

Salary Schedule

2022-2023



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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. Authority is delegated to the President to approve updates to compensation practices that are required to maintain compliance with local, state or federal requirements until memorialized in the next approved salary schedule (by way of example, this may include minimum wage increases and Department of Labor exemption thresholds).

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.

The online version of the salary schedule supersedes printed versions that are only produced one time per year.

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 Executive Leadership Team (ELT), 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 ELT, 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 several annual awards that acknowledge outstanding service of members of the college community. Criteria and application information are found online under Lifetime Achievement Award, The Alan J. Robertson Award, and The Adjunct Excellence Award. A one-time supplement may be awarded to the winner in each category for meritorious service.

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 incentives 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 designated employees be paid a non-recurring 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.

On an individual or case-by-case basis, the President is authorized to approve supplemental contracts for 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. Supplemental contracts for grant work may be issued for periods of time consistent with the terms of the grant and therefore may extend across college fiscal years.

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 ELT. 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 may own wireless devices and/or their plans for the use of individual employees. Alternatively, 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 if they use a personal device. Telework positions are subject to the terms and expectations contained in the telework agreement.

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 complete each fiscal year. Payments will be divided equally among the remaining pay periods in the fiscal year (or shorter period, as appropriate). 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. Flexible work schedules are utilized to maximize availability to students while not exceeding the standard 40-hour workweek. Therefore, 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 ELT, 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 15th 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 15th 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 regarding 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 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. Position titles, 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 the Executive Leadership Team (ELT) 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 ELT. 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 2022-2023 contract for 12- month A&P personnel will normally run from July 1, 2022, through June 30, 2023. 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.

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 ELT; 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 30th.

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 appropriate approver). 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 Associate Vice President for Governmental Affairs and Facilities Services. 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 and Other Emergency Pay: Any work to be conducted when the College is closed requires advance documented approval from the appropriate member of the ELT. 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, based on 1.5 times the hours worked, 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.

The college may also pay employees at the rate of 1.5 times their hourly rate for hours worked when employees are required to report to work when the college is not fully closed but has partial closures. This type of emergency pay requires advance approval from the President.

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 or a maximum of six (6) credit hours 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.

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 ELT 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 and/or other appropriate documentation utilized to define current job duties and scope of positions:

1. Significance of the position to the objectives of the College.
2. Formal educational training.
3. Type, amount, and availability of experience.
4. Numbers, types, 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.

Promotions, Reassignments, and Reclassifications

The President or his designee, subject to District Board approval, may promote an administrative and professional employee to a vacant authorized position in conjunction with a reclassification analysis. On recommendation of the appropriate member of the ELT and approval by the Human Resources officer, an administrative and professional 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. When increased duties or responsibilities do not warrant a reclassification to a different position, a salary adjustment may be warranted. Salary adjustment amounts are based on promotional placement increases or other recommended amounts based on internal and external market factors or competitive industry practices subject to review by the Human Resource Officer and approval of the President.

Salary Increase for 2022-2023

Full-time: Effective July 1, 2022, full-time A & P employees will receive an increase of 1.5% on their 2021-2022 base salary and will also receive an increase of \$500 added to their 2022-2023 base salary.

Part-time: Part-time A & P employees will be appointed at the adjusted new minimum or may receive an increase of 1.5% on their hourly rate at the start of their next appointment period.

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. However, under special circumstances, including hard to fill positions and exceptional qualifications, placement may be made up to the market average salary in 1/5 increments based on verified full-time equivalent work experience and completed education beyond the minimum requirements with approval by the President, as outlined earlier in the “Salary Adjustment” section of the salary schedule.

Promotional placement is generally based on an increase of up to 10% of the employee’s current salary or placement at the minimum of the new salary range, whichever is higher, subject to the internal marketplace and/or additional duties.

Salaries may also be increased based on an appropriate percentage for additional responsibilities or increased duties that do not result in a promotion to a different paygrade. In the event those duties are reduced or removed, salaries would be reduced accordingly. Placement in a lower pay grade may result in a recalculation of salary.

Part-time hourly rates are based on dividing the annual salary by 2080 hours.

Technical and Professional Salary Range

Positions are classified as exempt unless specifically designated as non-exempt.

Pay Grade	Minimum	Market Avg	Maximum	Positions
PT1	\$34,753.80 *\$35,568 is the minimum starting salary for these designated positions.	\$39,830.00	\$52,575.60	Assistant Curator* Instructional Specialist* Lead Transcript Evaluator (non-exempt) Manager I* Specialist I (non-exempt)
PT2	\$37,670.92	\$43,222.00	\$57,053.04	Admissions Specialist (non-exempt) Assistant Lab Manager (part-time only) Graphic Designer (non-exempt) Media Services Specialist (non-exempt) SF Achieve Specialist (non-exempt) Specialist II (non-exempt)
PT3	\$40,836.58	\$46,903.00	\$61,911.96	Academic Coach Academic Lab Manager Advising Specialist Manager II Specialist III (non-exempt)
PT4	\$44,271.42	\$50,897.00	\$67,184.04	Academic Technology Specialist Access Specialist (non-exempt) Coordinator I Digital Photographer and Designer Digital Videographer and Designer HSDE Advisement and Guidance Specialist Manager III Senior Graphic Designer Specialist IV (non-exempt) Specialist IV (exempt)
PT5	\$47,998.66	\$55,231.00	\$72,904.92	Business Manager Coordinator II Counseling Specialist Librarian (part-time only) Manager IV IR Developer (non-exempt) Web Designer Websmith (non-exempt) Zoo Curator

PT6	\$52,043.24	\$59,934.00	\$79,112.88	Associate Director Associate Registrar Coordinator III Instructional Designer IR Developer and Analyst Manager V
PT7	\$56,432.68	\$65,038.00	\$85,850.16	Police Captain Coach Manager VI Project Manager
PT8	\$61,196.22	\$70,577.00	\$93,161.64	Assistant Comptroller Bursar Facilities Maintenance Manager Compensation and Compliance Coordinator Dentist

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. However, under special circumstances, including hard to fill positions and exceptional qualifications, placement may be made up to the market average salary in 1/5 increments based on verified full-time equivalent work experience and completed education beyond the minimum requirements with approval by the President, as outlined earlier in the “Salary Adjustment” section of the salary schedule.

Promotional placement is generally based on an increase of up to 10% of the employee’s current salary or placement or the minimum of the new salary range, whichever is higher, subject to the internal marketplace and/or additional duties.

Salaries may also be increased based on an appropriate percentage additional responsibilities or increased duties that do not result in a promotion to a different paygrade. In the event those duties are reduced or removed, salaries would be reduced accordingly. Placement in a lower pay grade may result in a recalculation of salary.

Part-time hourly rates are based on dividing the annual salary by 2080 hours.

Executive and Managerial Salary Range				
All positions within the executive and Managerial salary range are classified as exempt.				
Pay Grade	Minimum	Market Avg	Maximum	Positions
EM1	\$55,235.24	\$65,161.00	\$87,315.74	Director I
EM2	\$59,630.96	\$70,394.00	\$94,327.96	Director II
EM3	\$64,379.48	\$76,047.00	\$101,902.98	Director III Equity Officer and Title IX Coordinator
EM4	\$69,509.36	\$82,154.00	\$110,086.36	Assistant to the President Chief of Police Director IV Registrar
EM5	\$75,051.68	\$88,752.00	\$118,927.68	Director V SFCast Principal
EM6	\$81,039.20	\$95,880.00	\$128,479.20	Assistant Vice President Director VI
EM7	\$87,507.20	\$103,580.00	\$138,797.20	Associate General Counsel Comptroller Executive Director, Secondary Programs
EM8	\$94,495.79	\$111,899.75	\$149,945.67	Associate Vice President Director of Human Resources
EM9	N/A	N/A	N/A	Vice President

***See Salary Statement above**

CONTRACT PERSONNEL

(FACULTY AND ACADEMIC MANAGEMENT)

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 2022-2023 academic year of the College and the contract year for 9-month instructional personnel embrace the period from Fall Term beginning on August 19, 2022 and running through August 8, 2023. 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, 2022, through June 30, 2023. 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. For the 2022-2023 contract year this embraces specific duty days during the time period from August 19, 2022 through May 5, 2023. 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 because 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.

Designated Faculty

The Designated Faculty Contract guarantees full-time employment for 9-months over the Fall and Spring Terms in the relevant academic year or contract year. For the 2022-2023 contract year this embraces specific duty days during the time period from August 19, 2022 through May 5, 2023. Full-time employment in this context is a combination of instructional assignments and other duties associated with tutoring, academic coaching, and other academic and student support functions comparable to the minimum instructional load required of a full-time 9-month instructor during the academic/contract year which is normally 30 semester hours of credit class instruction or non-instructional units, usually on the basis of 15 credit hours in the Fall semester

and 15 credit hours in the Spring semester. Service as a Designated Faculty member is evaluated annually and is not eligible for continuing contract consideration.

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 2022-2023 contract will run July 1, 2022, through June 30, 2023. 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 for 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 ELT. Additional duties performed in lieu of teaching shall be documented on the instructor loadsheets 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 because of special program/discipline loading needs. Any assignment of an instructional load exceeding 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 weekly 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 workday. 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.

Academic Chair: The academic department chair provides leadership, direction and support to the academic department by facilitating the operational functions; providing a vision for the department and articulating college goals; coordinating the review of curriculum and assessment of student learning and engagement; providing management and allocation of financial resources; recruitment, development, retention and scheduling of faculty and staff; accepting responsibility for reporting, compliance, and other accountabilities while creating an effective working environment that encourages scholarly and creative activities in the pursuit of excellence in teaching leading to outstanding educational programs. The chair must be an advocate of faculty and a representative of the administration, serving as a consensus builder while providing an open forum for faculty, staff and students. The 2022-2023 contract will run July 1, 2022, through June 30, 2023. The 12-month contract requires duties be performed during the designated workdays of the College. Most academic chairs, unless otherwise specified, work a 40-hour workweek from Sunday through Saturday.

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 and designated 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. Academic Chairs are expected to fulfill the duties described in the academic chair position description during the duty days prescribed in their respective contracts while committing to a minimum of forty hours of work weekly. The College further expects that all faculty and academic chairs possess and maintain the ability to plan and carry out the complete scope of their instructional and administrative 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 and designated faculty contract is based on a predetermined number of contract days each academic year. Any faculty member who is absent from their 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.

The full-time administrative chair contract is based on a predetermine number of contract days each academic year. Any academic chair who is absent from their assignments must submit leave in accordance with College Rule 3.20.

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 designated faculty contract is based on the assumption that faculty are devoting

forty (40) hours per week to work associated with the positions. A significant portion of these hours will be spent on campus providing instruction, availability to students, tutoring, academic coaching, and other activities that support academic instruction and student learning.

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 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. The department chair/director may approve office hours to be offered virtually in special circumstances.

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 biotechnology, construction and technical, clinical health, emergency medical services and zoo sciences programs spend a minimum of 24 contact hours per week in classroom, clinical and/or laboratory settings. These faculty are available to students for at least 25 hours total weekly, with additional time for meeting with students as needed and determined by the program. 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 and noted on the syllabi.

Modified Teaching Loads

Based upon program needs, certain faculty in the information technology education, 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 ELT and noted on the faculty load sheet.

As an aid to faculty recruitment and retention, the summer term credit hours (up to six) compensated at their salary per credit hour rate for faculty in the nursing program, and other areas as approved by the President, 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 their designee and the Provost 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 38 semester credit hours during the Fall and Spring terms combined unless specifically approved by the Provost.

Semester credit hours taught in excess of the minimum term requirement are considered overloads and shall be compensated for at the rate of \$ 800 per credit hour (\$32 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 exceeding 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 weekly, 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 2022-2023 are based on salary rank as defined by title and specified at the end of the Contract Personnel (Faculty) section of the Salary Schedule.

Educational rank is generally determined by attainment of discipline-related degrees from accredited institutions. Initial educational rank is based on highest related degree at the time of hire. Changes in educational 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. If changes in educational rank result in qualification for the annual education supplement, the supplement will be prorated for the balance of the contract year.

Salary rank is based on faculty title beginning with Assistant Professor at the time of hire and moving to Associate Professor after successful completion of the continuing contract process. Faculty move to the rank of Professor upon successful completion of seven years of years as an Associate Professor.

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 \$800 per semester credit hour and \$32 per clock/contact hour. The President or his/her designee may authorize a rate not to exceed \$38.40 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 up to 20% higher than the semester credit hour and clock/contact hour rate for part-time faculty in the areas that qualify for a market adjustment. The rate for Biotechnology, Central Sterile Processing Technology, Clinical Laboratory Science, Dental, Medical Imaging,

Nursing, Physical Therapist Assistant, Respiratory Care, and Surgical Technology programs is \$960. The rate for Information Technology Education is \$920. The authorized rate will be justified and documented in the personnel file. Annual salary increases are implemented with the first contract of the new academic year.

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 market based and noted below. Funding is generally from external sources or program generated. 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
Advanced and Specialized Law Enforcement	\$31
Child Development Certification Instructors	\$50
Insurance Licensing and CE	\$50
STEM	\$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
STEM	\$25

Substitute Instruction

Substitute instructors are to be paid at the following rates:

1. For credit-hour instruction
 - a. \$.74 per minute per class session
 - b. \$.89 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 15th 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 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 \$800 per semester hour (\$32 per clock/contact hour). The President or his/her designee may establish a rate that is up to 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 that qualify for a market adjustment. For Biotechnology, Central Sterile Processing Technology, Clinical Laboratory Science, Dental, Medical Imaging, Nursing, Physical Therapist Assistant, Respiratory Care, and Surgical Technology programs the rate is \$960 and for Information Technology Education the rate is \$920.

Stipends and Supplements

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.

Market Adjustment: Upon approval of the President or his/her designee, faculty in the Biotechnology, Central Sterile Processing Technology, Clinical Laboratory Science, Dental, Medical Imaging, Nursing, Physical Therapist Assistant, Respiratory Care, and Surgical Technology programs may receive a stipend of \$9,200 for 9 month faculty and \$11,500 for 12 month faculty. Faculty in the Information Technology Education program may receive a stipend of \$6,790. This annual stipend shall remain separate from the faculty members' base salary and be paid semimonthly in equal increments during the contract period.

Educational Additive: Full time faculty who have completed education from an accredited institution relative to the discipline area of instruction that exceeds the minimum educational qualification for a full-time instructor in their specific discipline and/or have a doctoral degree in a field relative to their discipline area of instruction as noted in the Faculty Credentialing Manual may receive an annual supplement of \$2493.

Adjunct Course Cancellation: In cases where any credit course assignment is cancelled by the college within 7 calendar days of the intended commencement and no alternative course assignment is offered, the impacted adjunct faculty member will receive a one-time payment of \$100, or prorated portion thereof if the course assignment had shared responsibilities, in recognition of the service provided in preparing to deliver instruction.

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 non-critical need 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.

Salary Increase for 2022-2023 and completion of Phase II of the faculty and academic chair salary study.

Full-time: Effective with the start of the 2022-2023 contract, full-time faculty and academic chairs will be placed on the salary step that corresponds to the year of service that matches their full-time faculty hire date as of the August 2021 and the appropriate salary rank for their title per Phase II of the salary study. Faculty and academic chairs that have salaries exceeding the phase II years of service placement will be grandfathered in at the step closest to their current 2021-2022 salary. Additionally, all full-time faculty and academic chairs will receive \$500 added to their base salary and will advance one step on the step schedule that corresponds to their title and position for 2022-2023. Those already at step 30 will receive an increase in salary equal to one step.

Part-time: Effective with start of the Fall 2022 term, the credit hour rate will increase to \$800.

9 and 12 MONTH FACULTY STEP SCHEDULES

Initial placement on the Salary Schedule is at the base of step 1 of the Assistant Professor Rank. Part-time Santa Fe College instructional experience may be used in the calculation of steps at the rate of 72 credit hours = one step for a maximum of ten steps using the August 2021-2022 initial salary step placement model.

Educational Rank is based on highest degree earned from an accredited institution relative to discipline area of instruction as follows:

- Rank I Doctorate
- Rank IIA Master's Plus
 - thirty-six semester hours of academic preparation beyond the Master's degree, or
 - seventy-two semester hours beyond baccalaureate, or
 - earning a second Master's degree, or
 - earning a recognized six-year degree; e.g.Ed.S
- Rank II Masters
- Rank III Bachelors or below

<u>9 Month</u>			
<u>Assistant Professor</u>		<u>Associate Professor</u>	<u>Professor</u>
<u>Step</u>	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>
<u>1</u>	<u>46,500.00</u>	<u>49,290.00</u>	<u>58,162.00</u>
<u>2</u>	<u>47,198.00</u>	<u>50,030.00</u>	<u>59,035.00</u>
<u>3</u>	<u>47,896.00</u>	<u>50,770.00</u>	<u>59,909.00</u>
<u>4</u>	<u>48,594.00</u>	<u>51,510.00</u>	<u>60,782.00</u>
<u>5</u>	<u>49,292.00</u>	<u>52,250.00</u>	<u>61,655.00</u>
<u>6</u>	<u>49,990.00</u>	<u>52,989.00</u>	<u>62,527.00</u>
<u>7</u>	<u>50,688.00</u>	<u>53,729.00</u>	<u>63,400.00</u>
<u>8</u>	<u>51,386.00</u>	<u>54,469.00</u>	<u>64,273.00</u>
<u>9</u>	<u>52,084.00</u>	<u>55,209.00</u>	<u>65,147.00</u>
<u>10</u>	<u>52,782.00</u>	<u>55,949.00</u>	<u>66,020.00</u>
<u>11</u>	<u>53,480.00</u>	<u>56,689.00</u>	<u>66,893.00</u>
<u>12</u>	<u>54,178.00</u>	<u>57,429.00</u>	<u>67,766.00</u>
<u>13</u>	<u>54,876.00</u>	<u>58,169.00</u>	<u>68,639.00</u>
<u>14</u>	<u>55,574.00</u>	<u>58,908.00</u>	<u>69,511.00</u>
<u>15</u>	<u>56,272.00</u>	<u>59,648.00</u>	<u>70,385.00</u>
<u>16</u>	<u>56,970.00</u>	<u>60,388.00</u>	<u>71,258.00</u>
<u>17</u>	<u>57,668.00</u>	<u>61,128.00</u>	<u>72,131.00</u>
<u>18</u>	<u>58,366.00</u>	<u>61,868.00</u>	<u>73,004.00</u>
<u>19</u>	<u>59,064.00</u>	<u>62,608.00</u>	<u>73,877.00</u>
<u>20</u>	<u>59,762.00</u>	<u>63,348.00</u>	<u>74,751.00</u>
<u>21</u>	<u>60,460.00</u>	<u>64,088.00</u>	<u>75,624.00</u>
<u>22</u>	<u>61,158.00</u>	<u>64,827.00</u>	<u>76,496.00</u>
<u>23</u>	<u>61,856.00</u>	<u>65,567.00</u>	<u>77,369.00</u>
<u>24</u>	<u>62,554.00</u>	<u>66,307.00</u>	<u>78,242.00</u>
<u>25</u>	<u>63,252.00</u>	<u>67,047.00</u>	<u>79,115.00</u>
<u>26</u>	<u>63,950.00</u>	<u>67,787.00</u>	<u>79,989.00</u>
<u>27</u>	<u>64,648.00</u>	<u>68,527.00</u>	<u>80,862.00</u>
<u>28</u>	<u>65,346.00</u>	<u>69,267.00</u>	<u>81,735.00</u>
<u>29</u>	<u>66,044.00</u>	<u>70,007.00</u>	<u>82,608.00</u>
<u>30</u>	<u>66,742.00</u>	<u>70,747.00</u>	<u>83,481.00</u>

<u>12 Month</u>			
<u>Assistant Professor</u>		<u>Associate Professor</u>	<u>Professor</u>
<u>Step</u>	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>
<u>1</u>	<u>58,125.00</u>	<u>61,613.00</u>	<u>72,703.00</u>
<u>2</u>	<u>58,997.00</u>	<u>62,537.00</u>	<u>73,794.00</u>
<u>3</u>	<u>59,869.00</u>	<u>63,461.00</u>	<u>74,885.00</u>
<u>4</u>	<u>60,741.00</u>	<u>64,385.00</u>	<u>75,976.00</u>
<u>5</u>	<u>61,613.00</u>	<u>65,310.00</u>	<u>77,067.00</u>
<u>6</u>	<u>62,485.00</u>	<u>66,234.00</u>	<u>78,158.00</u>
<u>7</u>	<u>63,357.00</u>	<u>67,158.00</u>	<u>79,249.00</u>
<u>8</u>	<u>64,229.00</u>	<u>68,083.00</u>	<u>80,340.00</u>
<u>9</u>	<u>65,101.00</u>	<u>69,007.00</u>	<u>81,431.00</u>
<u>10</u>	<u>65,973.00</u>	<u>69,931.00</u>	<u>82,522.00</u>
<u>11</u>	<u>66,845.00</u>	<u>70,856.00</u>	<u>83,613.00</u>
<u>12</u>	<u>67,717.00</u>	<u>71,780.00</u>	<u>84,704.00</u>
<u>13</u>	<u>68,589.00</u>	<u>72,704.00</u>	<u>85,795.00</u>
<u>14</u>	<u>69,461.00</u>	<u>73,629.00</u>	<u>86,886.00</u>
<u>15</u>	<u>70,333.00</u>	<u>74,553.00</u>	<u>87,977.00</u>
<u>16</u>	<u>71,205.00</u>	<u>75,477.00</u>	<u>89,068.00</u>
<u>17</u>	<u>72,077.00</u>	<u>76,402.00</u>	<u>90,159.00</u>
<u>18</u>	<u>72,949.00</u>	<u>77,326.00</u>	<u>91,250.00</u>
<u>19</u>	<u>73,821.00</u>	<u>78,250.00</u>	<u>92,341.00</u>
<u>20</u>	<u>74,693.00</u>	<u>79,175.00</u>	<u>93,432.00</u>
<u>21</u>	<u>75,565.00</u>	<u>80,099.00</u>	<u>94,523.0</u>
<u>22</u>	<u>76,437.00</u>	<u>81,023.00</u>	<u>95,614.00</u>
<u>23</u>	<u>77,309.00</u>	<u>81,948.00</u>	<u>96,705.00</u>
<u>24</u>	<u>78,181.00</u>	<u>82,872.00</u>	<u>97,796.00</u>
<u>25</u>	<u>79,053.00</u>	<u>83,796.00</u>	<u>98,887.00</u>
<u>26</u>	<u>79,925.00</u>	<u>84,721.00</u>	<u>99,978.00</u>
<u>27</u>	<u>80,797.00</u>	<u>85,645.00</u>	<u>101,069.00</u>
<u>28</u>	<u>81,669.00</u>	<u>86,569.00</u>	<u>102,160.00</u>
<u>29</u>	<u>82,541.00</u>	<u>87,493.00</u>	<u>103,251.00</u>
<u>30</u>	<u>83,413.00</u>	<u>88,418.00</u>	<u>104,342.00</u>

ACADEMIC CHAIR STEP SCHEDULE

Initial placement will be at the corresponding step for years of service at Santa Fe College in the role of a faculty member or academic administrator for those already employed at the college or at step 1 for those coming from outside SF. Continuing contract faculty who accept an administrative appointment as an Academic Chair are considered to be on extended service leave from their continuing contract appointed position for the duration of their administrative appointment. Academic Chairs who return to faculty positions move back to the corresponding faculty salary rank they last held on the year of service step that corresponds to their total years of SF service as a faculty member and academic chair.

Academic Chairs	
Step	Salary
1	77,000
2	78,344
3	79,687
4	81,031
5	82,375
6	83,719
7	85,062
8	86,406
9	87,750
10	89,093
11	90,437
12	91,781
13	93,124
14	94,468
15	95,812
16	97,156
17	98,499
18	99,843
19	101,187
20	102,530
21	103,874
22	105,218
23	106,561
24	107,905
25	109,249
26	110,593
27	111,936
28	113,280
29	114,624
30	115,967

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.

Employee Work Schedules (Modified, LEO, Standard, and 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., including any combination of days and hours during the Sunday through Saturday work week to equal 40 hours of work, as previously noted in the section governing general terms of employment.

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. These employees may be exempt from overtime or non-exempt under the Fair Labor Standards Act, depending on the salary level, salary basis, and duties tests adopted by the Department of Labor and other factors to be considered under law and 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. Exempt employees generally may teach up to two (2) classes or a maximum of six (6) credit hours 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 career service employee may be compensated at the overload rate of pay as stated in the faculty section of the Salary Schedule. Generally, courses taught during the standard work hours will be considered part of the exempt employee's work obligation and said employees will not receive additional compensation. However, if it is determined that an exempt 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.

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.

Interim Appointment

Full-time interim appointments must initially be for a minimum of 6 months and for no more than 12 months. Interim appointment extensions can be submitted for periods of at least one month and for no more than 12 months. Interim employees receive the same benefits as non-interim employees. Although not required, evaluations may be completed on interim employees if applicable. Interim appointments do not require a search process and may be used to appoint existing employees into a different position on a temporary basis, provided that all interim appointees must meet the minimum qualifications for the position. Interim appointments automatically expire upon their end date with no expectancy for re-employment/re-appointment in the interim position. However, unless otherwise set forth in writing, full-time college employees who complete an interim assignment may return to their prior positions at the expiration of their interim appointment at their prior salary adjusted for any college increase that may have occurred during their interim appointment period. The [Career Service Interim Appointment Process](#) contains additional specific details governing Career Service interim appointments.

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 the limits allowed in their F-1 Visa, which is generally a total of 20 hours per week but cannot exceed the 25 hour maximum for student employees.

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 in each major term to qualify for appointment. Half time enrollment is defined as 6 credit hours in the Fall, Spring or Summer C or a combination equal to six credit hours over the sub-terms, provided, however, that employment is limited to only the terms when actively enrolled.

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 ELT 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. When increased duties or responsibilities do not warrant a reclassification to a different position, a salary adjustment may be warranted. Salary adjustment amounts are based on promotional placement increases or other recommended amount based on internal and external market factors and competitive

market practices subject to review by the Human Resource Officer and approval of the President.

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 ELT; 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 30th.

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 appropriate approver). 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 Associate Vice President for Governmental Affairs and Facilities Services. 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 and Other Emergency Pay (non-law enforcement)

Any work to be conducted when the College is closed requires advance documented approval from the appropriate member of ELT. 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, based on 1.5 times the hours worked, 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.

The college may also pay employees at the rate of 1.5 times their hourly rate for hours worked when employees are required to report to work when the college is not fully closed but have partial closures. This type of emergency pay requires advance approval from the President.

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 ELT; 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 30th.

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 ELT (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 ELT 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 worktime.

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.

Salary Increase for 2022-2023

Full-time: Effective July 1, 2022, full-time career service employees will receive a 1.5% increase to their 2021-2022 base salary and will also receive an increase of \$500 added to their 2022-2023 base salary.

Full-time career service employees hired on or before July 1, 2022 that have hourly equivalent rates of less than \$15 per hour will also receive an additional adjustment to bring them to the equivalent of \$15 per hour.

Part-time: Part-time Career Service employees will be appointed at the adjusted new minimum or may receive an increase of 1.5% on their hourly rate at the start of their next appointment period.

CAREER SERVICE 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. However, under special circumstances, including hard-to-fill positions and exceptional qualifications, placement may be made up to the market average salary in 1/5 increments based on verified full-time equivalent work experience and completed education beyond the minimum requirements with approval by the President, as outlined earlier in the “Salary Adjustment” section of the Salary Schedule.

Promotional placement is generally based on an increase of up to 10% of the employee’s current salary or placement at the minimum of the new salary range, whichever is higher, subject to the internal marketplace and/or additional duties.

Salaries may also be increased by an appropriate percentage for additional responsibilities or increased duties that do not result in a promotion to a different paygrade. In the event those duties are reduced or removed, salaries would be reduced accordingly. Placement in a lower pay grade may result in a recalculation of salary.

Part-time hourly rates are based on dividing the annual salary by 2080 hours.

Career Service Salary Range

Positions are classified as non-exempt except where specifically designated as exempt.

Pay Grade	Minimum	Market Avg	Maximum	Positions
	\$22,800			(all part-time) Educational Aide Little School Aide Unclassified Part-time Work Study Student
C0	\$24,960.00	\$29,023.26	\$37,149.77	(all part-time) Athletic Department Support Specialist (part-time only) Office Assistant I (part-time only) Student Grant Assistant I (part-time only) Tutor (part-time only)
C1	\$29,120.80	\$33,280.00	\$42,598.40	Central Receiving Clerk Child Care Center Teacher Custodian Groundskeeper (Trade) Helper Little School Cook Mover Security Officer Student Grant Assistant II (part-time only)
C2	\$30,880.36	\$35,326.00	\$45,217.28	Administrative Support Specialist Admissions Support Specialist Art Model (part-time only) Lead Custodian Police Dispatcher Records Support Specialist Senior Child Care Center Teacher Student Grant Assistant III (part-time only)
C3	\$32,748.28	\$37,498.00	\$47,997.44	Accounting Specialist Assessment Specialist Financial Aid Representative Lead Groundskeeper Library Support Specialist (Program) Support Specialist Moving Supervisor
C4	\$34,730.58	\$39,803.00	\$50,947.84	Academic Assistant Administrative Assistant Carpenter Custodial Supervisor Fitness Center Manager Locksmith Marketing Assistant (Program) Assistant Student Services Connector

C5	\$36,835.00	\$42,250.00	\$54,080.00	Assistant Facilities Manager Electrician Financial Aid Specialist Financial Services Representative HVAC Mechanic Materials Specialist Plumber Police Officer* Senior Accounting Specialist Lead Mechanic
C6	\$39,068.42	\$44,847.00	\$57,404.16	Central Receiving Supervisor Compensation Specialist Computer Lab Supervisor Facilities Project Specialist Grant Specialist Grounds Supervisor Lead Carpenter Lead Locksmith Library Evening Supervisor Payroll Specialist Senior Financial Aid Specialist
C7	\$41,439.44	\$47,604.00	\$60,933.12	Carpentry Supervisor Lead Electrician Lead HVAC Mechanic Lead Plumber Library Circulation Supervisor (exempt) Plant Mechanic Office Supervisor (exempt)
C8	\$43,955.80	\$50,530.00	\$64,678.40	Accountant Assistant Registrar (exempt) Electrical Supervisor HVAC Supervisor Plumbing Supervisor Police Sergeant*
C9	\$46,626.96	\$53,636.00	\$68,654.08	Executive Assistant (exempt) Purchasing Agent
C10	\$49,462.38	\$56,933.00	\$72,874.24	
C11	\$52,472.38	\$60,433.00	\$77,354.24	Police Lieutenant*
C12	\$55,668.14	\$64,149.00	\$82,110.72	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 2022-2023 contract for 12-month IT personnel will normally run from July 1, 2022 through June 30, 2023. 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.

Full-Time: Exempt IT 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 employee may be compensated at the overload rate of pay as stated in the faculty section of the Salary Schedule. Generally, courses taught during the standard work hours will be considered part of the exempt employee's work obligation and said employees will not receive additional compensation. However, if it is determined that an exempt 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.

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).

Interim IT Career Service Appointment

Full-time interim IT Career Service appointments must initially be for a minimum of 6 months and for no more than 12 months. Interim appointment extensions can be submitted for periods of at least one month and for no more than 12 months. Interim employees receive the same benefits as non-interim employees. Although not required, evaluations may be completed on interim employees if applicable. Interim appointments do not require a search process and may be used to appoint existing employees into a different position on a temporary basis, provided that all interim appointees must meet the minimum qualifications for the position. Interim appointments automatically expire upon their end date with no expectancy for re-employment/re-appointment in the interim position. However, unless otherwise set forth in writing, full-time college employees who complete an interim assignment may return to their prior positions at the expiration of their interim appointment at their prior salary adjusted for any college increase that may have occurred during their interim appointment period. The [Career Service Interim Appointment Process](#) contains additional specific details governing Career Service interim appointments.

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 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.

Salary Increase for 2022-2023

Full-time: Effective July 1, 2022, full-time IT personnel will receive an increase of 1.5% on their 2021-2022 base salary and will also receive an increase of \$500 added to their 2022-2023 base salary.

Part-time: Part-time IT personnel will be appointed at the adjusted new minimum or may receive an increase of 1.5% on their hourly rate at the start of their next appointment period.

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. Initial or interim placement of management positions may be offered up to 20% above the minimum salary based on steps for qualifications beyond the minimum requirements. Qualifying steps for initial or interim placement are based on a specific percentage of the minimum of the salary range or 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 or paygrade 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. Promotional placement of management positions may be offered up to 20% above the minimum salary based on steps for qualifications beyond the minimum requirements. Qualifying steps for promotional placement are based on a specific percentage of the minimum of the salary range or 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 adjustments may also occur for individuals who remain in the same competency level of their current position based on a review and subject to available funding, internal and external marketplace factors. Salary adjustments may be offered up to the maximum of the current complexity 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.

Salary Ranges

Pay Grade	Positions	Salary Range	Classification
A	Desktop Computer Specialist	\$33,959-\$59,054	Basic Non-exempt Career Service On Career Path Matrix
B	Report Writer Telecommunications Technician / Specialist Desktop Computer Specialist – User Support	\$40,361-\$70,256	Core Career Service Non-exempt On Career Path Matrix
C	Application Developer Network/Infrastructure Specialist Telecommunications Specialist/Administrator Senior Network/Computer Specialist Systems and Datacenter Support Specialist	\$48,061-\$83,732	Advanced Exempt On Career Path Matrix
D	Senior Application Developer Systems Specialist Information Technology Support Analyst	\$54,387-\$94,802	Expert Exempt On Career Path Matrix
E	Full Stack Developer Information Systems Administrator Linux Systems Specialist Network Operations Engineer ProjectManager, Application Development Technical Architect Help Desk Manager*	\$67,185-\$117,198	Expert Exempt On Career Path Matrix *IT Management Exempt Not on Career Path Matrix

F	Desktop Manager, User Services	\$86,309- \$150,166	IT Management Exempt Not on Career Path Matrix
G	Manager, Systems and Datacenter	\$104,598- \$182,171	IT Management Exempt Not on Career Path Matrix
H	Director, Information Technology Services Director, Technology Services Chief Information Security Officer	\$121,784- \$212,247	IT Management Exempt Not on Career Path Matrix
I	Chief Information Officer and Associate Vice President for IT Services	\$125,416- \$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
E. Expert Full Stack Developer Linux Systems Specialist Information Systems Administrator Project Manager, Application Development Technical Architect	\$67,185 to \$73,853	\$73,854 to \$100,525	\$100,526 to \$117,198
D. Expert Senior Application Developer Systems Specialist Information Technology Support Analyst	\$54,387 to \$59,775	\$59,776 to \$81,329	\$81,330 to \$94,802
C. Advanced Application Developer Network/Infrastructure Specialist Telecommunications Specialist/ Administrator Senior Network/Computer Specialist Systems and Datacenter Support Specialist	\$48,061 to \$52,816	\$52,817 to \$71,841	\$71,842 to \$83,732

B. Core Report Writer Telecommunications Technician / Specialist Desktop Computer Specialist – User Support	\$40,361 to \$44,346	\$44,347 to \$60,289	\$60,290 to \$70,256
A. Basic Desktop Computer Specialist – Help Desk	\$33,959 to \$37,304	\$37,305 to \$50,689	\$50,690 to \$59,054

Effective Date: July 1, 2022