

**Amended  
Salary Schedule  
2018-2019**



**Produced by  
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## **Preamble**

Santa Fe College is a dynamic, innovative learning community dedicated to the ideals of academic excellence, academic freedom, and intellectual pursuit. Further, Santa Fe College values the diverse talents and contributions of all full-time and part-time faculty and staff. Therefore, Santa Fe College is fully committed to providing competitive salaries and benefits to all employees, with transparency and consistency, under the strategic plan goal to recruit, develop, and retain quality faculty and staff, positioning the college as the employer of choice. To accomplish this objective, Santa Fe College's budget is created using the following guidelines:

1. Give highest priority to funding the direct cost of instruction.
2. Provide highly competitive salaries for faculty and staff to maintain Santa Fe College as a leader in the Florida College System.
3. Maintain at least 80% of budget devoted to salary and benefits.

## **Introduction**

The Salary Schedule shall be the sole instrument used to determine the method of computing compensation whether paid on hourly, daily, weekly, monthly, annually or by academic term. The personnel records of the College shall contain evidence of the factors used in calculating the compensation of the individual employee for each year. Leaves of absence, including but not limited to sick leave, personal leave, vacation leave, and compensatory leave, are defined in College Rule 3.20.

Recommendations for appointments and beginning salaries are made to the designated Human Resources Officer. Offers of employment and appointments are made by the designated Human Resources official, subject to approval by the President and The District Board of Trustees of Santa Fe College, Florida (the "District Board"), and in accordance with all applicable laws, rules, and policies. Recommendations for reappointments are made to the designated Human Resources Officer by the appropriate College official and are subject to approval by the President.

When the desired effective date of an appointment predates the next regularly scheduled meeting of the District Board, the President or his/her designee is authorized to tentatively approve the appointment. Such final authorization is to be made subject to approval of the District Board.

## **Budgeted Personnel Costs**

The budget for salaries and benefits is approved annually by the District Board as a major component of the Annual Operating Budget. The budgeted costs are based on the annual amount required for each authorized position filled or to be filled. Throughout the year, the President and members of the President's Staff, as defined below under General Description, Contract Personnel (Administrative and Professional), are responsible for maintaining the salary budget by establishing the maximum amount for salary adjustments, stipends, supplemental payments, and hiring salaries within the authorized budget. Proposed increases in an employee's current salary, which will result in a revision of the employee's current contract, must be

approved by the President. Funding provisions within this Salary Schedule are subject to the maximum amount established by the President. Budgeted compensation for those individuals identified in F.S. ss. 1012.885 and 1012.886 are considered budgeted from appropriated state funds up to the allowable statutory limit, and any budgeted compensation in excess of said statutory limit is considered budgeted proportionally from other college operating revenues sources, such as tuition and fees, interest earnings, and other available funds.

### **Grant Personnel**

The College shall adhere to the established classification plan, salary schedules, and appointment procedures in appointing grant personnel. Exceptions to standard procedures must be recommended by a member of the President's Staff, evaluated by the Human Resources Officer, approved by the President, and documented fully in the personnel files of the individual employee concerned.

### **Fulbright Scholars**

The College may host Fulbright Scholars-in-Residence periodically. The terms for compensation related to Fulbright Scholars are determined within the Fulbright Scholar contract. They do not occupy a regularly established position of the College and do not participate in the established employee benefits program. All terms related to Fulbright Scholars-in-Residence are set forth in the applicable agreement between the College and the Council for International Exchange of Scholars.

### **Service Awards**

The College has two annual awards that acknowledge outstanding service of members of the college community. Criteria and application information are found online under Lifetime Achievement Award and The Alan J. Robertson Award. A one-time supplement may be awarded to the winner in each category.

### **Employee Benefits**

All full-time SF employees shall be entitled to (fringe) benefits: sick leave, retirement, fee waivers, employee assistance program, life insurance, and health care insurance. Benefits for 12-month employees also include vacation leave. The District Board may approve additional entitled benefits upon recommendation by the President.

The College also makes available a number of elective benefits in which employees may participate at their cost, including but not limited to dental, vision, disability, additional life insurance, flexible spending accounts, and tax sheltered annuity options. These may be offered upon approval by the President, who may delegate signature authority to the Director of Human Resources for implementation.

### **Salary Adjustments**

In order to attract and/or retain faculty and staff, the College is authorized to make salary adjustments beyond the normal salary schedules when specifically authorized

by the President and verified by the Office of Human Resources based upon documented marketplace information or competitive industry practices (these may be established using the expertise of a qualified consultant). Documentation must be provided to Human Resources by the requesting department. During the contract year, the President is authorized to offer special contract terms to qualified faculty and staff as additional incentive for recruitment and/or retention of these employees. In instances where the marketplace salary or promotional placement for certain positions is beyond the maximum of the approved salary range or initial placement on the Salary Schedule as stated on the Salary Ranges, the President may recommend an appropriate salary figure. Each salary determination must be confirmed by Human Resources, and justified and documented in the permanent personnel file of the individual employee concerned.

### **Supplemental Contracts**

The President may recommend to the District Board that all full-time employees be paid a one-time, non-recurring salary supplement for services performed during the respective term or fiscal year. When approved by the District Board, payments of the supplements will be as directed by the President. At the time of the approval of the supplemental contract payment, the District Board will establish the lump sum amount or percentage of employee base salary to be paid. In addition, the District Board may establish other conditions for the payment of the supplements including, but not limited to, college budgetary requirements or restrictions.

Supplemental contracts may be granted to any employee who is asked to perform significant duties beyond those called for in his/her primary contract or job description. Duties intended to entitle an employee to supplemental payment are generally temporary in nature, performed above and beyond all duties as listed in the primary job description, and may be outside of the normal scope of duties. For exempt employees, this work may be completed beyond the standard working hours requiring an additional time commitment. For non-exempt employees, any work performed over and above the standard working hours may also be entitled to overtime, based on actual hours worked, as required by law. Any overtime earned during a period of time that a non-exempt employee is also under supplemental contract will be compensated with compensatory leave.

Grant project activities frequently fall beyond the scope of college personnel's normal duties and responsibilities. These include planning and implementing initiatives, developing and maintaining partnerships and projects, collecting data, performing procurement tasks, performing administrative support tasks, tracking students, documenting grant activities, completion of frequent, comprehensive and substantive reports. These personnel may receive a grant-funded supplement or grant-funded overtime pay or compensatory leave, as applicable.

A recommendation for supplemental contract that lists the terms of the assignment should be completed prior to commencement of the work to allow the request to be evaluated prior to commencement of the work to allow the request to be evaluated prior to approval or denial. A supplemental contract may be recommended after work

has commenced when warranted and documented as to why the request was not anticipated or submitted in advance. The Request for Approval for Supplemental Contract Appointment form, located on the Human Resources' website, must be submitted to Human Resources by the budget signature authority with approval from those in the approval path up through the appropriate member of President's Staff. After evaluation by Human Resources, the request will be forwarded to the President for approval.

Variable hour and seasonal employees: For purposes of the Affordable Care Act, the President or his designee may designate groups of employees as variable hour or seasonal employees in writing after consultation with Human Resources and the General Counsel. An employee is defined as a variable hour employee if the employer cannot determine at the employee's start date whether the employee is reasonably expected to be employed on average at least 30 hours of service per week during the initial measurement period because the employee's hours are variable or uncertain. An employee is defined as a seasonal employee if the employee is hired into a position for which the customary annual employment is six months or less. Santa Fe College variable hour employees currently include the following types of employees: Assistant Coaches. Santa Fe College seasonal employees currently include the following types of employees: designated College for Kids staff. Procedures associated with variable hour and seasonal employees will be maintained in the Human Resources department and will be provided to the employees affected and their supervisors.

### **Wireless Salary Allowance**

The College does not own wireless devices and/or their plans for the use of individual employees (except as authorized in individual employee's contract). Employees whose job duties include the need for a wireless device may receive extra compensation in the form of a monthly salary allowance to cover business-related costs.

The request may be made at any time during the fiscal year by completing the [Wireless Allowance Request Form](#) found on the Human Resources website.

A request form must be completed each fiscal year. Payments will be divided equally among the remaining pay periods in the fiscal year. All other employees may submit business-related wireless device expenses for individual reimbursement.

This allowance does **not** constitute an increase to base pay, and will **not** be included in the calculation of percentage increases to base pay. It also is **not** reportable wages for College paid retirement plans. It **will** be counted as earned income for W-2 purposes.

### **General Terms of Employment**

Most full-time, 12-month employees, unless otherwise specified, work a 40-hour workweek from Sunday through Saturday. While most work Monday through Friday from 8:00 a.m. to 4:30 p.m., others work eight hours per day over various days during the work period. More flexible work schedules are required in some areas to maximize

availability to students while not exceeding the standard 40-hour workweek. Therefore, in certain situations, when college need is sufficiently demonstrated, documented, and approved by the appropriate member of President's Staff, variations of the 40-hour workweek, including any combination of days and hours during the Sunday through Saturday workweek to equal 40 hours of work, may be authorized. These modified schedules do not impact full-time status, duty days, or any other benefits. At least 10 days' advance notice to an employee of a substantial scheduling change is required unless previously addressed in the position description or other agreement with the employee. Appropriate documentation and approvals for flexible work schedules will be maintained in the relevant department.

The President, upon recommendation and request from a member of President's Staff, may authorize seasonal departures, such as summer flex schedules, from the standard workday/workweek for specific portions of the year and no adjustments of salaries will be contemplated by such temporary arrangements. This may include any combination of days and hours during the Sunday through Saturday workweek to equal 40 hours of work.

The President may designate specific alternative days for exempt employees to take a regularly scheduled holiday when college needs require an employee to work on a scheduled holiday.

All College employees, including online instructors, must maintain residency status that allows them to be employed and paid in accordance with Florida compensation and withholding requirements at all times during their employment.

## **Payment Schedule**

All SF employees shall be paid on a semi-monthly basis. Semi-monthly payrolls are paid on the 15<sup>th</sup> and last day of each month, or, if the designated payday falls on a non-workday, on the first previous regular workday, and covers services performed during the previous semi-monthly period. For example, work performed during the first half of the month is paid for on the last day of that month; work performed during the last half of the month is paid for on the 15<sup>th</sup> day of the following month for all 12-month personnel.

All 9-month faculty are paid on a semi-monthly basis for the full year. The first payroll period for fall term is September 15th of each year and the last payroll period for the contract year is August 31st.

If a mistake has been made by Santa Fe College in regard to wages, compensation, initial or promotional placement and is discovered during the employee's current contract year, then the wages of that employee will be adjusted accordingly. If a mistake is discovered in subsequent years, the monetary liability will not exceed one (1) year (the preceding year) for overpayment or underpayment. In the case of overpayment, an appropriate schedule shall be established for repayment to the College. In the case of underpayment, the employee's current compensation rate will be adjusted as appropriate with separate payment of any additional back pay. For



underpayment or overpayment, the College will use its best efforts to reach agreement with the employee; if no agreement can be reached, the College shall establish a reasonable repayment schedule. This acknowledges that the college and employee accept responsibility for accuracy in the remittance of wages.

## **PERSONNEL OF THE FLORIDA COLLEGE SYSTEM RISK MANAGEMENT CONSORTIUM**

Santa Fe College acts as fiscal agent for the Florida College System Risk Management Consortium (“Consortium” or “FCSRMC”) and serves as the employer of personnel assigned to the Office of the Executive Director. Salaries, promotions, reclassifications, supplements, other allowable forms of compensation, and fringe benefits of the employees of the Consortium are as approved by the FCSRMC Operations Committee. The Consortium will provide the Fiscal Agent (Santa Fe College) the funds for salaries, other compensation and fringe benefits including but not limited to fee waivers.

## **CONTRACT PERSONNEL (ADMINISTRATIVE AND PROFESSIONAL)**

### **Definition**

These full-time personnel provide service under contract to the College of an executive, managerial, professional or highly technical nature.

These positions are differentiated from faculty positions in that these personnel:

- do not earn continuing contract, and
- do not necessarily advance in salary as a result of acquisition of advanced degrees or certifications except as provided for per marketplace factors when specifically authorized.

Contract Personnel (Administrative and Professional) are hereinafter referred to as “A&P”.

### **General Description**

The Administrative and Professional Salary Schedule consists of positions that are: Executive/Managerial and Technical/Professional.

*Executive/Managerial:* Employees filling these positions have primary responsibility for planning, organizing and managing the institution and/or instructional functions of the institution. In general, these officers of the college are responsible for serving in a managerial capacity including responsibility as budget authority, supervision, planning and assessment, and leadership. They are expected to be available to the college as needed to carry out these duties.

The members of President's Staff are charged with the execution of all administrative and managerial duties related to the planning and operation of Santa Fe College. The executive positions of Vice President and those additional positions as designated by the President comprise the President's Staff. The President designates senior management positions and a list of those positions is maintained in Human Resources. To facilitate a smooth transition, more than one person may be assigned to the same senior management position for a period no greater than six months.

*Technical/Professional:* Employees filling these positions are required to have education, knowledge, or competence of an advanced nature in a highly specialized or highly technical field. Each performs a major, independent function of a highly specialized or supervisory nature. These employees may be exempt from overtime or non-exempt under the Fair Labor Standards Act, depending on the salary level test adopted by the Department of Labor and other factors to be considered by the College. Positions will be designated as either exempt or non-exempt at the time of posting and documented in the individual employee's file.

## Terms of Employment

The President appoints A&P personnel subject to approval by the District Board. A&P personnel receive annual contracts for definite terms of service and definite salary amounts. The 2018-2019 contract for 12-month A&P personnel will normally run from July 1, 2018, through June 30, 2019. Compensation is based on 24 equal payments of the contract amount. Unless absent for approved purposes, exempt A&P personnel are required to perform their assigned duties during the designated workdays of the College. Certain exceptions may be made for personnel whose work schedules may include holiday and/or weekend duty. Similarly, flexibility of scheduling may be provided for personnel whose responsibilities include extensive evening hours, work at multiple sites, or online activities. Advance supervisor approval for schedule alterations is required and these exceptions must be documented in the permanent personnel file of the individual employee(s). When the need is sufficiently demonstrated, variations of the workweek, including any combination of days and hours during the Sunday through Saturday workweek to equal 40 hours of work, may be authorized as previously noted in the section above governing general terms of employment.

**Full-time Non Exempt:** Information related to time and attendance for non-exempt employees is referenced within this section; however, more extensive information is provided in [the Time and Attendance Policy](#) for non-exempt employees found online under Time and Attendance in the Payroll section of the Office for Finance website (<http://dept.sfcollege.edu/finance/content/PAYROLL/TimeAttendancePolicyNonExempt.pdf>).

*Overtime:* Overtime is defined as hours actually worked in excess of the standard workweek, which is 40 hours for most employees. Non-exempt employees who actually work more than 40 hours during the Sunday-Saturday College workweek will be compensated with overtime, which is either compensatory leave or overtime pay. Holidays or Leave time used during the Sunday-Saturday workweek do not count toward the 40-hour calculation for overtime. When an employee's total hours for the workweek exceed 40 hours and leave time has been used, only the time actually worked by the employee counts toward the overtime calculation. Therefore, hours actually worked in excess of 40 hours for the work period are compensated as time-and-a-half and all other hours are paid at the regular hourly rate of pay or may be recorded as compensatory time for the actual time worked. Compensatory leave is accumulated at the rate of 1.5 hours of compensatory leave for each hour actually worked beyond 40. Overtime pay is calculated at 1.5 times the employee's regular hourly rate multiplied by the hours actually worked beyond 40. Accrued compensatory leave must be used prior to using vacation leave. All compensatory leave not used prior to June 30 of each fiscal year may be paid out based on recommendation from President's Staff; however, it is the intention that compensatory leave will be utilized prior to the end of each fiscal year and every effort should be made to ensure that accrued compensatory leave is exhausted prior to June 30<sup>th</sup>.

It is the supervisor's responsibility to ensure that unauthorized overtime is not incurred (i.e. that the employee does not work in excess of 40 hours per week without advance approval from the VP). Likewise, it is the employee's responsibility to seek advance

approval from the supervisor for working hours beyond the normal 40-hour schedule. The work schedule should be arranged to avoid working in excess of the 40-hour workweek. In situations where the department's mission cannot be carried out in the standard workweek, overtime work may be authorized based on prior written authorization from the appropriate Vice President or General Counsel. Such written authorization must be provided to the payroll department. Overtime will be compensated as compensatory leave unless specifically approved in advance to be paid as overtime pay. Any overtime earned during a period of time that a non-exempt employee is also under supplemental contract will be compensated with compensatory leave unless approved in advance in writing. Supervisors and employees who do not seek appropriate approvals for overtime work may be subject to disciplinary action.

*Holiday Pay:* Any work to be conducted when the College is closed requires advance documented approval from the appropriate member of President's Staff. The College calendar, as approved by the District Board, determines the college holidays. Full time employees will be paid eight (8) hours for each holiday, provided they are in a paid status or comparable approved leave status for the entire work day preceding. Full time non-exempt employees who are required to work on holidays or days the College is otherwise closed for an emergency, like in the event of a hurricane, will also be paid at a rate of 1.5 times their hourly rate of pay for the hours worked that day or be given the equivalent amount of time off on another day. The method of holiday pay compensation must be agreed upon prior to the start of the holiday work assignment and to the extent possible, employees should have the ability to elect pay or leave.

*Rest Periods and Meal Breaks:* There are two types of breaks: rest periods and meal breaks. Although not required by law, the College recognizes that employees who are working five or more consecutive hours should have breaks. The meal break length must be at least 30 minutes and no more than 60 minutes and is based on the work schedule that must equal 40 hours per workweek. Rest periods and meal breaks are also subject to the ability to maintain continuity of services during the employee's absence and as such they are not guaranteed.

*Additional Information:* Generally, non-exempt employees may not have any other appointments for other positions within the college.

Activities that are College-related but are not directly related to a non-exempt employee's primary job duties are considered voluntary and therefore are not compensable when participation is at the sole discretion of the non-exempt employee and the activity occurs outside of the employee's normal work hours. Supervisory approval is not required because these activities occur outside of the employee's work hours and are purely voluntary. Examples may include, but are not limited to, the Spring Arts Festival, Graduation, Fine Arts performances, the Relay for Life, March of Dimes, AFC and Career Service Council mixers, socials, and community projects.

*Travel:* Travel associated with College-endorsed activities is subject to advance supervisory approval. Compensatory time must be tracked in accordance with the Travel Guide. A time record of all work-related time, including sponsored meals that are not optional, must be included along with the actual start and end time in hours

and minutes of each activity. Free time, rest periods, and unsponsored meal breaks are not compensable time. Generally, travel time is compensable. Please see the Travel Guide for specific guidelines and directions.

**Full-time Exempt:** Exempt A&P employees may teach up to two (2) classes per term in addition to their full-time position obligations and are subject to all applicable credentialing requirements. Exceptions to these loading limitations must be authorized by the President or his/her designee and the appropriate Vice President when necessary for the successful operation of the College. Courses taught in addition to the full-time workweek obligation of the exempt A&P employee may be compensated at the overload rate of pay as stated in the faculty section of the Salary Schedule. However, when teaching is defined and documented as an essential obligation of the exempt A&P position, courses taught will receive no load/overload regardless when scheduled. Generally, courses taught during the standard work hours will be considered part of the exempt A&P employee's work obligation and said employees will not receive additional compensation. However, if it is determined that an exempt A&P employee is to be compensated for courses that are scheduled during the standard work hours of the college, a memo acknowledging how work time missed will be made up, approved by the appropriate Vice President, should be submitted to Human Resources to be placed in the employee's file.

Most academic chairs and directors teach courses as part of their normal workweek during the academic year and most academic administrators shall be required to teach one course every other year as part of their regular work obligation for no additional compensation. Additionally, some academic executive and professional positions also teach as part of or in addition to their daily duties and may receive additional overload compensation.

Pursuant to Rule 6A-14.041, Florida Administrative Code ("FAC"), the President is authorized to offer certain qualified administrative personnel a multi-year contract not to exceed three years. The term of service shall begin July 1 and continue for up to three consecutive years. The President, in consultation with the Chair of the District Board, is further authorized to offer other contract terms to qualified administrative personnel as additional incentive for recruitment and/or retention of these employees.

**Part-time:** Part-time A&P personnel are temporary employees who are appointed to perform specified services at a specific rate of pay per time period of employment, and termination is automatic at the end of each appointment period. They do not occupy a regularly established, budgeted position and do not participate in the regular benefit programs established for full-time employees unless otherwise specified. Part-time A&P personnel generally work no more than 28.5 hours per week with the exception of variable hour and seasonal employees who may temporarily work hours in excess of 28.5 weekly for short periods. Part-time A&P personnel who also work in another part-time capacity for the college cannot exceed more than 28.5 hours in their total workweek for the college in their various part-time appointments without written approval from the President or designee. Payment of part-time employees is semi-monthly on an hourly basis. Part-time appointments shall be made for periods that mirror our academic semesters, Fall (September-December), Spring (January-April) and Summer (May-August). The hourly rate is determined commensurate to

the corresponding full time salary ranges.

## **Salary Statement**

The salary of the President is set by the District Board. Salaries of the President's Staff are set by the President. As shown in the attached Salary Ranges, all other positions are assigned to a specific salary range based upon a fully documented assessment and approved by the President and the District Board, based on the following and other pertinent factors as defined by the Standards for Planning and Performance:

1. Significance of the position to the objectives of the College.
2. Formal educational training.
3. Kind, amount, and availability of experience.
4. Numbers, kinds, and levels of personnel supervised.
5. Level and degree of contribution to the decision-making process of the College.
6. Marketplace comparables.

In the employment, promotion or reclassification of personnel, the President or his/her designee shall recommend the employee's appointment to a specified position on the approved salary schedule based on the interrelationship of duties, training and relevant experience. Each salary determination must be confirmed by Human Resources and placement within the salary range is based upon the candidate's education, administrative and/or related business experience as shown in the attached salary table and is subject to internal and external marketplace factors.

Part-time A&P personnel are generally appointed at the hourly rate of the base salary of the approved salary range. An hourly rate in excess of this amount may be established only with supporting justification from the department and written approval of the Human Resources officer based on the same criteria considered for full time employees.

Employees who begin in one fiscal year and extend into the next fiscal year; e.g., May-August, may remain at the original appointment rate for the duration of the original appointment. Reappointment shall be at the new approved salary rate.

### **Non-recurring Supplement for 2018-2019**

Full-time administrative and professional personnel who are employed as of April 1, 2019, may receive a non-recurring \$1,250 supplement for services performed during the period of February 1, 2019, through March 31, 2019, or a prorated share based on the days of full-time employment for this period. This will be paid on or about the April 30, 2019, pay date.

Personnel with an active part-time primary appointment on or after February 1, 2019, through and including April 1, 2019, who perform services during the time period of February 1, 2019, through March 31, 2019, may receive a non-recurring \$375 supplement to be paid on or about April 30, 2019.

## **TECHNICAL/PROFESSIONAL SALARY RANGE**

Initial or interim placement on the Salary Schedule is generally at the minimum of the salary range for full-time and part-time positions. Based on available funding, and subject to internal and external marketplace factors, salaries will be offered up to 20% above the minimum salary for qualifications beyond the minimum requirements. Steps are based on 2% of the minimum salary for each year of verified and documented closely related work experience or for educational credentials beyond the minimum requirements.

Promotional placement is based on an increase of up to 10% for technical and professional positions subject to the internal marketplace and/or additional duties or the minimum of the new salary range or based on the calculation for initial/interim placement on the salary schedule, whichever is higher, subject to the internal marketplace.

Part time hourly rates are based on dividing the annual salary by 2080 hours. The annual salary is developed using the initial/interim placement calculation for steps as noted above.

<b>Technical and Professional Salary Range</b>		
Paygrades A-C contain both non-exempt and exempt positions; positions are classified as exempt unless specifically designated as non-exempt.		
<b>Pay Grade</b>	<b>Salary Range</b>	<b>Positions</b>
<b>A</b>	\$34,633- \$55,790	Assistant Curator Lead Transcript Evaluator (non-exempt) Manager Media Services Specialist (non-exempt) Specialist (non-exempt) Instructional Specialist

<b>B</b>	\$37,974- \$61,253	Academic Technologies Specialist Admissions Specialist (non-exempt) Advising Specialist Business Manager Coordinator Digital Media Editor (non-exempt) Graphic Designer (non-exempt) IR Developer and Analyst Digital Videographer and Designer Digital Photographer and Designer Academic Lab Manager Manager Specialist (non-exempt) Academic Coach Senior Instructional Specialist
<b>Pay Grade</b>	<b>Salary Range</b>	<b>Positions</b>
<b>C</b>	\$41,650- \$67,567	Access Specialist (non-exempt) Associate Director Business Manager, CIED (non-exempt) Business Manager Coordinator Counseling Specialist Senior Developer (non-exempt) Educational Technology Specialist (non-exempt) High School Dual Enrollment Advisement and Guidance Specialist Manager Senior Graphics Designer Senior Specialist (non-exempt) Web Designer Websmith (non-exempt) Zoo Curator
<b>D</b>	\$45,693- \$73,867	Associate Director Coordinator Manager Supervisor ITE Systems Support Specialist Captain, SFPD



<b>E</b>	\$50,140- \$81,136	Assistant Comptroller Associate Director Bursar Chief Engineer Coach Coordinator Enterprise Risk Manager I (FCSRMC) Instructional Designer Manager Librarian (part time only)
<b>F</b>	\$52,088- \$84,380	Coordinator (FCSRMC) Enterprise Risk Manager II (FCSRMC) Manager (FCSRMC)
<b>G</b>	\$58,441- \$94,674	Enterprise Risk Manager III (FCSRMC)

## **ADMINISTRATIVE SALARY RANGE**

Initial or interim placement on the Salary Schedule is generally at the minimum of the salary range for full-time and part-time positions. Based on available funding, and subject to internal and external marketplace factors, salaries will be offered up to 20% above the minimum salary for qualifications beyond the minimum requirements. Steps are based on 2% of the minimum salary for each year of verified and documented closely related work experience or for educational credentials beyond the minimum requirements. Promotional placement is based on an increase of up to 12.5% for Executive/Managerial positions subject to the internal marketplace and/or additional duties or the minimum of the new salary range or based on the calculation for interim/initial placement on the Salary Schedule, whichever is higher.

Part time hourly rates are based on dividing the annual salary by 2080 hours. The annual salary is developed using the initial/interim placement calculation for steps as noted above.

Academic Chairs and Academic Directors are administrative appointments assigned to pay grades B or C on the Executive and Managerial Salary Range. Academic Chairs and Directors should be, whenever possible, selected internally based on the College's approved search procedure. As an inducement for 9-month faculty members to apply for these positions, \$10,000 will be added to the faculty member's salary for initial placement on the A&P salary schedule or their salary will be increased to the minimum of the new salary range or based on the calculation for initial placement on the salary schedule, whichever is higher, subject to the internal marketplace. A 12-month faculty member's salary will be adjusted back to the 9-month salary calculation prior to the aforementioned initial placement adjustments. An Academic Chair or Director returning to the classroom would have his/her salary adjusted by returning the faculty member to his/her faculty salary prior to the administrative appointment and adding all raises the general faculty received during his/her appointment as Academic Chair or Director. All unused accrued vacation leave will be paid out at the time the Academic Chair or Director ends the administrative contract and is returned to the faculty contract. External or internal appointments for Academic Chairs or Directors, other than 9-month faculty, will be placed on the appropriate pay grade of the Executive and Managerial Salary Range based on guidelines stated in the first paragraph under Administrative Salary Range (see above).

Continuing contract faculty who accept an administrative appointment as an Academic Chair or Director are considered to be on extended service leave from their continuing contract appointed position for the duration of their administrative appointment.

### Executive and Managerial Salary Range

All positions within the Executive and Managerial salary range are classified as exempt.

<b>Pay Grade</b>	<b>Salary Range</b>	<b>Positions</b>
<b>A</b>	\$56,255- \$91,166	Director Associate Registrar
<b>B</b>	\$63,135- \$102,378	Academic Chair Academic Director Director Chief of Police Registrar Assistant Vice President
<b>C</b>	\$70,873- \$115,026	Academic Chair Academic Director Assistant Vice President Comptroller Dean Director of Human Resources Equity Officer Financial Aid Director
<b>D</b>	\$77,433- \$131,843	Assistant to the President Associate Vice President Associate Provost Chief Information Officer
<b>E</b>	As determined by the President*	General Counsel Provost Vice President

\*See Salary Statement above

## CONTRACT PERSONNEL (FACULTY)

### Definition

Full-time instructional personnel are employees whose designated duties involve teaching and associated College service as defined in the full-time faculty position description. Instructional personnel are to be employed under written annual or continuing contracts, as required by Rules 6A-14.041 and 6A-14.0411, FAC.

A full-time instructor is a member of the instructional staff who is under contract for a minimum of 9-months. The 2018-2019 academic year of the College and the contract year for 9-month instructional personnel embrace the period from Fall Term beginning with Convocation on August 21, 2018 through the end of Spring Term, May 2, 2019. The contract year for instructional personnel on the 12-Month Contract is the same as for administrative employees and will normally run from July 1, 2018, through June 30, 2019. Compensation is based on 24 equal payments of the contract amount.

Unless absent for approved purposes, instructional employees are required to perform their assigned duties during the designated work days of the College. Refer to College Rule 3.20 for approved leaves of absence. A work day normally consists of 8 hours.

*9-Month Contract:* The 9-Month Contract guarantees full-time instructional employment for the Fall and Spring Terms in the relevant academic year or contract year. Full-time instructional employment in this context means that the minimum instructional load required of a full-time instructor during the academic/contract year will be 30 semester hours of credit class instruction, usually on the basis of 15 credit hours in the Fall semester and 15 credit hours in the Spring semester. Full-time faculty are also expected to engage in service to the college per the faculty position description approved by the College Senate. To continue full-time status and the benefits that accrue to this status, it is expected that this minimum teaching load will be maintained. Exceptions may occur to the above minimum term loading requirements for full-time instructional employees as a result of special program/discipline loading needs. Any assignment of an instructional load in excess of these limitations must be specifically approved by the President or his/her designee after it has been determined that such assignment is in the best interest of the College.

*12-Month Contract:* The 12-Month Contract extends the time and duties commitment of the instructor to a full academic/contract year of prescribed service to the College. The 2018-2019 contract will run July 1, 2018, through June 30, 2019. The 12-month contract requires the instructor holding such a contract to be assigned duties, administrative, professional and/or instructional, for a total equal to 42 semester credit hours of assigned duties and the instructor is required to perform those additional administrative, professional and/or instructional duties during the designated workdays of the College. Most full-time, 12-month faculty, unless otherwise specified, work a 40-hour workweek from Sunday through Saturday. While many work Monday through Friday from 8 a.m. to 4:30 p.m., others work eight hours per day over various days during the work period or any combination of

days and hours to equal 40 during the Sunday-Saturday workweek. Work schedules are documented and approved by the appropriate member of President's Staff. Additional duties performed in lieu of teaching shall be documented on the instructor loadsheet of the individuals concerned. Full-time faculty are also expected to engage in service to the college per the faculty position description approved by the college senate. To continue full-time status and the benefits that accrue to this status, it is expected that this minimum teaching load will be maintained. Exceptions may occur to the above minimum term loading requirements for full-time instructional employees as a result of special program/discipline loading needs. Any assignment of an instructional load in excess of these limitations must be specifically approved by the President or his/her designee after it has been determined that such assignment is in the best interest of the College.

*Part-Time Instructor:* A part-time instructor, not otherwise employed by the College, is a temporary member of the instructional staff who is employed for a specific period of time; i.e., on a term-by-term basis, to teach specified courses at a specified rate of pay, and termination is automatic at the end of each period. The part-time instructor is not a salaried employee of the College and does not participate in employee benefits programs established for full-time salaried employees of the College. A part-time instructor otherwise employed by the College shall be governed by the Salary Schedule for his/her primary employment designation and will be limited to working no more than 28.5 hours in all employment capacities within the college, which is approximately twelve (12) instructional credit hours, or equivalent, per term. Terms are defined as Fall (September-December), Spring (January-April), and Summer (May-August).

*Substitute Instructor:* The President or his/her designee may arrange for a qualified instructor on an as-required basis. Substitute instruction should not exceed 33% of scheduled classes for any course per term. A substitute instructor may be either an appropriately credentialed full-time or part-time College employee or a credentialed instructor employed specifically for substitute service for the period of time during which the regularly assigned instructor is absent. Maximum work hour limitations for part time employees apply. Substitute instructors are appointed specifically for service during the period of time when the replaced instructor is absent from the regularly assigned teaching assignment. Required services are to be clearly specified in the employment arrangement and documented in the personnel files. The beginning and ending hours of the workday for which a substitute instructor is appointed will be clearly specified in the appointing document. Substitute pay cannot be earned by a 12-month employee during his/her normal work day. Substitute pay can be received by a 12-month employee for classes taught in addition to their standard workweek, and appropriate documentation must be provided to Human Resources for the personnel file to support that the work is outside of the standard working hours or how time missed from the standard working hours is being made up.

## **Terms of Employment**

In general, each employee of the College is obligated by the employment agreement to commit a given amount of time and effort to assigned duties. Instructional personnel are required to fulfill the instructional load specified in their respective contracts and the College service described in the full-time and part-time faculty position descriptions, the daily commitment of time to related duties prescribed in the approved Salary Schedule and be subject to appropriate assignments by the President or his/her designee during the duty days prescribed in their respective contracts. The College further expects that all faculty possess and maintain the ability to plan and carry out the complete scope of their instructional assignments on an ongoing basis.

*Faculty Grading:* Among the many duties that faculty have, grading student work is one of the most important. Grading enables faculty to determine a student's progress as well as how effectively that assignment meets its pedagogical goals. Assessment of student work for the purpose of grades must be done by a person authorized by the College who possesses the appropriate credentials. Student grades and records are FERPA protected and therefore nonpublic and restricted to designated College employees who by nature of their official position descriptions are afforded access. Given those elements, grading must be done only by authorized employees of the College. Any grading of student work or entry of grades by non-authorized individuals may result in legal and contractual penalties, including termination.

*Exam Week Responsibilities:* The College schedules a 4-day exam week at the end of each Fall and Spring semester. Faculty are to be available to meet and communicate with students face-to-face, via email/LMS, and/or by phone, throughout exam weeks. These days are included in the faculty member's total number of contract days. Students have the right to meet in person, on campus, with faculty throughout this week for traditional classes and have the right to meet virtually for online classes. Faculty who opt not to be available during this week must submit leave forms within their allocated personal days per year and make appropriate arrangements with their chair or director to provide support for the students during missed time.

*Independent Study Courses:* These courses are taught at the discretion of the individual full-time faculty member with approval of the appropriate department chair/director. Faculty do not receive additional loading for these classes.

*Clock Hour Conversion:* Whenever instructional loads are expressed in terms of "semester credit hours" in this Salary Schedule, they may be converted to "non-credit instructional clock hours" by using the formula of 25 non-credit instructional clock hours equal a semester credit hour equivalent. This formula may vary by program based on approval by the Provost. Variations from the standard must be documented and justified.

*Contract Days:* The full-time faculty contract requires the instructor to commit a definite number of days of service to assigned instructional/non-instructional duties. The full-time faculty contract is based on a predetermined number of contract days

each academic year. Any faculty member who is absent from his/her assignments for a contract day must submit a leave form for eight hours. Any full-time faculty member who is absent from his/her overload assignment shall be docked the prorated amount equal to the amount that would have been earned during the same timeframe. Full-time faculty who miss a portion of a contract day will submit a leave form for the equivalent portion missed using the "[Partial Days Missed](#)" worksheet to calculate. Part-time faculty who miss a class will be docked the prorated dollar amount equal to the amount that would have been earned for that time frame.

*Contract Hours:* The full-time faculty contract and the salary schedule are based upon the assumption that full-time faculty are devoting forty (40) hours per week to work associated with their faculty positions. A significant portion of these hours will be spent on campus in fulfillment of the following minimum weekly time commitment (with the exception of exam weeks):

1. Assigned teaching hours of 15 credit hours or equivalent.
2. Ten (10) hours per week of scheduled office time for availability to students.
3. Ten (10) hours per week of time for instructional preparation, related instructional activities and assessment of student learning.
4. Time as required to meet professional obligations, including, but not limited to, assessment of curriculum, departmental meetings, committee assignments, professional development and special study groups, etc.
5. For annual contract faculty, the weekly time commitment requirement must include on campus time sufficient time for participation in the activities described above to allow for adequate review of the faculty member and, as such, constitutes an essential function of the job.

The part-time faculty contract and the Salary Schedule are based upon the assumption that part-time faculty are devoting time to being available to students and instructional related duties proportionate to the amount of time full-time faculty devote to those duties. Therefore, every credit hour of instruction represents 2.34 hours of service to the college being available to students/office hours and instructional activities including preparation and delivery based on a traditional 15-week instructional term; shorter term lengths will be adjusted accordingly.

During non-traditional academic terms and/or non-traditional delivery, full-time faculty must maintain a minimum weekly total of 25 hours for instructional duties and office hours combined; these faculty are still responsible for devoting a total of forty (40) hours per week to work associated with their faculty positions.

Online instructors must allocate a proportionate number of hours per week for each course consistent with the standard weekly time commitment including being available at designated times for communication dialogue with students.

Departmental responsibilities will be individually negotiated with each full-time faculty member. In addition, the full-time faculty member must attend and participate in all discipline-related meetings and/or College-related functions as identified by the chair/director. In the event a full-time faculty member is exclusively loaded for online courses in a given term, the chair/director must establish designated meeting times to be held on campus with the instructor.

Office time/availability to students: The instructional loading commitment will not be counted as part of the ten hours per week of the scheduled office time/availability to students requirement with the exception of those in specifically identified program areas with extensive individual student contact.

Office hours associated with online (distance learning) courses may be redirected based on approval by the department chair/ director. Faculty teaching online classes are subject to the same office-hour requirements as those who teach on-site. Faculty members will establish regularly-scheduled virtual office hours to ensure that online students and on-site students have identical opportunities to interact with their instructors at established times. This availability requirement applies during exam weeks as well. A specific schedule for virtual office hours will be approved by the department chair at the beginning of each term and published in the online instructor's syllabus.

Faculty in the construction and technical, clinical health, and zoo sciences programs spend a minimum of 24 contact hours per week in classroom, clinical and/or laboratory settings. These faculty are assigned six office hours each week due to the large amount of time spent in contact with students. Faculty in the high school program spend a minimum of 20 contact hours per week in classroom and/or laboratory settings. These faculty are assigned five office hours each week due to the large amount of time spent in contact with students. Faculty in all these program areas are still responsible for devoting a total of forty (40) hours per week to work associated with their faculty positions.

All full- and part-time faculty members must publish in their syllabi the days, times, and location they will be available for office hours. For online students, all full- and part-time faculty must post on the course homepage:

- the days and times they may be contacted for online office hours at a remote site
- the preferred method of telecommunication

Each term, all full- and part-time faculty members must post, at their offices, a completed schedule card of assignments and office hours. For those part-time faculty members who are not assigned to a particular office site on campus, completed schedule cards of assignments outlining the days and times of telecommunications should be submitted to the department chair or director and noted on the syllabi.

### **Modified Teaching Loads**

Based upon program needs, certain faculty in the clinical health, zoo animal technology and construction and technical programs may teach up to 6 credit hours in the summer term of the academic year with payment for those additional hours at their individual contract credit hour rate. The modified teaching load must be approved by the appropriate member of President's Staff and noted on the faculty load sheet.



As an aid to faculty recruitment and retention, excess hours (up to six) compensated at their salary per credit hour rate for faculty in the nursing program may be disbursed on an annualized basis, consistent with the established 24 pay period payment schedule.

### **Maximum Teaching Loads**

A full-time instructor who is requested by the College to teach in excess of the minimum teaching load prescribed in his/her basic salary contract (30 semester credit hours) shall be compensated as prescribed in this section. Exceptions to these loading limitations must be authorized by the President or his/her designee and the Vice President when necessary for the successful operation of the College.

1. One time per contract year, in the Fall Term or in the Spring Term, no more than 2 additional course sections, up to 23 credit hours.
2. In the Summer Term, overload assignments per the need of their departments.

Instructors shall not be authorized to teach more than a total of 36 semester credit hours during the Fall and Spring terms combined unless specifically approved by the Provost or Vice President.

Semester credit hours taught in excess of the minimum term requirement are considered overloads and shall be compensated for at the rate of \$744 per credit hour (\$29.76 per clock/contact hour).

Faculty who fail to complete their full contract assignment in terms of days and/or credit hours will be paid at their daily rate of pay for the days worked under the basic salary contract. Any load in excess of 15 credit hours will be paid at the overload rate or if approved for the modified teaching load at that rate of pay should the instructor fail to complete their full contractual assignment.

A part-time instructor may be appointed for no more than 28.5 hours, which is approximately twelve (12) instructional credit hours, or equivalent, per term. Terms are defined as Fall (September-December), Spring (January-April), and Summer (May- August).

### **Salary Statement**

*Full-Time Instructor:* The minimum and maximum salaries for full-time instructors for 2018-2019 are based on rank as defined by earned degree and specified at the end of the Contract Personnel (Faculty) section of the Salary Schedule.

Rank is generally determined by attainment of discipline-related degrees from accredited institutions. Initial rank is based on highest related degree at the time of hire. Changes in rank resulting from additional educational preparation will be made with the beginning of the next month following delivery to the Human Resources Officer appropriate documentation of this achievement and submission of a revised Faculty Credential Verification form by the department chair/director. Such changes will amount to the difference between the bases of the ranks involved and will be

prorated for the balance of the contract year.

The President or his/her designee shall determine salary by assignment of appointees to the relevant salary range schedule adopted annually by the District Board. Placement on the salary table is to be determined by academic preparation, years of experience, and other pertinent factors.

Any request to move a faculty position from its current contract length to any other type of contract must be approved by the President or his/her designee and the annual salary will be revised based on the appropriate salary schedule.

*Part-Time Instructor:* Part-time instructional service will be paid for on the basis of \$744 per semester credit hour and \$29.76 per clock/contact hour. The President or his/her designee may authorize a rate not to exceed \$30 per clock/contact hour for instructional service which requires highly technical preparation in the technical and public service, trade and industry, business education, and health related areas. The President or his/her designee may establish a rate that is 20% higher than the semester credit hour and clock/contact hour rate for part-time faculty in the areas defined as critical need programs, which are as follows: Biotechnology, Central Sterile Processing Technology, Dental, Medical Imaging, Nursing, Physical Therapist Assistant, Respiratory Care, and Surgical Technology programs. The authorized rate will be justified and documented in the personnel file.

Part-time faculty who miss a class will be docked the prorated dollar amount equal to the amount that would have been earned for that time frame.

### **Continuing Education/Corporate Training**

Rates of pay for Continuing Education/Corporate Training instruction are as noted below. The President may authorize a higher rate of pay for courses where special expertise is required or the market for available instructors dictates and will provide documentation to be placed in the employee's file to support these requests.

General Instructor	\$25
CPR Instructors	\$25
Child Development Certification Instructors	\$50
Insurance Licensing and CE	\$50
Technology	\$50
Professional Development	\$50

### **Community Education**

Rates of pay for Community Education are as noted below. The President may authorize a higher rate of pay for courses where special expertise is required or the market for available instructors dictates and will provide documentation to be placed in the employee's file to support these requests.

College for Kids	
College For Kids Team Leader	\$17.50
College For Kids Floating Instructors	\$16.50
College For Kids Instructor	\$20
College For Kids Basic Science/Technology	\$20
College For Kids Specialty Science/Technology	\$25
Other Courses	
Basic Crafts	\$15
General Instructors	\$20
Specialty Crafts	\$20
Art, Music, & Photography	\$25
Technical Crafts (jewelry making, welding, glass blowing, sculpting, etc)	\$25
Languages	\$25
Technology	\$25

### **Substitute Instruction**

Substitute instructors are to be paid at the following rates:

1. For credit-hour instruction
  - a. \$.72 per minute per class session
  - b. \$.86 per minute per class session in Critical Need programs
  - c. Health-related clinical substitution will be paid at a rate commensurate with the duties associated with the clinical assignment, and will be at least \$20 per clock/contact hour. The President or his/her designee may authorize a rate not to exceed \$50 per clock/contact hour for selected clinicals requiring special license or credentials.
  
2. For non-credit instruction: Vocational/Technical courses, \$15 per contact/clock hour. The President or his/her designee may authorize a rate not to exceed \$30 per clock/contact hour for selected vocational/technical courses requiring special license or credentials.

### **Payment Schedule**

Instructional personnel shall be paid on a semi-monthly basis. Semi-monthly payrolls are paid on the 15<sup>th</sup> and the last day of each month, or, if the designated payday falls on a non-workday, on the first previous regular workday.

Payments for additional services performed by full-time instructional personnel will

be made at the end of the payroll period in which such services are certified to the Payroll Office by the Human Resources officer provided such certification is received in time for inclusion in the payroll process.

As an aid to faculty recruitment and retention, excess hours (up to six) compensated at their salary per credit hour rate for faculty in the nursing program may be disbursed on an annualized basis, consistent with the established 24 pay period payment schedule.

In most instances, payments to part-time instructional employees are to be made on a semi-monthly basis as follows:

- Part-time credit instructors are to be paid semi-monthly in equal increments over the term of their part-time contracts.
- Part-time non-credit instructors will be paid semi-monthly based upon the number of hours properly certified as taught.

Substitute instructors are to be paid at the end of the semi-monthly pay period following the time during which substitute service is provided, if time is not certified in time to be incorporated in the current payroll, payment will be made at the end of the following semi-monthly period.

### **Overloads**

It is the intent of the District Board that members of the full-time instructional staff and qualified exempt Administrative and Professional staff be afforded the opportunity to augment their contract salaries by teaching course loads in excess of the minimum contract requirement (30 semester credit hours for 9 month, and up to 42 for 12 month based on the terms and duties of their individual contract as documented on the loadsheet) to the extent such services are required by the College's instructional program.

The President or his/her designee shall ensure that teaching overloads are authorized only to the extent they are required by the educational program and that such authorizations do not operate to diminish the level of quality in teaching that is expected of all instructional personnel. Semester credit hours taught in excess of the minimum term requirement shall be compensated for at the rate of \$744 per semester hour (\$ 29.76 per clock/contact hour). The President or his/her designee may establish a rate that is 20% higher than the aforementioned semester credit hour and clock/contact hour rate for semester hours taught in excess of the minimum term requirement for faculty in the areas defined as critical need programs, which are as follows: Biotechnology, Central Sterile Processing Technology, Dental, Medical Imaging, Nursing, Physical Therapist Assistant, Respiratory Care, and Surgical Technology programs.

### **Stipends**

*Non-Instructional Duties Stipend:* In addition to the reassigned time and compensation provided for College Senate leadership, the College will provide a

limited number of non-instructional units for activities assigned to faculty to improve and enhance instructional programs. Each non-instructional unit (NIU) will be analogous to an instructional credit hour and thus assumes approximately 2.34 hours of work per week or 35 hours total during a 15-week academic term; shorter term lengths will be adjusted accordingly. The stipend value of one NIU is therefore equivalent to the adjunct credit hour rate. Approved documentation will be maintained in the employee's personnel file in Human Resources.

*Critical Need Stipend:* Upon approval of the President or his/her designee, faculty in the Biotechnology, Central Sterile Processing Technology, Dental, Medical Imaging, Nursing, Physical Therapist Assistant, Respiratory Care, and Surgical Technology programs may receive a stipend of up to 20% of the base salary for their rank. This reoccurring stipend shall remain separate from the faculty members' base salary and be paid semimonthly in equal increments during the contract period.

### **Professor Emeritus Part-time Program**

Professor Emeritus Part-time Program recognizes the outstanding expertise of retired Santa Fe College faculty by establishing a rate of pay that is 30% above the current credit hour rate of pay for part-time faculty. Faculty and academic administrators who retire from Santa Fe College with 20 or more years of full time service are eligible for this program and will be compensated at a rate 30% above the current part-time faculty rate. All Emeritus faculty assignments are contingent upon the scheduling needs of individual programs and are subject to course enrollments meeting the threshold necessary to run the class sections.

### **Non-recurring Supplement for 2018-2019**

Full-time faculty who are employed as of April 1, 2019, may receive a non-recurring \$1,250 supplement for services performed during the period of February 1, 2019, through March 31, 2019, or a prorated share based on the days of full-time employment for this period. This will be paid on or about the April 30, 2019, pay date.

Personnel with an active part-time primary appointment on or after February 1, 2019, who perform services during the time period of February 1, 2019, through March 31, 2019, and who have not separated from the college as of April 1, 2019, may receive a non-recurring \$375 supplement to be paid on or about April 30, 2019.

## 9-MONTH FACULTY SALARY RANGE

Initial placement on the Salary Schedule may be determined by providing steps for related work experience. Based on available funding, a percentage of the base may be provided for each step consistent with the annual increase for that year. To determine initial placement on the salary table, one step may be allowed for each year of verified experience for full-time college level teaching experience within the last 10 years. Preschool-12 teaching experience may be allowed one step for every 2 years of full-time service within the last ten years. Preschool-12 teaching experience may be allowed one step for every year of full-time service within the last ten years for faculty hired to teach in the High School Dual Enrollment program. Career and Technical Education positions may receive 1 step for each year of full-time verified industry experience within the last 5 years. Part-time Santa Fe College instructional experience may be used in the calculation of steps at the rate of 72 credit hours = one step. A maximum of ten steps applies to all applicable experience and is subject to internal and external marketplace factors.

Each full or partial year may be judged to determine its value per year of relevant experience. Initial placement within the Salary Range must be confirmed by Human Resources prior to any offer being extended.

<b>RANK I</b> (\$46,178-\$81,018)  Doctorate		
<b>RANK IIA*</b> (\$43,124-\$78,647)  Masters or Equivalent +36 Semester Hours	<b>RANK II</b> (\$40,926-\$76,509)  Masters or Equivalent	<b>RANK III</b> (\$37,870-\$73,545)  Bachelors or Equivalent

*Rank is based on highest degree earned from an accredited institution relative to discipline area of instruction.*

\*Rank IIA:

1. thirty-six semester hours of academic preparation beyond the Master's degree, or
2. seventy-two semester hours beyond baccalaureate, or
3. earning a second Master's degree, or
4. earning a recognized six-year degree; e.g. Ed.S.

## 12-MONTH FACULTY SALARY RANGE

Initial placement on the Salary Schedule may be determined by providing steps for related work experience. Based on available funding, a percentage of the base may be provided for each step consistent with the annual increase for that year. To determine initial placement on the salary table, one step may be allowed for each year of verified experience for full-time college level teaching experience within the last 10 years. Preschool-12 teaching experience may be allowed one step for every 2 years of full-time service within the last ten years. Preschool-12 teaching experience may be allowed one step for every year of full-time service within the last ten years for faculty hired to teach in the High School Dual Enrollment program. Career and Technical Education positions may give 1 step for each year of full-time verified industry experience within the last 5 years. Part-time Santa Fe College instructional experience may be used in the calculation of steps at the rate of 72 credit hours = one step. A maximum of ten steps applies to all applicable experience and is subject to internal and external marketplace factors. Each full or partial year may be judged to determine its value per year of relevant experience. Initial placement within the Salary Range must be confirmed by Human Resources prior to any offer being extended.

<b>RANK I</b> (\$57,807-\$90,448) Doctorate		
<b>RANK IIA*</b> (\$54,729-\$87,482)  Masters or Equivalent +36 Semester Hours	<b>RANK II</b> (\$52,531-\$85,345)  Masters or Equivalent	<b>RANK III</b> (\$49,477-\$82,380)  Bachelors or Equivalent

*Rank is based on highest degree earned from an accredited institution relative to discipline area of instruction.*

\*Rank IIA:

1. thirty-six semester hours of academic preparation beyond the Master's degree, or
2. seventy-two semester hours beyond baccalaureate, or
3. earning a second Master's degree, or
4. earning a recognized six-year degree; e.g. Ed.S.

## **CAREER SERVICE PERSONNEL**

### **Definition**

The staff of career service employees is comprised of permanent, full-time (normally 40 hours a week), salaried employees who occupy budgeted positions that provide the technical, trade, clerical and support services for the College.

The District Board has approved a uniform classification plan for Career Service positions consisting of the following:

1. approved classes of positions,
2. class titles for all approved classes of positions, and
3. allocation of each position to its proper class.

These approved classes are incorporated as an integral part of the Career Service/Support Personnel Salary Schedule.

### **Terms of Employment**

In general, each employee of the College is obligated by the employment agreement to commit a given amount of time and effort to assigned duties. Career Service employees, unless absent for approved purposes, are required to perform their assigned duties during their designated workweek. While the majority of Career Service employees are classified as non-exempt and eligible for overtime in accordance with the Fair Labor Standards Act, those Career Service employees designated as exempt from overtime eligibility will be notified in writing at or before the time of hire to assure that they are aware of this designation.

Activities that are College-related but are not directly related to a non-exempt employee's primary job duties are considered voluntary and therefore are not compensable when participation is at the sole discretion of the non-exempt employee and the activity occurs outside of the employee's normal work hours. Supervisory approval is not required because these activities occur outside of the employee's work hours and are purely voluntary. Examples may include, but are not limited to, the Spring Arts Festival, Graduation, Fine Arts performances, the Relay for Life, March of Dimes, AFC and Career Service Council mixers, socials, and community projects. Travel associated with College-endorsed activities is subject to advance supervisory approval. Compensatory time must be tracked in accordance with the Travel Guide. A time record of all work-related time, including sponsored meals that are not optional, must be included along with the actual start and end time in hours and minutes of each activity. Free time, rest periods, and unsponsored meal breaks are not compensable time. Generally, travel time is compensable. Please see the Travel Guide for specific guidelines and directions.

Generally, non-exempt employees may not have any other appointments for other positions within the college.

Exempt positions are not eligible for overtime.



Information related to time and attendance for non-exempt employees is referenced within this section; however, more extensive information is provided in [the Time and Attendance Policy](#) for non-exempt employees found online under Time and Attendance in the Payroll section of the Office for Finance website (<http://dept.sfcollege.edu/finance/content/PAYROLL/TimeAttendancePolicyNonExempt.pdf>).

### **Employee Work Schedules (Modified, LEO, Standard & Alternate)**

The President or his/her designee shall establish a standard workweek for all Career Service personnel predicated on the needs of the College to accomplish its objectives.

The College workweek is measured from Sunday – Saturday. Most full time employees of the College have a 40-hour weekly work period unless otherwise specifically noted. Due to the diversity of job responsibilities, the variety of work schedules, and the need to provide the highest quality of service to students, the College has many different work schedules, although the general hours of operation for the college are 8:00 a.m.-4:30 p.m. When the need is sufficiently demonstrated, variations of the workweek, including any combination of days and hours during the Sunday through Saturday work week to equal 40 hours of work, may be authorized as previously noted in the section governing general terms of employment above.

Each department will establish standard employee work schedules and to the extent possible will identify and communicate to employees, well in advance of the need, any required modifications of the workweek. Such advance planning facilitates good communication and minimizes misunderstandings between supervisors and employees. For example, when a department has an established requirement for an extended-hour workweek during peak times in order to provide service to students or to meet operational deadlines, an annual modified schedule could be developed.

#### **Standard Work Schedule**

The standard schedule may consist of any number of days and hours within the Sunday-Saturday workweek that equal 40 hours of actual work that ensures efficient operation of the College and provides optimum service to students. Specific hours of operation are determined by the department and are justified based on how well the established schedule provides service or ensures efficient operations. Although work schedules should not be based on the needs of an individual employee, supervisors are encouraged to consider employee needs within the established schedule and to offer creative approaches for completing work while promoting effective balance between an employee's work and personal commitment resulting in a positive and productive work environment.

#### **Alternate Work Schedule**

While a standard employee work schedule is established in each area, it may be subject to minor weekly operational changes known as an "alternate work schedule." Any employee seeking these minor weekly changes should provide a request with as much advance notice as possible to the area's supervisor.

Supervisors should utilize an alternate work schedule to afford maximum service to students and to the College without exceeding the standard 40-hour workweek. They

should not approve alternate work schedules that circumvent the normal use of accrued leave for absences from the workplace. Alternate schedules can only occur in the same Sunday-Saturday workweek.

#### Modified Work Schedule

Modified employee work schedules for certain peak times and events may also be established. Schedules that represent significant changes from the standard employee work schedule require that, out of respect to the impacted employees, supervisors notify these employees at least ten (10) business days in advance.

#### Law Enforcement Officer Work Schedule

Non-exempt sworn law enforcement personnel of the Santa Fe College Police Department have schedules based on an 80-hour two-week period running consecutively from Sunday through Saturday. In consideration of these employees, the Police Department will provide a full month's notice (two consecutive 80-hour work periods) or at least ten (10) business days advance notice whenever possible for planned events, expected peak times, schedule changes and holiday closures. However, given the emergency nature of their positions and the requirements for continuity in security, this advance warning may not always be possible.

### **Employment categories (Full-time, Part-time, Temporary, Part-time Student)**

#### *Full-time Employee*

Full-time Career Service employees are paid an annual salary on a semi-monthly basis and participate in all approved employee benefit programs, including retirement programs authorized by law, the rules of the State Board of Education, and District Board policy.

#### *Part-time Employees*

Part-time Career Service employees are appointed to perform specified services for a specific period of time at a specific rate of pay per time period of employment, and termination is automatic at the end of each appointment period. Appointment periods coincide with the academic terms as follows: Fall (September – December, Spring (January – April) and Summer (May-August). They do not occupy regularly established budgeted positions and do not participate in the regular benefits programs established for full-time career service employees unless otherwise specified. Part-time employees generally work no more than 28.5 hours per week. Payment of part-time career service employees is semi-monthly on an hourly basis. The hourly rate is commensurate to the corresponding full time salary ranges.

#### *Temporary Workers*

Temporary workers are appointed for a limited period of time to perform assigned duties at a specific rate of pay per time period of employment. Most temporary employees are employed by an outside temporary agency that provides staff services for the college and are not employees of the College.

#### *Part-Time Student Employees*

Part-time student employees are appointed to perform specified services for a specific period of time at a specific rate of pay per time period of employment, and

termination is automatic at the end of each appointment period. They do not occupy a regularly established, budgeted position and do not participate in the regular benefits programs established for full time Career Service employees. Part-time student employees are exempt from FICA. For the purposes of this FICA exemption, the Internal Revenue Code states that student employment must be “incident to and for the purpose of pursuing a course of study.” For this reason, part-time student employees should not work more than a total of 25 hours per week. Part-time international student employees should not work more than a total of 20 hours per week based on F-1 Visa limitations.

Payment of part-time student employees is semi-monthly on an hourly basis. Student employees must be appointed on a term by term basis. Student employees must be enrolled continually at least half time each major term to qualify for appointment. Half time enrollment is defined as 6 credit hours in the Fall, Spring or Summer C or 3 credit hours in Fall, Spring or Summer A and B terms.

## **Salary Statement**

### *Full-Time Career Service Employees*

The President shall recommend to the Board annual salary schedules for career service/ support personnel.

The hiring salary for new employees shall be appropriate to the position being filled, as shown in the attached salary table. In instances where the marketplace salary for certain positions is beyond the maximum of the approved salary range or initial placement on the Salary Schedule as stated above, the hiring salary must be approved by the President. Each salary determination shall be justified with appropriate verification, approved by the Human Resources Officer, and documented in the permanent personnel file of the individual employee concerned.

### *Part-Time Career Service Employees*

Part-time Career Service employees shall be paid an hourly wage, which is the hourly rate of the base salary range for the corresponding established career service position, or the hourly rate based on applicable steps added to the base salary of the corresponding salary range as per the guidelines for initial placement on the Career Service salary schedule. The annual salary divided by 2080 is used to determine the hourly rate.

### *Part-Time Student Employee*

Part-time student employees shall be paid an hourly wage which is (1) the hourly rate of the base salary range for the established Career Service position which regularly performs the kinds of services which the employee is required to provide on a part-time basis or (2) the federal and/or state minimum wage for students employed as educational aides or (3) the salary as shown in the attached salary table for unclassified part-time.

Employees who begin in one fiscal year and extend into the next fiscal year; e.g., May-August, may remain at the original appointment rate for the duration of the original appointment. Reappointment shall be at the new approved salary rate.

## **Promotions, Reassignments, and Reclassifications**

Employees who are on probation may not apply for other open positions at the college except as noted herein. The President or his designee, subject to District Board approval, may promote a Career Service employee, who has successfully completed their probationary status, to a vacant authorized position in conjunction with a reclassification analysis. Exceptions may be made for an employee who is still in a probationary status to be promoted into a vacant position based upon recommendation of supervisor, approval of Human Resources, and Vice President when in the best interest of the college. On recommendation of the appropriate member of the President's Staff and approval by the Human Resources officer, a Career Service employee may be reassigned to a position at the same level with no change in salary. Similarly, when warranted by changes in duties and responsibilities, and demonstrated by a job audit conducted by the Human Resources Office, the President and/or his or her designee may reclassify existing positions and recommend to the District Board appropriate changes in the list of authorized career service positions. If a reclassified position is occupied, the incumbent's salary will be adjusted by 5% of current salary for each level of promotion up to a maximum of 10.25% or to the base of the new reclassification level or based on the calculation for initial placement on the salary schedule, whichever is higher.

On recommendation of the appropriate vice president and supported by the Human Resources officer, a Career Service employee may be returned to probationary status for a period of up to six months.

### **Overtime Time (non-law enforcement)**

Overtime is defined as hours actually worked in excess of the standard workweek, which is 40 hours for most employees. Non-exempt employees, other than sworn law enforcement employees, who actually work more than 40 hours during the Sunday-Saturday College workweek will be compensated with overtime, which is either compensatory leave or overtime pay. Holidays or Leave time used during the Sunday-Saturday workweek do not count toward the 40-hour calculation for overtime. When an employee's total hours for the workweek exceed 40 hours and leave time has been used, only the time actually worked by the employee counts toward the overtime calculation. Therefore, hours actually worked in excess of 40 hours for the work period are compensated as time-and-a-half and all other hours are paid at the regular hourly rate of pay or may be recorded as compensatory time for the actual time worked. Compensatory leave is accumulated at the rate of 1.5 hours of compensatory leave time for each hour actually worked beyond 40. Overtime pay is calculated at 1.5 times the employee's regular hourly rate multiplied by the hours actually worked beyond 40. Accrued compensatory leave must be used prior to using vacation leave. All compensatory leave not used prior to June 30 of each fiscal year may be paid out based on recommendation from President's Staff; however, it is the intention that compensatory leave will be utilized prior to the end of each fiscal year and every effort should be made to ensure that accrued compensatory leave is exhausted prior to June 30<sup>th</sup>.

It is the supervisor's responsibility to ensure that unauthorized overtime is not incurred (i.e. that the employee does not work in excess of 40 hours per week). Likewise, it is

the employee's responsibility to seek advance approval from the supervisor for working hours beyond the normal 40-hour schedule. The work schedule should be arranged to avoid working in excess of the 40-hour workweek. In situations where the department's mission cannot be carried out in the standard workweek, overtime work may be authorized based on prior written authorization from the appropriate Vice President or General Counsel. Such written authorization must be provided to the payroll department. Overtime will be compensated as compensatory leave unless specifically approved in advance to be paid as overtime pay. Any overtime earned during a period of time that a non-exempt employee is also under supplemental contract will be compensated with compensatory leave unless approved in advance in writing. Supervisors and employees who do not seek appropriate approvals for overtime work may be subject to disciplinary action.

### **Holiday Pay (non-law enforcement)**

Any work to be conducted when the College is closed requires advance documented approval from the appropriate member of President's Staff. The College calendar, as approved by the District Board, determines the college holidays. Full time employees will be paid eight (8) hours for each holiday, provided they are in a paid status, or comparable approved leave status, for the entire work day preceding. . Full time non-exempt employees who are required to work on holidays or days the College is otherwise closed for an emergency, like in the event of a hurricane, will also be paid at a rate of 1.5 times their hourly rate of pay for the hours worked that day or be given the equivalent amount of time off on another day. The method of holiday pay compensation must be agreed upon prior to the start of the holiday work assignment and to the extent possible, employees should have the ability to elect pay or leave.

### **Rest Periods and Meal Breaks (non-law enforcement)**

Although not required by law, the College recognizes that employees who are working five or more consecutive hours should have breaks. The meal break length must be at least 30 minutes and no more than 60 minutes and is based on the work schedule that must equal 40 hours per workweek. Rest periods and meal breaks are also subject to the ability to maintain continuity of services during the employee's absence and as such they are not guaranteed. There are two types of breaks: rest periods and meal breaks.

### **Provisions for Law Enforcement Officers (Overtime, Salary Incentive, Holiday Pay, Meal Breaks, Rest Periods and Court Time)**

**LEO Overtime:** Overtime is defined as hours actually worked in excess of the standard workweek, which is based on an 80-hour two-week period running consecutively from Sunday through Saturday for sworn law enforcement officers. Sworn law enforcement officers who actually work and are physically present more than 80 hours during the Sunday-Saturday two-week work period will be compensated with overtime, which is either compensatory leave or overtime pay. Holidays or Leave time used during the Sunday- Saturday two-week work period do not count toward the 80-hour calculation for overtime. When an employee's total hours for the work

period exceed 80 hours and leave time has been used, only the time actually worked by the employee counts toward the overtime calculation. Therefore, hours actually worked in excess of 80 hours for the work period are compensated as time-and-a-half and all other hours are paid at the regular hourly rate of pay or may be recorded as compensatory time for the actual time worked. Compensatory leave is accumulated at the rate of 1.5 hours of compensatory leave for each hour actually worked beyond 40. Overtime pay is calculated at 1.5 times the employee's regular hourly rate multiplied by the hours actually worked beyond 80. Accrued compensatory leave must be used prior to using vacation leave.

All compensatory leave not used prior to June 30 of each fiscal year may be paid out based on recommendation from a member of President's Staff; however, it is the intention that compensatory leave will be utilized prior to the end of each fiscal year and every effort should be made to ensure that accrued compensatory leave is exhausted prior to June 30<sup>th</sup>.

It is the supervisor's responsibility to ensure that unauthorized overtime is not incurred (i.e. that the employee does not work in excess of 40 hours per week). Likewise, it is the employee's responsibility to seek advance approval from the supervisor for working hours beyond the normal 80-hour schedule. The work schedule should be arranged to avoid working in excess of the 80-hour work period. In situations where the department's mission cannot be carried out in the standard work period, overtime work may be authorized based on prior written authorization from the appropriate member of President's Staff (reasons for overtime approval include emergencies and contracted overtime paid by an outside party utilizing a facilities use agreement). Such written authorization must be provided to the payroll department. Overtime will be compensated as compensatory leave unless specifically approved in advance to be paid as overtime pay. Supervisors and employees who do not seek appropriate approvals for overtime work may be subject to disciplinary action. In the event that staffing shortages or operational matters require overtime that has not been approved in advance, the Police Chief may approve overtime without advance notice to the supervisor but shall provide notice to the Chief's supervisor as soon as practicable and written authorization from the appropriate member of President's Staff will be provided to the payroll department.

Any overtime earned during a period of time that a non-exempt employee is also under supplemental contract will be compensated with compensatory leave unless approved in advance in writing.

**LEO Salary Incentive Pay:** Pursuant to Section 943.22, F.S. and F.A.C. 11B-14.0002, certified full-time law enforcement officers are eligible for salary incentive payments relating to their training and education. The payment amount shall be determined by the Florida Department of Law Enforcement as stated on the officer's Global Profile Sheet. The reoccurring stipend shall be separate from the officer's base salary and paid semimonthly in equal increments during the employment period of July 1 through June 30 of each year.

**LEO Holiday Pay:** Holiday Pay is commensurate with the overtime rate of pay and is paid when an officer, or sergeant \ works on a scheduled holiday. All officers, and sergeants receive 8 hours of straight time for each scheduled college holiday

regardless of their work schedule on that particular day. LEO's who are required to work on holidays or days the College is otherwise closed, like in the event of a hurricane, will also be paid at a rate of 1.5 times their hourly rate of pay for the hours worked that day or be given the equivalent amount of time off on another day. The method of holiday pay compensation must be agreed upon prior to the start of the holiday work assignment and to the extent possible, employees should have the ability to elect pay or leave.

**LEO Rest Periods and Meal Breaks:** Law enforcement officers typically must remain continuously available during their assigned work schedule, which does not afford the opportunity to take an uninterrupted meal break and therefore the 80-hour work period typically includes meal breaks within the compensated work time.

**LEO Court Time:** If a police officer or police sergeant is required to physically appear in court based on a Santa Fe College-related court case, not during the employee's regularly assigned shift, the employee will be compensated as follows: Option 1: be granted actual time worked or a minimum of three (3) hours which shall be counted as hours worked, whichever is greater, or Option 2: accept the witness fee. Those that appear by phone are compensated for the actual time worked. Any previously approved leave that conflicts with the court time hours must be adjusted, as court time and leave time cannot be simultaneous. No employee shall receive both leave pay and court pay for the same hours.

### **On-Call and Callback Pay for Non-Exempt Employees Assigned to the Facilities Services Department**

#### On-Call Pay:

Employees who are required to be accessible for contact and response outside of their weekly work schedules are considered to be On-Call. Employees will receive \$2.00 per hour for all hours recorded as being On-Call, which cannot overlap with the weekly work schedule or any use of leave time. Recorded On-Call time is not considered hours worked for purposes of calculating overtime pay but is included as compensation earned during the work week in which it is scheduled. Details regarding response times, duration and rotation of On-Call are contained within the Facilities Services On-Call and Call Back Policy.

#### Call Back Pay:

Call back pay refers to any work performed, onsite or offsite, outside of an employee's weekly work schedule and after an employee has left work. It is not subject to the employee being on-call.

Employees responding offsite via telephone/computer shall receive a minimum of 30 minutes as paid time worked or the actual amount of time spent responding to the call, whichever is greater. Employees who are required to return to work will be credited with either a minimum of four hours as paid time worked or the actual amount of time spent responding to the call and traveling, whichever is greater.

Call back pay is subject to the stated time minimums or actual time traveled and worked, whichever is greater, and is not based on the number of occurrences. An offsite response begins a 30-minute minimum of paid time worked and any additional offsite responses during that time period are inclusive and will not be compensated

separately. An onsite response begins a 4 hour minimum of paid time worked and any responses, either offsite or onsite, during that time period are included and will not be compensated separately. An offsite response that turns into an onsite response is compensated at the minimum 4 hours from the initial offsite response or actual time traveled and worked, whichever is greater.

Call Back pay will always be compensated as either compensatory leave, at the rate of 1.5 times hours worked, or as overtime pay, at a rate of no less than 1.5 times the employees hourly rate of pay will be used and calculations will be made without regard for whether the employee physically worked 40 hours in the Sunday –Saturday work week.

In the event that call back occurs on a holiday or when the college is closed administratively for an emergency, the employee will not receive additional compensation under other provisions of the salary schedule related to Holiday Pay. However, work that is scheduled on a holiday or during an administrative emergency closure will be subject to the Holiday Pay provisions of the salary schedule and not the Call Back provisions as noted above.

### **Non-recurring Supplement for 2018-2019**

Full-time career service personnel who are employed as of April 1, 2019, may receive a non-recurring \$1,250 supplement for services performed during the period of February 1, 2019, through March 31, 2019, or a prorated share based on the days of full-time employment for this period. This will be paid on or about the April 30, 2019, pay date.

Personnel with an active part-time primary appointment on or after February 1, 2019, through and including April 1, 2019, who perform services during the time period of February 1, 2019, through March 31, 2019, may receive a non-recurring \$375 supplement to be paid on or about April 30, 2019. The foregoing excludes work study appointments funded through Financial Aid.



## CAREER SERVICE SALARY RANGE

Initial placement on the salary schedule for pay grades A–G will be at the minimum of the salary range. Initial placement on the salary schedule for pay grades H–O may be determined by providing steps for work experience beyond the minimum qualifications for the position. Based on available funding, and subject to internal and external marketplace factors, salaries for these levels may be offered up to 10% above the minimum salary at 2.5% per year of verified and documented, closely related work experience beyond the minimum qualifications. Promotional placement is based on an increase of 5% of current salary for each level of increase up to a maximum of 10.25% or the minimum of the new salary range or based on the calculation for initial placement on the salary schedule, whichever is higher.

Part time hourly rates are based on dividing the annual salary by 2080 hours. The annual salary is developed using the initial/interim placement calculation for steps as noted above.

Placement in a lower pay grade will result in a corresponding decrease in salary of 5% for each level of decrease in the salary range up to a maximum of 10.25%.

<b>Career Service Salary Range</b>		
Positions are classified as non-exempt except where specifically designated as exempt.		
<b>Pay Grade</b>	<b>Salary Range</b>	<b>Positions</b>
<b>A</b>	\$17,680 Minimum is based on \$8.50 per hour and subject to increase based on Florida or Federal Minimum Wage changes.	Educational Aide Unclassified Part-time Work Study Student Little School Aide
<b>B</b>	\$22,017- \$33,434 *\$24,960 minimum salary for full-time.	Custodian Student Grant Assistant I

<b>C</b>	\$23,021- \$35,011 *\$24,960 minimum salary for full-time.	Central Stores Clerk Groundskeeper I Little School Cook Mailroom Clerk Mover Office Assistant IToddler Teacher
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<b>Pay Grade</b>	<b>Salary Range</b>	<b>Positions</b>
<b>D</b>	\$24,694- \$36,667 *\$24,960 minimum salary for full-time.	Athletic Department Support Specialist Groundskeeper II HVAC Trades Helper Senior Custodian
<b>E</b>	\$25,181- \$38,407	Administrative Support Specialist Contact Center Representative Security Officer
<b>F</b>	\$26,346- \$40,430	Accounting Specialist Admissions Support Specialist Financial Aid Representative Preschool Teacher Records Support Specialist Senior Mover Sterile Equipment Technician Supply & Equipment Contract Clerk Student Grant Assistant II
<b>G</b>	\$27,565- \$42,151	Custodial Supervisor Financial Aid Specialist Library Support Specialist Mailroom Supervisor Police Dispatcher (Program) Support Specialist Senior Preschool Teacher
<b>H</b>	\$28,389- \$43,443	Carpenter Financial Services Representative/Cashier Locksmith Senior Mechanic

<b>I</b>	\$30,191- \$46,280	Academic Assistant Administrative Assistant Art Model (part time) Assessment Specialist Assistant Facilities Manager Assistant Grounds Superintendent Computer Lab Supervisor Electrician Senior Financial Aid Specialist HVAC Mechanic Library Evening Supervisor Marketing Assistant Plumber (Program) Assistant Student Grant Assistant III
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<b>Pay Grade</b>	<b>Salary Range</b>	<b>Positions</b>
<b>J</b>	\$31,604- \$48,500	Facilities Project Specialist Police Officer* Senior Plumber
<b>K</b>	\$33,088- \$50,843	Compensation Specialist Fitness Center Manager Library Circulation Supervisor (exempt) Payroll Specialist Office Supervisor (exempt) Purchasing Agent Assistant Registrar (exempt)
<b>L</b>	\$34,644- \$53,280	Carpentry Supervisor Electrical Supervisor Grounds Superintendent HVAC Supervisor Senior Accounting Specialist Senior Financial Services Representative
<b>M</b>	\$36,279- \$55,847	Accountant Executive Assistant (exempt) Police Sergeant* Risk Management Associate
<b>N</b>	\$37,999- \$58,547	Executive Assistant to the President (exempt)

\*Subject to 80-hour work period

## INFORMATION TECHNOLOGY PERSONNEL

### Definition

Information Technology (IT) personnel provide service under contract to the College of a managerial, professional or highly technical nature. Certain highly technical IT positions are considered non-exempt and therefore are classified as IT Career Service Personnel and are not subject to contract. These positions are differentiated from other college positions in that these personnel:

- do not earn continuing contract;
- do advance in salary as a result of marketplace factors and advanced degrees and/or certifications in combination with Standards for Planning and Performance that document job skills and job performance;
- do work for the department of Information Technology Services.

### General Description

The Information Technology Salary Schedule consists of positions that include executive, manager, technical professional and career service positions. These positions require education, knowledge and competence of an advanced nature in a highly specialized or highly technical field. They perform work in a variety of areas comprised of, but not limited to, one or more of the following:

- highly independent functions of a highly specialized nature
- supervisory responsibilities
- strategy formulation
- vision implementation
- operational responsibility
- cost and risk management analysis
- programming and analytics
- provides technical or process leadership
- management of teams
- expertise and experience with complex technical activities
- project management
- consulting
- completion of difficult technical tasks
- self-sufficiency

### Terms of Employment

The President appoints IT personnel subject to approval by the District Board. IT personnel receive annual contracts for definite terms of service and definite salary amounts. The 2018-2019 contract for 12-month IT personnel will normally run from July 1, 2018 through June 30, 2019. Compensation is based on 24 equal payments of the contract amount. Unless absent for approved purposes, IT personnel are required to perform their assigned duties during designated work schedules that may

include holidays, weekends and evenings. When the need is sufficiently demonstrated, variations of the workweek, including any combination of days and hours during the Sunday through Saturday workweek to equal 40 hours of work, may be authorized as previously noted in the general terms of employment.

*Part-Time:* Part-time IT personnel are temporary employees who are appointed to perform specified services at a specific rate of pay per time period of employment and termination is automatic at the end of each contract period. They do not occupy a regularly established, budgeted position and do not participate in the regular benefit programs established for full-time employees unless otherwise specified. Part-time IT personnel generally work no more than 28.5 hours per week. Part-time IT personnel who also work in another part-time capacity for the college cannot exceed more than 28.5 hours in their total workweek for the college in their various part-time appointments without written approval from the President or designee. Payment of part-time employees is semi-monthly on an hourly basis. Part-time appointments shall be made for periods that mirror our academic semesters, Fall (September – December), Spring (January – April) and Summer (May-August).

### **Salary Statement**

The salary of IT positions are assigned to a specific salary range based upon a fully documented assessment and approved by the President and the District Board, based on the following and other pertinent factors as defined by the Standards for Planning and Performance:

1. Significance of the position to College objectives
2. Formal educational training
3. Proficiency of job competencies
4. Kind, amount, and availability of experience
5. Numbers, kinds, and levels of personnel supervised
6. Level and degree of contribution to the decision-making process of the College
7. Marketplace comparables

The IT Salary Schedule is comprised of positions organized into defined salary ranges based on the complexity of the job. Additionally, each range has three competency levels. This type of classification provides for ranges that recognize groups of positions of similar complexity and market salary. The competency matrix further allows financial recognition for three defined levels of proficiency. This market driven, competency based salary philosophy supports competitive recruitment, strengthens retention efforts and provides incentives for expansion and maintenance of required competencies. Likewise, it allows for both increases and decreases in salary based on the same competency measurements. Because the IT market is constantly changing, the Associate Vice President for Information Technology Services and CIO will conduct an annual review of position descriptions and competencies along with periodic market compensation study, as appropriate. IT staff will receive, at a minimum, annual review of performance compared to current expectations and competencies. IT staff are required to continuously update their skill sets to maintain the required competencies. Those employees who fail to meet the

competencies for their current level of compensation will be provided a six-month window for development, which may consist of either or both individual and college sponsored training and development. Upon re-evaluation employees will be placed at the appropriate competency level and salaries will be adjusted to the new level, either upward or downward, at that time. If at the time of re-evaluation competencies remain below the minimum expectation further action, including but not limited to reclassification, return to probation, or termination may occur.

Part-time IT personnel are generally appointed at the hourly rate of the base salary of the approved salary range/career path matrix placement. An hourly rate in excess of this amount may be established with supporting justification from the Associate Vice President for Information Technology Services and written approval of the Vice President of Assessment, Research and Technology. Justification is based on the candidate's education, competencies and competency proficiency levels, and related experience and is subject to internal and external marketplace factors.

Employees who begin in one fiscal year and extend into the next fiscal year; e.g., May-August, may remain at the original appointment rate for the duration of the original appointment. Reappointment shall be at the new approved salary rate.

### **Reclassification or Salary Adjustment Request**

Reclassification or salary adjustment requests may be considered when an employee has met or exceeded job competencies and job performance standards as defined by the career path matrix and the budgeted amount for salaries in the ITS accounts are sufficient to cover the request. This typically occurs once a year following completion of the annual evaluations of all IT staff. Requests, including justification for the request, with supporting documentation, like a new position description revised performance standard or competency evaluation, will be submitted by the Associate Vice President of ITS to the Director of Human Resources for review and recommendation to the Vice President of Assessment, Research and Technology for approval. Approved reclassifications or salary adjustments will become effective at the start of the next pay period within 30 days of being approved.

### **IT Career Path Matrix**

A career path matrix has been developed for IT personnel. The purpose of this model is to develop and retain top performing information technology personnel by establishing a career path with an opportunity for advancement. There will be clearly defined performance standards, accountabilities and assessments for all IT personnel classifications that will complement the model.

### **Non-recurring Supplement for 2018-2019**

Full-time IT personnel who are employed as of April 1, 2019, may receive a non-recurring \$1,250 supplement for services performed during the period of February 1, 2019, through March 31, 2019, or a prorated share based on the days of full-time employment for this period. This will be paid on or about the April 30, 2019, pay

date.

Personnel with an active part-time primary appointment on or after February 1, 2019, through and including April 1, 2019, who perform services during the time period of February 1, 2019, through March 31, 2019, may receive a non-recurring \$375 supplement to be paid on or about April 30, 2019.

## **IT SALARY RANGE**

Initial or interim placement in the career path matrix's associated salary range is generally at the minimum of the salary range for the candidate's appropriate competency level. Based on available funding, and subject to internal and external marketplace factors, salaries may be offered up to 20% above the minimum salary for the appropriate employee competency level, for qualifications beyond the minimum requirements for the appropriate employee competency level, based on qualifying steps. Qualifying steps for initial or interim placement are based on a specific percentage of the minimum of the salary range for the employee competency level as follows:

- 2% for each year of closely related, documented work experience beyond the required minimum;
- 2% for educational credentials beyond the minimum requirements; and
- 2% for each related certification beyond the minimum requirements.

Promotional placement occurs when a current employee moves from a position in one job complexity level into a different position in a higher job complexity level. Promotional placement results in the employee holding a position with a job title different from his / her previous role. Promotional placement in the career path matrix's associated salary range is generally at the minimum of the salary range for the employee's appropriate competency level. Based on available funding, and subject to internal and external marketplace factors, salaries may be offered up to 20% above the minimum salary for the appropriate employee competency level, for qualifications beyond the minimum requirements for the appropriate employee competency level, based on qualifying steps. Qualifying steps for promotional placement are based on a specific percentage of the minimum of the salary range for the employee competency level as follows:

- 2% for each year of closely related, documented work experience beyond the required minimum;
- 2% for educational credentials beyond the minimum requirements; and
- 5% for each documented competency proficiency above the minimum requirements.

Reclassification and Salary adjustments that don't result in a promotion to a different job title in a higher complexity level but do result in advancement to a higher competency are generally at the minimum of the salary range. Based on available funding, and subject to internal and external marketplace factors, salaries may be offered up to 20% above the new competency level based on a specific

percentage of the minimum of the salary range for the employee competency level as follows:

- 2% for educational credentials beyond the minimum requirements; and
- 5% for each documented competency proficiency above the minimum requirements.

Likewise, when reclassification and salary adjustment occurs based on placement in a lower complexity or competency level, a reduction of salary may occur using the same percentages as set forth above.

### Salary Ranges

<b>Pay Grade</b>	<b>Positions</b>	<b>Salary Range</b>	<b>Classification</b>
<b>A</b>	Desktop Computer Specialist	\$33,459- \$58,554	Basic Non-exempt Career Service On Career Path Matrix
<b>B</b>	Report Writer Telecommunications Technician / Specialist Desktop Computer Specialist – User Support	\$39,861- \$69,756	Core Career Service Non-exempt On Career Path Matrix
<b>C</b>	Application Developer Network/Infrastructure Specialist Telecommunications Specialist/Administrator Senior Network/Computer Specialist Systems and Datacenter Support Specialist	\$47,561- \$83,232	Advanced Exempt On Career Path Matrix
<b>D</b>	Senior Application Developer Systems Specialist Information Technology Support Analyst	\$53,887- \$94,302	Expert Exempt On Career Path Matrix
<b>E</b>	Full Stack Developer Information Systems Administrator Linux Systems Specialist  Network Operations Engineer Project Manager, Application Development Technical Architect	\$66,685- \$116,698	Expert Exempt On Career Path Matrix



<b>F</b>	Desktop Manager, User Services	\$85,809- \$150,166	IT Management Exempt Not on Career Path Matrix
<b>G</b>	Manager, Systems and Datacenter	\$104,098- \$182,171	IT Management Exempt Not on Career Path Matrix
<b>H</b>	Director, Information Technology Services Chief Information Security Officer	\$121,284- \$212,247	IT Management Exempt Not on Career Path Matrix
<b>I</b>	Chief Information Officer and Associate Vice President for IT Services	\$124,916- \$218,603	IT Administrator Exempt Not on Career Path Matrix

### Salary Ranges for Career Path Matrix Positions

Employee Competency →  Job Complexity ↓	Develop- mental	Proficient	Master
<b>E. Expert</b> Linux Systems Specialist Information Systems Administrator Project Manager, Application Development	\$66,685 to \$73,353	\$73,354 to \$100,025	\$100,026 to \$116,698
<b>D. Expert</b> Senior Application Developer Systems Specialist Information Technology Support Analyst	\$53,887 to \$59,275	\$59,276 to \$80,829	\$80,830 to \$94,302
<b>C. Advanced</b> Application Developer Project Manager Network/Infrastructure Specialist Telecommunications Specialist/ Administrator Senior Network/Computer Specialist	\$47,561 to \$52,316	\$52,317 to \$71,341	\$71,342 to \$83,232

<b>B. Core</b> Data Transfer Specialist Report Writer Telecommunications Technician / Specialist Systems and Datacenter Support Specialist Desktop Computer Specialist – User Support	\$39,861 to \$43,846	\$43,847 to \$59,789	\$59,790 to \$69,756
<b>A. Basic</b> Desktop Computer Specialist – Help Desk	\$33,459 to \$36,804	\$36,805 to \$50,189	\$50,190 to \$58,554

**Notes:**

Effective Date: January 16, 2019