CF Institute Support Specialist	NE	19,224	35,395	9.86
	C	Coordinator of Volunteer Services–AMA (P/T)	NE			
	C	Gallery Assistant III (P/T)	NE			
	C	Custodial Supervisor	NE			
	C	Financial Aid Specialist I	NE			
	C	Friends of the Foundation Volunteer Coordinator (P/T)	NE			
	C	Gift Shop Manager–AMA (P/T)	NE			
	C	Instructional Aide II (P/T)	NE			
	C	Library Technician	NE			
	C	Museum Events Specialist (P/T)	NE			
	C	Night Cashier/Accounting Clerk (P/T)	NE			
	C	Pre-School Teacher II	NE			

NOTE: Hourly rates for all positions, except the Head Coach position, are calculated by dividing the annual salary for a position by 1,950 hours. The Head Coach position would be divided by 1,650 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person qualifies.

CF Salary Schedule 2011-2012

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
4	C	Printing Assistant	NE	19,224	35,395	9.86
	C	Program Coordinator	NE			
	C	Public Safety Sergeant	NE			
	C	Specialist Cafeteria Services	NE			
	C	Staff Assistant II	NE			
	C	Student Services Assistant–Citrus Campus	NE			
	C	Trips and Tours Specialist–AMA (P/T)	NE			
5	C	Accounting Specialist I	NE	20,956	38,095	10.75
	C	Audio–Visual Technician	NE			
	C	Cashier Specialist	NE			
	C	Conference Services Specialist	NE			
	C	Corporate Training Customer Support Specialist	NE			
	C	Facilities Worker	NE			
	C	Instructional Aide III (P/T)	NE			
	C	Neighborhood Recruiter	NE			
	C	Pre-School Teacher III	NE			
	C	Public Safety Assistant	NE			
	C	Public Service Division Support Specialist	NE			
	C	Records Technician–CJI	NE			
	C	Senior Continuing Education Support Specialist	NE			
	C	Staff Assistant III	NE			
	C	Trades Helper	NE			
C	Webber Center Specialist (P/T)	NE				
C	Weekend Manager–AMA (P/T)	NE				
6	C	Accounting Specialist II	NE	22,840	41,039	11.71
	C	Admissions and Records Technician	NE			
	C	Assessment Specialist	NE			
	C	Athletic Facilities Groundskeeper	NE			
	C	CF Institute Office Coordinator	NE			
	C	Computer Specialist (P/T)	NE			
	C	Duplicating Specialist	NE			

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CF Salary Schedule 2011-2012

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
6	C	Evening Child Care Coordinator (P/T)	NE	22,840	41,039	11.71
	C	Financial Aid Technician	NE			
	C	Human Resources Assistant	NE			
	C	Information Center Specialist	NE			
	C	Instructional Assistant	NE			
	C	Public Safety Lieutenant (P/T)	NE			
	C	Senior Library Technician	NE			
	C	Senior Library Technician–Citrus	NE			
	C	Staff Assistant IV	NE			
	C	Student Records Technician	NE			
	C	Technician-Enrollment Services Center	NE			
7	C	Accounting Specialist III	NE	25,010	44,426	12.83
	C	Administrative Assistant–Citrus Campus	NE			
	C	Communications Technician	NE			
	C	Computer Lab Assistant	NE			
	C	Financial Aid Specialist II	NE			
	C	Foundation Scholarship Accounting Specialist	NE			
	C	Grounds Supervisor	NE			
	C	Learning Support Specialist	NE			
	C	Library Specialist	NE			
	C	Professional Development Coordinator	NE			
	C	Student Support Specialist	NE			
	C	Trades Worker	NE			
	C	Trades Worker–Carpenter	NE			
C	Trades Worker–Painter	NE				
C	Trades Worker–Second Shift	NE				
8	P	Accountant I	E	27,512	48,330	14.11
	C	Assistant Payroll Specialist	NE			
	C	Assessment and Career Specialist	NE			
	C	Assessment and Testing Technical Specialist	NE			
	C	Audio-Visual Specialist/Videographer	NE			
	C	CF Institute Specialist	NE			
	C	Curriculum Services Specialist	NE			

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CF Salary Schedule 2011-2012

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
8	C	Enrollment Specialist	NE	27,512	48,330	14.11
	C	Executive Administrative Assistant	NE			
	C	Human Resources Specialist	NE			
	P	Manager–Membership/Visitors Services-AMA	NE			
	C	PC/AV Technician	NE			
	P	Property and Plant Fund Accountant	E			
	C	Public Safety Coordinator – AMA	NE			
	P	Skills Lab Specialist-Citrus	E			
	P	Skills Lab Specialist–Writing Center	E			
	C	Technical Learning Support Specialist	NE			
	P	Training Specialist	NE			
9	P	Accountant II	E	30,263	52,625	15.52
	C	AV Automation Specialist	NE			
	P	Business Accounts Coordinator	NE			
	P	Chief Preparator–AMA	NE			
	P	Coordinator–Annual Fund and Alumni Development	NE			
	P	Coordinator–Cafeteria Services	E			
	P	Coordinator–Enrollment/Student Services, Levy Center	E			
	P	Coordinator–Grounds Maintenance and College Support	E			
	P	Coordinator–Maintenance, Citrus	E			
	P	Coordinator–Marketing and Public Relations	E			
	P	Coordinator–RSVP (P/T)	NE			
	P	Coordinator – Special Events	E			
	P	Database Manager - Foundation	E			
	P	Educational Advisor	E			
	P	E-Learning Specialist	NE			
	C	Exec. Administrative Assistant to President	NE			
	P	International Student Admissions and Advising Specialist	E			
P	Museum Events and Marketing Coordinator - AMA	E				

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CF Salary Schedule 2011-2012

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
9	P	Office Manager of Institutional Advancement	NE	30,263	52,625	15.52
	P	Payroll Specialist	NE			
	P	Program Liaison/Recruiter (P/T)	NE			
	P	Program Specialist	NE			
	P	Programmer Analyst I	E			
	P	Recruitment, Retention and Transition Specialist	E			
	P	Student Activities Coordinator	NE			
	P	Student Life and Special Events Specialist – Citrus	NE			
	P	Technical Support Specialist	NE			
	P	Technology Specialist	NE			
10	P	Admissions and Dual Enrollment Specialist	E	33,291	57,348	17.07
	P	Admissions and School Relations Specialist	E			
	P	Auditorium Manager, Visual and Performing Arts	E			
	P	CF Institute Coordinator	E			
	P	Coordinator–Access Services	E			
	P	Coordinator–Administrative Services, AMA	NE			
	P	Coordinator–Educational Opportunity Center	E			
	P	Coordinator–Educator Preparation Institute	E			
	P	Coordinator–High School and College Programs	E			
	P	Coordinator–Pathways Life Services (P/T)	NE			
	P	Coordinator–Tutors	E			
	P	Human Resource Coordinator	NE			
	P	Institutional Research Analyst	E			
	P	Library Reference Specialist (P/T)	E			
	P	Museum Educator–AMA	E			
	P	PC Specialist / Network Support	E			
	P	Programmer Analyst II	E			
	P	Purchasing Agent	E			

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CF Salary Schedule 2011-2012

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
10	P	Retired Senior Volunteer Program Project Manager (RSVP)	E	33,291	57,348	17.07
	P	Senior Human Resource and Compensation Specialist	NE			
	P	Senior Technical Support Specialist	NE			
	P	Transfer Specialist Coordinator	E			
11	P	Accountant III	E	36,619	62,546	
	P	Assistant Director-Marketing and Public Relations	E			
	P	Cashiering Manager	E			
	P	Coordinator-Administrative Services	NE			
	P	Coordinator-Advising Services	E			
	P	Coordinator-Benefits and Special Projects	NE			
	P	Coordinator-Financial Aid	E			
	P	Coordinator-Library Access Services	E			
	P	Curator of Exhibitions, AMA	E			
	P	Head Coaches of Intercollegiate Athletics	E			
	P	Instructional Design Specialist	E			
	P	Manager - Conference Services	E			
	P	Manager - Corporate Training	E			
	P	Manager - Learning Resource Center Citrus	E			
	P	Manager - Learning Support Centers	E			
	P	Manager - Staff Services	E			
	P	Manager - University Center/CCEL	E			
	P	Manager - Continuing Education and Conference Services-Citrus	E			
P	Museum Registrar-AMA	E				
P	Programmer III	E				
12	P	Coordinator-Adult Education-Levy Center	E	39,373	69,147	
	P	Coordinator-Criminal Justice/Public Service	E			
	P	Coordinator-Facilities, AMA	E			
	P	Director - International Education/ESL	E			
	P	Director - Lab School	E			
	P	Director - Public Policy Institute	E			
	P	Executive Manager Continuing Education	E			

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CF Salary Schedule 2011-2012

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
12	P	Manager – E-Learning	E	39,373	69,147	
	P	Manager Facility Operations and Construction Projects	E			
	P	Manager Grant Development	E			
	P	Manager – Plant Safety and Facility Operations	E			
	P	Manager Professional Development	E			
	P	Programmer Analyst III	E			
	P	Student Accounts Manager	E			
	P	Web Developer/Communication Specialist	NE			
13	P	Campus Director – Student Affairs, Citrus	E	43,704	76,161	
	P	Center Director – Hampton	E			
	P	Coordinator-Retention and Student Success Services	E			
	P	Development Officer–AMA	E			
	A	Director - Educational Opportunities Center	E			
	P	Director – Student Life	E			
	A	Director - Student Support Services	E			
	A	Director - Visual and Performing Arts	E			
	P	Manager – Financial Aid Operations	E			
	P	Manager - Public Safety	E			
	P	Network Engineer	E			
	P	Registrar	E			
	P	Systems Analyst	E			
P	Systems Programmer	E				
14	P	Data Center Manager	E	48,510	83,947	
	A	Director–Athletics and Wellness Education	E			
	A	Director–Marketing and Public Relations	E			
	A	Director–Purchasing	E			
	P	Executive Director–Heart of Florida Regional Coalition (P/T)	E			
15	A	Associate Dean–Health Sciences	E	54,331	93,376	
	A	Associate Dean–Baccalaureate and Teacher Education	E			
	A	Chief Fiscal Officer–Foundation	E			

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CF Salary Schedule 2011-2012

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
15	P	Controller	E	54,331	93,376	
	A	Director – Admissions and Records	E			
	A	Director–CF Institute	E			
	A	Director–Development (Foundation)	E			
	A	Director–Facilities	E			
	A	Director–Financial Aid	E			
	A	Director–Hampton Center	E			
	A	Director–Human Resources	E			
	A	Director–Institutional Effectiveness	E			
16	A	Assistant Vice President for Finance	E	60,850	103,934	
17	A	Campus Dean – Instructional Services, Citrus	E	67,545	114,775	
	A	Dean – Academic Foundations	E			
	A	Dean–Criminal Justice Institute/Public Service	E			
	A	Dean – Enrollment Management	E			
	A	Dean–Learning Resources	E			
	A	Dean – Student Services	E			
	A	Director–Appleton Museum of Art	E			
	A	Executive Director for College and Community Relations	E			
18	A	Associate Vice President for Career and Technical Education	E	74,975	126,807	
	A	Associate Vice President for Liberal Arts and Sciences	E			
	A	Chief Information Officer	E			
	A	Provost, Levy Center and Executive Director of College Planning	E			
19			E	82,473	138,949	
20	A	Campus Vice President	E	90,719	152,305	
	A	Senior Vice President–Administration and Finance	E			
	A	Vice President–Institutional Advancement	E			
	A	Vice President–Instructional Affairs	E			
	A	Vice President–Student Affairs	E			

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## Other Personnel Services (OPS) Salary Procedures

### General Policy

The President is authorized to employ temporary employees as may be required to perform the necessary functions of the college within budget limitations and any employment constraints established for temporary employees through District Board of Trustees' rules.

### Teaching Faculty

#### Substitute Teachers

Substitute instructors, including regular full-time faculty, are compensated at the rate of \$25.00 per contact hour. The President has authority to increase this compensation in instances where it is justified. A Personnel Action Form, with all required paperwork attached, must be submitted to the Human Resources Office for any substitute expected to teach more than one class session. For substitutes teaching only one class session, an Agreement to Provide Professional Services should be completed.

#### Adjunct Instructors

The college may employ part-time instructional personnel on a permanent or as-needed basis. To the extent possible, all part-time instructors shall meet the employment criteria described for regular full-time instructors of credit and non-credit program. Waiver of criteria shall be recommended by the appropriate Coordinator and Dean, concurred with by the Chief Instructional Officer, and approved by the President.

- The following definitions shall apply as referenced in this policy:
  - (a) Lecturer or adjunct instructor. A temporary instructor employed to teach a specific course or courses in degree or certificate granting programs. The instructor is appointed one term at a time to provide specific instructional requirements. When appointed, the instructor will be filling a temporary position.
  - (b) Regular part-time instructor. An instructor employed to teach less than a full instructional load in a position that will exist for more than four (4) consecutive calendar months, for normally a minimum of two consecutive terms.
  - (c) Temporary part-time instructor. A temporary instructor employed to teach non-credit courses, normally sponsored through the Continuing Education Division, including the Florida Institute of Criminal Justice, the Nursing or Cosmetology Continuing Education Programs, and other similar activities. (Such instructional requirements shall not normally exist for more than one term at a time and there is no expectation of continued employment in succeeding or subsequent terms. The employment of temporary part-time instructors is contingent upon adequate student enrollments in the course or courses offered.)
  - (d) Term. As used in this policy, "term" shall mean any recognized term of instruction, or any period of instruction, which does not exceed 85 instructional workdays even though the period may overlap recognized "terms."
  - (e) Four consecutive months. A position shall be considered to exist for four (4) consecutive months if it exists for more than 121 consecutive calendar days.
  
- Temporary part-time instructors of non-credit courses shall meet the following minimum criteria:
  - (a) Possess a high school diploma, or equivalent, and
  - (b) Two years full-time work experience in the field to be taught; or

- (c) A combination of post-secondary education and full-time work experience which equals two years.
  - (d) Possess a current valid license in the field of specialization issued by the state of Florida, if one is required.
- Credit instructors are employed on a term-by-term basis as needed. Adjunct Instructors teach credit courses, which exceed the teaching capacity of regular full-time faculty. Compensation is at the rates shown below, according to academic degree and number of credit or equivalent contact hours taught:

**Less than Master's..... \$545 per Credit Hour**  
**Master's degree and above ..... \$570 per Credit Hour**

When teaching **vocational** courses, compensation is normally at the rate of **\$16.00** per contact hour of instruction regardless of degree, certificate rank, or contractual status with other institutions.

**Continuing Education and Criminal Justice Institute Teaching Faculty**

Continuing Education faculty, Criminal Justice Institute faculty and other part-time faculty are compensated in accordance with the specific salary schedules included in this document.

**Visiting Professors**

Visiting Professors are paid in accordance with the TEACHING FACULTY SALARY SCHEDULE (FAC).

**Supplements for Instructors of Comprehensive Vocational Education Programs/Courses**

When suitable instructors are not available to teach a comprehensive vocational/occupational course or program at the regular compensation rate, the President is authorized to approve payment of a supplement to a qualified instructor. This supplemental pay is in addition to the regular hourly rate, but the combined hourly rate shall not exceed the rate of **\$25.00** per contact hour of instruction.

**Other Temporary Employees**

When an appropriate job classification does not exist within the college's job inventory, the President is authorized to establish a **temporary job classification** at a pay rate commensurate with the duties to be performed.

**Temporary Replacement**

A person employed to temporarily fill a regularly established position during the absence of the incumbent may be compensated at **no less than the current minimum wage** and no more than the same level at which the position has been classified.

**Temporary Employees for Career Service Positions**

Persons hired to fill temporary positions created to accomplish specific tasks within a specific time shall be classified as temporary employees. A temporary employee does not serve on a contractual basis nor does the Personnel Action Form for a temporary employee constitute a contract.

1. Temporary employees are to be paid as recommended by the Director of Human Resources and approved by the President.
2. Temporary employees whose responsibilities have degree requirements must provide a copy of the required transcript to the Office of Human Resources in order for the appropriate

compensation rate to be determined. In order for these workers to receive a paycheck, an original transcript showing the degree must be on file in the Office of Human Resources.

**Other**

**Consultants**

The college is authorized to acquire and pay consultants as authorized under current Board Rules. Guidelines for paying consultants are listed in College Policy 5.07, which is available on the college intranet. The Agreement to Provide Professional Services form is available from the Administration and Finance office.

**Assistant Coaches**

Assistant coaches in college-sponsored intercollegiate team sports shall be compensated on a seasonal basis for actual coaching assistance. Compensation will be payable at a **maximum of \$7,500 for the first season of service, \$8,000 for the second season of service, and \$8,500 for the 3<sup>rd</sup> season of service and all seasons thereafter.** (A season of service will be defined as 10 months.)

**Part-time Head Coaches**

Compensation will be determined by the President based on the scope of work required.

**Interpreters**

These individuals are employed to assist hearing- and sight-impaired students. Interpreters must possess evidence of qualification and are paid commensurate with their level of training. Rates range from \$10.00 to \$18.00.

<b>Student-only Positions</b>	<b>Hourly Rate (July 1, 2011)</b>
Notetaker .....	\$7.31
Transcriber .....	\$7.31
Student Assistant .....	\$7.31
SAFE .....	\$7.31
Peer Educators .....	\$7.31
*America Reads Tutor .....	\$8.00
Child Care-Work Study .....	\$7.31
*TRIO Tutor .....	\$8.00

\*Positions contingent on continuation of Federal Government/Grant Approval

**Miscellaneous**

Reader .....	\$7.31
Office Aide.....	\$7.31
Tutor (AA/AS or less) .....	\$8.00
Tutor (BA/BS/Certified) .....	\$9.00
Tutor (Master's/Specialized) .....	\$10.00

Miscellaneous category/job title employees with non-student status are eligible for annual increases when approved by the Board. Student employees will remain at the current minimum wage rate unless otherwise directed by the Board.

**Testing: GED Examinations**

Test Administrator:	\$25.00/hour
Room Supervisor:	\$17.50/hour

## **Temporary Part-Time Instructors (Hourly Pay)**

**Continuing Education  
Corporate Training  
Workforce Development  
Criminal Justice Institute  
Health Sciences**

### **Pay Grade Determination**

The initial pay grade for temporary part-time instructors, employed to teach occupational or technical programs or in non-credit courses offered by the college's Corporate Training Division, shall be determined by a combination of education and work experience. Both the education and experience must be directly related to the field of specialization that the instructor is employed to teach. The program manager recommending the employment of the part-time instructor is responsible for verifying that the combination of education and work experience is appropriate for the program to which the instructor is assigned.

Pay grade for temporary part-time instructors employed for continuing education courses (not related to occupational or technical programs) is determined by the degree or experience of the instructor based on review and recommendation of the program manager.

The college determines the initial placement and evaluates part-time instructors for increases. Initial placement is determined when the instructor concurrently presents evidence of directly related education and work experience. Those for whom no documentation is provided are placed at PG-1 on the appropriate salary schedule.

The President or a designee may approve exceptions to the salary schedule based on market pricing for the specific occupational field or on the applicant's credentials. Exceptions include corporate workforce development and continuing education courses, which are fully supported by student fees. In these cases, the salary or stipend for instructors may be negotiated based on market pricing or instructor availability.

Part-time instructors in occupational and technical programs, selected to teach courses conducted for the college by an outside department or board, must present evidence of certification as a qualified instructor or expert in the field, issued by the department or board, which mandates or sponsors the training.

### **Documentation Verifying Qualifications for Pay Grade Placement**

Program coordinators seeking applicants for part-time occupational and technical teaching positions must be able to verify the applicant's qualifications to teach the subject matter. Such documentation includes:

- (1) Official transcripts,
- (2) Letters from agencies or employers certifying work-related experience, or
- (3) Copies of professional licenses or certificates required for the discipline.

### **Pay Grade Advancement**

Part-time instructors may be advanced in pay grade when they present acceptable documentation that all requirements for a higher pay grade have been completed.

Advances in pay grade may be given when the instructor:

- (1) Obtains a higher degree;
- (2) Completes the next level of work-related experience; or
- (3) Completes a higher level of professional credentialing.

Advances in pay grade occur only once each year at the beginning of the fiscal year following the year in which an instructor completes requirements for advancement and provides the college with the necessary documentation to support the requested increase.

Instructors are responsible for notifying the program coordinators before May 1 that all requirements for advancement including the submission of official transcripts have been met and for submitting supporting documentation to the Human Resources Office of the college. Documentation must be on file in the Human Resources Office prior to May 31<sup>st</sup>.

All yearly advancements are effective at the beginning of the fiscal year following the year in which appropriate documentation was received.

**NOTE:** Program Coordinators certify that requirements for advancement have been met. Advancement is recommended by the Dean and/or Associate Vice President and Chief Instructional Officer and approved by the President.

### **Interruption of Service**

Part-time instructors who interrupt their teaching service with the college will return to the same pay grade and step held at the time service was interrupted unless, during the break in service, they attained a higher level of education verified by official transcripts or verifiable additional experience which reaches the threshold level of the next pay grade.

### **Adjustment for Low Enrollment**

For those courses with low enrollment which are subject to cancellation, the college is authorized to offer continuing education instructors a lower hourly pay rate, not below \$7.31 an hour, with recommendation of the Dean and/or Associate Vice President and the Chief Instructional Officer and the approval of the President.

## Part-Time Instructor Salary Schedule

### Continuing Education Workforce Development

Pay Grade (P.G.)	Hourly Salary Range	Minimum Qualifications (Education and Experience)	Advancement Between Pay Grades
P.G. 1	\$16.50	High school diploma or equivalent <b>and</b> 2 years work-related experience.	Associate's degree or equivalent <b>or</b> Professional credentialing and 3 years work-related experience.
P.G. 2	\$19.00	Associate's degree or equivalent <b>or</b> Professional credentialing and 3 years work-related experience.	Bachelor's degree or equivalent <b>or</b> Professional credentialing and 5 years work-related experience.
P.G. 3	\$21.50	Bachelor's degree or equivalent <b>or</b> Professional credentialing and 5 years work-related experience.	Master's degree, professional credentialing <b>or</b> Professional Credentialing and 7 years work-related experience.
P.G. 4	\$26.50	Master's degree, professional credentialing <b>or</b> Professional Credentialing and 7 years work-related experience.	Doctoral degree or equivalent <b>or</b> Professional credentialing and 10 years work-related experience.
P.G. 5	\$31.50	Doctoral degree or equivalent <b>or</b> Professional credentialing and 10 years work-related experience.	

NOTE: Professional services contracts are used to employ part-time instructors when some or all of the following conditions apply: the instructor is employed for a limited time (for example, the instructor teaches one three-hour session), the stipend includes additional costs (such as developing classroom lectures, developing materials, providing materials for students, travel, etc.), or the instructor has unique credentials that may be difficult to document or do not fit the standard schedule. Professional services contracts can be used to pay instructors where the full cost of instruction is paid by the students (such as in continuing education or corporate training programs).

## Part-Time Instructor Salary Schedule

### Post-Secondary Adult Vocational Personal Services

**NOTE:** The minimum qualification to teach in the CF Personal Services Department is a high school diploma or equivalent, a current Florida Barber or Cosmetology License and a minimum of four (4) years related work experience.

Pay Grade (P.G.)	Hourly Salary Range	Qualifications (Education and Work Experience)	Advancement Between Pay Grades
P.G. 1	\$16.50	Minimal Qualifications as noted above	Associate's degree <b>or</b> 2 years teaching experience (FTE*)
P.G. 2	\$19.00	Associate's degree <b>or</b> 2 years teaching experience (FTE*)	Bachelor's degree <b>or</b> 4 years teaching experience (FTE*)
P.G. 3	\$21.50	Bachelor's degree <b>or</b> 4 years teaching experience (FTE*)	Master's degree <b>or</b> 7 years teaching experience (FTE*)
P.G. 4	\$26.50	Master's degree <b>or</b> 7 years teaching experience (FTE*)	Doctoral degree <b>or</b> 10 years teaching experience (FTE*)
P.G. 5	\$31.50	Doctoral degree <b>or</b> 10 years teaching experience (FTE*)	

\*FTE = Full-time Equivalent

As defined by the Postsecondary Education Planning Commission, One (1) Postsecondary Adult Vocational Education **FTE is equal to 900 student contact hours per year** and is calculated by summing the total number of contact hours taught by a part-time instructor in an accredited barbering or cosmetology program and dividing that total by 900.

It is the responsibility of the instructor and the program manager to request an advance in pay grade. The college record of hours worked will be the official documentation for the calculation of FTE. In the case of educational degree attainment, the instructor must supply an official transcript from an accredited degree-granting college or university.

## Part-Time Instructor Salary Schedule

### Health Sciences

Pay Grade (P.G.)	Hourly Salary Range	Minimum Qualifications (Education and Experience)	Advancement Between Pay Grades
P.G. 1	\$20.50	Certificate in discipline, license to practice and 2 years work-related experience <b>or</b> Associate degree or equivalent	Associate degree in discipline, license to practice, 4 years work-related experience
P.G. 2	\$23.50	Associate degree in discipline, license to practice, 4 years work-related experience	Bachelor's degree in discipline, license to practice and 2 years work-related experience
P.G. 3	\$26.50	Bachelor's degree in discipline, license to practice and 2 years work-related experience	Master's degree in discipline, license to practice and 4 years work-related experience.
P.G. 4	\$28.50	Master's degree in discipline, license to practice and 4 years work-related experience.	Doctoral degree (or specialist license or credential plus Master's degree), license to practice and 5 years work-related experience.
P.G. 5	\$31.50	Doctoral degree (or specialist license or credential plus Master's degree), license to practice and 5 years work-related experience.	

**NOTE:**

- A: Professional services contracts are used to employ part-time instructors when some or all of the following conditions apply: the instructor is employed for a limited time (for example, the instructor teaches one three-hour session), the stipend includes additional costs (such as developing classroom lectures, developing materials, providing materials for students, travel, etc.), or the instructor has unique credentials that may be difficult to document or do not fit the standard schedule. Professional services contracts can be used to pay instructors where the full cost of instruction is paid by the students (such as in continuing education or corporate training programs).
- B: When a part-time Health Sciences instructor teaches in one of the programs at the Criminal Justice Institute, they continue to be paid from the Health Sciences Salary Schedule.

**Part-Time Instructor Salary Schedule**  
**Public Service/Criminal Justice**

<b>Pay Grade (P.G.)</b>	<b>Hourly Salary Range</b>	<b>Qualifications</b>	<b>Advancement Between Pay Grades</b>
P.G.1	\$20.00	Industry Certification	Each part-time faculty member teaching courses in occupational and technical areas of the Public Service/Criminal Justice Division that are components of a PSAV program must possess appropriate academic preparation coupled with a minimum of three years work experience. The minimum academic preparation for faculty teaching in occupational and technical areas must be at the same level at which the faculty member is teaching.
P.G.2	\$23.00	Associate's degree	
P.G.3	\$26.00	Bachelor's degree	
P.G.4	\$29.00	Master's degree	
P.G.5	\$32.00	Doctoral degree	

## Temporary Part-Time Instructors (Hourly Pay)

### Adult General Education Salary Schedule

Position	Position Description	Hourly Rate	Minimum Qualifications (Education and Experience)
Evaluation and Assessment instructor	Provides instruction in test preparation. Assess and evaluate student placement and learning gains.	\$11.50	High School Diploma or equivalent required
Assessment Specialist	Coordinate, schedule and administer entry level standard and specialty assessments.	\$11.71	Associate degree in general education or a related field.
Lab Instructor	Uses software and Web only to facilitate computer-based instruction.	\$13.50	Bachelor's degree required
Adult Education Database Manager	Provide maintenance and support of AGE ACCESS database, and responsibility for NRS reporting to Institutional Effectiveness and IT departments.	\$15.52	Bachelor's degree or equivalent experience required. Experience with database building and management preferred.
Instructor	Teaches all subjects in class or lab setting using a variety of curricula.	\$16.50	Bachelor's degree required
Lead Instructor	Interactive teaching of all subjects in small/large groups using a variety of curricula. Serves as lead teacher for instructional site.	\$19.50	Bachelor's degree required
Transition Specialist/ Instructor	Interactive teaching of college and career academic readiness skills, financial aid and supportive services using a variety of delivery methods.	\$20.50	Bachelor's degree plus a minimum of 18 graduate credit hours in education, counseling, math, English, reading or a social science.

\* The Adult General Education salary schedule is effective per District Board of Trustees action taken on March 23, 2004. All Adult Education Instructors hired after this date will be paid on this schedule.