



COLLEGE *of*
CENTRAL
FLORIDA

SALARY SCHEDULE
AND
RELATED PERSONNEL
POLICIES

2021-2022

College of Central Florida

2021-2022 Salary Schedule and Related Personnel Policies

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College of Central Florida

2021-2022

Salary Schedules and Related Personnel Policies

Introduction

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

General Personnel Policies

Employment of Personnel

The District Board of Trustees appoints all personnel upon recommendation of the President. Individuals who have retired from the College may be considered for positions for which they qualify but may not be appointed to a position they held previously at the College unless selected for that position via the normal advertisement and selection process. The college reserves the right to assign and transfer these personnel within the assigned level of employment to meet the needs of the college. In a situation in which the college requires service prior to Board approval, the employee will receive compensation until the time of Board action.

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

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

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

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

Criminal Background Screenings

It is the policy of the College of Central Florida (the "College") to perform pre-employment Level II criminal background screenings of all final candidates for employment, including current employees seeking transfer or promotional opportunities and external job applicants who are finalists for full and part-time positions. Further, the College shall perform Level II criminal background screenings of any College volunteer prior to entering upon the College campus to interact with students, faculty or staff in a volunteer capacity.

The purpose and intent of this policy is to promote a safe and secure College community and learning environment for the benefit of students, faculty staff and guests.

The president may adopt and amend procedures for the implementation of this policy. (CF Policy 6.05)

Job Descriptions and Classifications

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

In classifying positions, the college uses the following definitions:

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

Temporary Full-Time Faculty: An instructional position on a temporary full-time basis may be established for duration no longer than 168 or 220 days, but successive contracts of the same or less duration may be issued upon the President's approval for up to a maximum of two years.

Temporary Administrative, Professional and Career: An administrative, professional or career service position may be established on a temporary basis for duration of up to 260 days per fiscal year (July 1 through June 30) upon the President's approval. These positions may be renewed with President's approval for up to a maximum of two years.

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

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

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

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

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

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

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

Faculty – Positions officially designated by the District Board of Trustees as instructional. The primary and predominant activities of such positions involve direct instruction, library or learning

resources support services, academic advisement, career advisement and student support services. Instructional positions include full-time and part-time faculty, temporary full-time faculty, librarians, department chairs, program managers, and adjunct instructors.

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

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

Technology Positions – The primary duties of such positions provide services in the Information Technology department and are of a highly technical nature. Employees in these positions are required to possess specialized training, experience or certifications that relate directly to an advanced knowledge and competence in a highly specialized or highly technical field. Employees in these positions may supervise other employees. Examples of positions classified as Technology are the following: Programmer, PC/AV Technician, Information Technology Manager.

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

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

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

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

Grant-Funded Positions

Persons employed through a grant or similar types of non-recurring funds hold their positions only for the duration of the grant. The college Salary Schedule determines grant-funded positions. Persons employed in positions funded by grants should not expect continuation of employment beyond the expiration of the grant.

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

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

General Salary Policies

Minimum Requirements and Educational Advancement

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

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

Initial Salary Placement

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

1. **Administrative Personnel** – Salary is determined by the level of responsibility and by the years of verifiable experience evaluated as being applicable to the position. Generally, starting salary is limited to not more than twenty-five percent (25%) above the minimum salary for the position. The President must approve exceptions above this percentage.
2. **Professional Personnel** – Salary is determined by the level of responsibility and by the years of verifiable experience evaluated as being applicable to the position. Generally, starting salary is limited to not more than twenty percent (20%) above the minimum salary for the position. The President must approve exceptions above this percentage.
3. **Technology Personnel** – **Salary is determined by the level of responsibility and by the years of verifiable experience evaluated as being applicable to the position. Generally, starting salary is limited to not more than twenty percent (20%) above the minimum salary for the position. The President must approve exceptions above this percentage.**
4. **Instructional Personnel** – Initial salary is determined by the academic rank assigned and years of verifiable instructional or other directly related work experience. A maximum of eight (8) years qualified experience may be counted to determine the initial salary placement. Each year of experience will be evaluated to determine its value to the position. For each year of qualified experience, two percent (2%) of the base salary will be added to the base salary. The President must approve exceptions above the 8-year limit.
5. **Career Service Personnel** – Salary is determined by the level of responsibility and by the years of verifiable experience evaluated as being applicable to the position. Generally, starting salary is limited to not more than ten percent (10%) above the minimum salary for the position. The President must approve exceptions above this percentage.
6. **Previous CF Experience** – Individuals returning to the college after a break in service will return at the same level of experience and pay associated with that level (unless prevented by budget constraints) at which they were placed when they ended employment provided they are returning to the same position. A break in service shall be defined as 12 months or less, for the purposes of salary determination.
7. **Fractional Years of Service** – Credit is allowed if an employee was employed for at least $\frac{3}{4}$ of the scheduled workdays in an academic or fiscal year as a full-time employee. Minor fractions of a year may not be credited toward experience nor may fractions of years be combined to create a year of service.

8. Hiring Below Minimum Salary – When an individual does not meet the minimum training and experience requirement for a classification, an individual may be paid below the minimum of the appropriate classification as described in the “Trainee Category.”

Observation Period

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

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

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

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

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

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

Employees who are under the 90-day or extended Observation Period are not eligible to apply or transfer to vacant/posted positions within the college until the observation period is ended and regular appointment status has been approved.

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

1. Sick leave - *During the Observation Period, sick leave will be earned at the rate of one day per month or major fraction thereof for each month of actual employment. Earned sick leave may be used during the Observation Period when required because of illness.*
2. Vacation leave - *During the Observation Period, 260 day employees earn vacation leave at the rate of one day per month or major fraction thereof for each month of actual employment. However, employees shall not be eligible to use vacation leave until they have completed the Observation Period, unless approved by the President. (CF Policy 6.06) Employees will receive service credit toward vacation accrual for prior full-time employment in another Florida College System institution.*
3. Group insurance - *Regular, full-time employees shall be eligible to participate in group medical and life insurance programs effective the first day of the calendar month immediately following the initial date of employment.*
4. Waiver - *Full-time employees and/or immediate family may be given up to six (6) credits per term per person. Immediate family for waiver purposes is defined as spouse/domestic partner and/or unmarried, natural, adopted or stepchildren under the age of 24 who are claimed as a dependent*

for IRS reporting purposes. Foster children may be considered immediate family up until age 18 if the employee is a court ordered custodian or legal guardian of such foster child.

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

Annual Salary Increases

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

Annual pay increases for full-time personnel may be given subject to adequate funding and based on the recommendation of the President and approval of the District Board of Trustees. (CF Policy 6.22) (For one-time non-recurring salary adjustments, see “Salary Adjustments.”)

Limits on Eligibility for Annual Salary Increases

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

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

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

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

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

Definition of a Work Year

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

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

*New Year's Day
Martin Luther King, Jr. Day*

Spring Break

Memorial Day

Fourth of July

Labor Day

Veterans Day

Thanksgiving and the day after

Christmas and the day before

All weekdays falling between Christmas Day and New Year's Day.

(The college calendar, as adopted by the District Board of Trustees, may identify additional days as non-working days.)

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

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

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

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

Definition of a Year's Service with the College

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

Salary Adjustments

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

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

Eligible employees are defined as being in an active status with the college and who have not retired, voluntarily separated employment, or been dismissed (terminated) at the time of the one-time salary adjustment payment.

Supplemental Services Assignments

The President is authorized to assign supplemental duties to regular full-time members of the college staff, who have been properly appointed by the Board, as may be necessary or required. Such duties include teaching overloads, teaching non-credit classes, acting as substitutes or performing supplemental duties as outlined in the current salary schedules, such as special administrative responsibilities. Supplements beyond the basic salary, justified because of extra or extended duties and services or special situations may be provided. (CF Policy 6.24)

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

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

No employee of the college may be granted an Agreement to Provide Professional Services contract.

Salary and Position Changes

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

1. **Promotions and Appointments** – Promotions and appointments are reassignments to a position of higher skills, responsibility and salary range. Promotions generally occur at the beginning of the fiscal year except in cases of resignation, termination or death of an employee, creation of a new position, or as determined by the President. Appointments occur at the determination of the President and are based on the needs of the college over all.

Promotions and appointments occur when an employee is moved from a position in one pay grade to another position in a different pay grade, which has a higher salary. Adjustments to salary will be determined following the guidelines for initial salary placement. All exceptions to these salary guidelines must be approved by the President.

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

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

When a position is reclassified to a **higher pay grade classification**: if the position is one pay grade higher, the employee will receive a salary increase to at least the minimum rate of the new pay grade, or five percent (5%), whichever is greater. If the position move is more than one pay grade higher, then the employee's salary will be increased to at least the minimum rate of the new pay grade, or ten percent (10%), whichever is greater. When a reclassification results in assignment to a **lower pay grade classification**, adjustment should be made in accordance with the rules for **Demotion**.

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

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

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

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

5. Contract-Type Changes- When an individual's contract is changed from faculty to administrator or vice versa, the calculation of salary change shall normally be based on daily rate of pay, unless the President approves an exception.
6. Transfers - Transfer is reassignment from one department or division to another or a transfer of assigned duties and change in job title, but with no change in pay grade. Transfers may take place at any time with the President's approval, and the Board shall be notified of these changes for the record. Employees transferred to another position in the same classification or to a different position with the same pay grade are not eligible for an increase. **(NOTE: Employee transfers to positions with a higher pay grade are considered promotions).**
7. New Hires – Any existing employee who applies and is selected for a posted position at a higher pay grade will have their starting salary determined by the guidelines for *Initial Salary Placement*. Employees who apply and are selected for a posted position at a lower pay grade will have their starting salary determined by the guidelines for *Salary and Position Changes (4) Demotions*. Employees who apply and are selected for a posted position in the same pay grade will have their starting salary determined by the guidelines for *Salary and Position Changes (6) Transfers*. College employees who are currently in a 90-day observation period, on a Performance Improvement Plan (PIP), or suspension at the time of a vacancy posting are not eligible to apply. All exceptions to these salary guidelines must be approved by the President.

Trainee Category

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

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

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

Upon successful completion of trainee status, adjustments to salary will be handled in the same manner as Initial Salary Placement.

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

Special Assignment Category (SAC)

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

Post-Maximum Increase

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

Termination of Employment

The college shall have authority to withhold an employee’s final paycheck until the exit process is completed. The exit process includes completion of the Personnel Action Form, return of all college property including keys, and a voluntary exit survey provided by the Human Resources Office. (The exit survey is also available online at <http://inside.cf.edu/forms/ExitInterview>)

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

Employee Benefits

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

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

Additional benefits include:

- 15) Flexible Benefit Plan
- 16) Health Care Reimbursement Plan (high deductible)
- 17) CF Foundation grants
- 18) Tax Deferred programs

*Full-time employees and/or immediate family may be given up to six (6) credits per term per person. Part-time instructional staff, including adjuncts and part-time instructors, and part-time staff who are FRS eligible (have met the 2,080 work hour requirement) and/or immediate family may be given up to three (3) credits per term per person. Immediate family for waiver purposes is defined as spouse/domestic partner and/or unmarried, natural, adopted or stepchildren under the age of 24 who are claimed as a dependent for IRS reporting purposes. Foster children may be considered immediate family up until age 18 if the employee is a court ordered custodian or legal guardian of such foster child. (CF Policy 5.08)

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

“Whale Done” Award

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

Incentives for Degree Attainment

Individuals who have been employed full-time at CF for a minimum of one (1) year and who earn an initial college degree or a higher level degree (associate’s, bachelor’s, master’s, or doctorate) from a regionally accredited institution after July 1, 2021 will be eligible to receive a degree incentive adjustment to their salary upon completion; provided that the employee has received a review of satisfactory or higher on the most recent annual evaluation.

Upon completion of degree requirements, it is the employee’s responsibility to provide the Human Resources office with an official copy of their transcript showing that a new post-secondary degree has been awarded during the current fiscal year.

The effective date of the salary increase will be the first of the month following submission to and verification by the Human Resources office. The employee is only eligible for a degree incentive adjustment once every three (3) years from the date of the last increase regardless of how earned.

The incentive salary adjustment by degree level are:

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

The following guidelines apply to the degree incentive adjustment:

- The adjustment applies to degrees earned after July 1, 2021, and is not retroactive.
- The adjustment will be provided for no more than one degree per level.
- The adjustment may only be paid for earned degrees beyond degrees already attained. For example,, an individual who already has a bachelor’s degree would not receive an adjustment for subsequently earning an associate’s degree.

Florida Retirement System Information

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

1. **Employee Contribution:** Effective July 1, 2011, requires a 3% employee contribution for **all** FRS members, except DROP participants are not required to pay employee contributions.
2. **Average Final Compensation:** For new employees initially enrolled on or **after** July 1, 2011, the definition of "average final compensation" means the average of the 8 highest fiscal years of compensation for creditable service prior to retirement, for purposes of calculation of retirement benefits. For employees initially enrolled **prior to July 1, 2011**, the definition of “average final compensation” continues to be the average of the 5 highest fiscal years of compensation.

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

It is highly recommended for all employees to visit the Florida Retirement System website at www.myfrs.com for specific information.

Social Security and Medicare

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

Retiree Benefits

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

Overtime Pay and Flexible Scheduling

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

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

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

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

Payroll Dates and Pay Options

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

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

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

Teaching Faculty and Librarians

Employment Criteria for Instructional Personnel

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

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

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

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

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

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

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

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

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

(a) Applicants for Librarian positions must:

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

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

1. Possess an awarded Master's degree from a regionally accredited institution of higher education, with major concentration of not less than 18 graduate semester hours in the field(s) to be taught.
2. Agree to complete within five (5) years a program of additional professional preparation as may be required at the direction of the Chief Academic Officer. The professional development plan will be filed in the Human Resources Office.
3. Preferably, have two years of full-time validated teaching experience.

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

1. Possess an awarded Bachelor's degree, its equivalent, or Master's degree from a regionally accredited institution. A major concentration in the field(s) to be taught or the equivalent should also have been completed.
2. Complete, or agree to complete within five (5) years, an approved program of education designed to develop competencies in pedagogy or other appropriate areas. The professional development plan must be approved by the Chief Academic Officer and a copy of the plan placed on file in the Human Resources Office.
3. Possess a current Florida license where such is legally required.
4. Preferably, have two (2) years of full-time validated teaching experience and two years of work experience in the field to be taught.

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

(d) Applicants for Workforce (Career and Technical Certificate) Non-Degree positions must qualify under one of the following criteria categories:

1. Bachelor's degree equivalency:
 - a. High school diploma or equivalent
 - b. Six (6) years of relevant work experience, two of which must have been at the journeyman technician, skilled craftsperson level or possess professional certification in the area.
 - c. Complete, or agree to complete within five (5) years, a program of education approved by the Dean and Chief Academic Officer designed to develop competencies in pedagogy or other appropriate areas. The approved professional improvement plan must be filed in the Human Resources Office.
2. Bachelor's degree:
 - a. Awarded Bachelor's degree, with a major related to the area of instruction.
 - b. Two years of relevant work experience and/or professional certification in the area.
 - c. Complete, or agree to complete within five (5) years, a planned program of education designed to develop competencies in pedagogy. The program is to be approved by the Dean and Chief Academic Officer. The approved professional improvement plan must be filed in the Human Resources Office.
 - d. Possess a current Florida license where such is legally required.

3. Master's degree equivalency:
 - a. Completion of all requirements for the Bachelor's degree equivalency; and
 - b. Completion of a formal program of education of no less than 36 semester hours of college credit. The planned program, designed to develop competencies directly related to the teaching field, shall be approved by the Dean and the Chief Academic Officer, and a copy of the plan filed in the Human Resources Office.

4. Master's degree:
 - a. Awarded Master's degree, with a major related to the area of instruction.
 - b. Two years of work experience in the occupational field and/or professional certification.
 - c. Complete, or agree to complete within five (5) years, an approved program of education designed to develop competencies in pedagogy. The program is to be approved by the Dean and Chief Academic Officer. The approved professional improvement plan must be filed in the Human Resources Office.
 - d. Possess a current Florida license where such is legally required.

- (e) The competencies of applicants will be determined and verified by the following:
 1. Review and evaluation of the application for employment.
 2. Evaluation of official transcripts
 3. Verification that the degree and other qualifying education were earned at accredited standard institutions
 4. Verification of qualifying work experiences through prior employers and listed personal references.
 5. Personal interviews by appropriate director or dean and may include interviews and evaluation by a designated screening committee.
 6. Review and evaluation of professional work, articles, books, publication, if available.
 7. Any other method that may be appropriate.

- (4) Code of Ethics: Applicants selected for instructional positions must agree to accept and adhere to the professional principles contained in the "Code of Ethics of the Education Profession in Florida", Florida Administrative Code Section 6B-1.001 and 6B-1.006, standards of the Education Practices Commission, or equivalent.

- (5) Continuing Contract: All professional education requirements specified under various degree and degree equivalency criteria must be met prior to issuance of the continuing contract.

- (6) Recency of Experience and Education: All new instructors will be required to update their education subsequent to fulfilling the requirements for a continuing contract. The updating of educational experience may be met in any one or combination of the following:
 - (a) Complete six (6) semester hours college credit in a relevant subject every five years until instructors have fulfilled requirements for a Master's degree equivalency (for Occupational/Technical instructors), or 36 semester hours of graduate courses beyond a Master's degree (for Academic instructors).
 - (b) Three (3) months, or equivalent, work experience in the teaching specialty every five (5) years.
 - (c) Enrollment and participation in workshops in the teaching specialty. (For purpose of equating workshops to semester hours credit, 15 hours workshop time will equal one (1) semester hour credit.)
 - (d) The faculty member's plan for meeting this requirement must be approved by the immediate supervisor and the Chief Academic Officer. The plan must be on file in the Human Resources Office.

Work Days and Basic Teaching Requirements

For teaching faculty, full-time positions require a schedule of not less than 35 hours per week and not less than 168 scheduled work days during an academic or budget year. (CF Policy 6.01) State statute requires that each full-time teaching faculty member shall teach a minimum of 15 classroom contact hours per week. A classroom contact hour consists of regularly scheduled classroom activity of not less than 50 minutes in a course of instruction which has been approved by the District Board of Trustees. (CF Policy 4.04) In accordance with CF Policy 4.04, teaching faculty are required to teach, keep regularly scheduled office hours and devote time to such activities as professional development, college service, service to students, and public service. A more detailed list of the responsibility categories will be maintained by the Chief Academic Officer.

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

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

Salary Determination

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

Bachelor's Degree and Below

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

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

Advancement in Rank

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

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

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

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

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

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

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

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

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

Regular Part-Time Teaching Faculty

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

Work Year

The work year is defined as concurrent with the college's fiscal year, which begins July 1 at 12:01 AM and ends on June 30 at midnight of the following year. The faculty member is assigned to work a contractually determined number of days within the fiscal year.

Pay Periods

Instructional personnel are paid over 24 pay periods.

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

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

Supplements

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

- **Faculty Overload Supplements** - Full-time faculty may be asked, but not required, to teach credit classes beyond the maximum credit hour assignment as defined in the faculty contract, currently 15 credits per semester. Assignment of overload will be at the discretion of the supervising academic administrator, based on the needs of the college; without encroaching upon either the quality or quantity of faculty performance of primary responsibilities. No full-time faculty member will teach more than 21 credits, or the equivalent, in any one semester. Exceptions to this requirement may be authorized only by the Chief Academic Officer, and then only on condition of full justification and evidence that the faculty member's performance will in no way be jeopardized.

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

Less than Master's	\$675 per Credit Hour
Master's	\$700 per Credit Hour
Doctorate	\$730 per Credit Hour

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

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

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

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

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

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

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

Summer Salary Calculation:

1. At least a week prior to the start of summer classes, each instructor will submit a Faculty Workload Form for Summer Salary Calculation to his or her instructional supervisor documenting the student contact hours related to the courses being taught. These hours include classroom, lab, and clinical contact hours, clearly tied to course(s) credit/clock hour requirements. The instructor may include two scheduled office hours per week for each course taught and must indicate the days, times, and location of those office hours on the form. The *Total Summer Hours* will be documented on the form and must be approved by the Chief Academic Officer (or designee), along with the Supplemental Duties form, before the start of the summer term.
2. The Total Summer Hours divided by 7 hours/day will determine the *Full-time Equivalent (FTE) Summer Days* for which the instructor will be paid.

3. The instructor's annual salary divided by 168 days (220 contract faculty use 220 days) equals the instructor's *Daily Rate of Pay*.
 4. The *Daily Rate of Pay multiplied by the FTE Summer Days* (i.e. Item 3 x Item 2) will determine the instructor's total summer pay.
- Department Chairs and Program Managers - Faculty assigned as Department Chairs or Program Managers may receive the equivalent of up to six (6) semester hours of reassigned time per semester. These chairs and managers may also be assigned to work five (5) days during the summer term at daily rates. This compensation will be determined by workload (including such factors as the number of faculty members in the department and the number of laboratories supervised). Reassigned time or supplements will be recommended by the Chief Academic Officer and must be approved by the President.
 - Other Stipends
 1. Independent Study - Faculty members who direct an Independent Study program for a student will receive a stipend of \$35.00 per semester hour for each such assignment. Independent study courses are initiated by students who meet with the instructor to discuss how this option will meet the student's individual goals. Students must be academically "in good standing" and desire more in depth experience in a subject area or need course work for university transfer which is not available. Independent study courses must be approved by the appropriate dean.
 2. Credit by Exam – Faculty members who supervise a student taking an examination for course credit will receive a stipend of \$75.00 for each examination administered.
 3. Credit for Experiential Learning – Faculty members who evaluate a student's experiential learning for course equivalency will receive a stipend of \$75.00 for each student's work evaluated.

All reassigned time, supplements, stipends or additional compensation will be recommended by the Chief Academic Officer and must be approved by the President.

Librarian – Special Information

Work Days and Requirements

Librarians are classified as non-teaching instructional staff for contractual purposes and are generally employed on 220-workday schedules during the fiscal year. Librarians are scheduled to work 37.5 hours per week. The 37.5-hour workweek is flexible to include some night and/or weekend work as arranged through the appropriate supervisor. (CF Policy 4.05, 4.06) Librarians will adhere to the summer four-day workweek hours as approved by the District Board of Trustees.

Salary Determination

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

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

Procedures for 220-day Instructional Faculty

- A. The President has the authority to issue 220-day employment contracts as recommended by the Chief Academic Officer.
- B. The Chief Academic Officer will consider seniority and/or special needs of the college when recommending these designated positions.
- C. 220-day faculty will work the standard 35-hour faculty work week.
- D. Summer Overload: During the regular semesters (fall and spring) overload for Nursing faculty is calculated based on the number of contact hours over the required 225 hours (i.e. 15 contact hours times 15 credits required for full-time faculty). In the summer term 15 instructional weeks are compressed into 12 weeks, therefore it has been determined that overload will be paid for any approved contact hours over 158 hours. These hours will be converted into credits, by dividing by 15, and documented as overload on the faculty's course load sheet.

Teaching Faculty and Librarians (FAC and L) Salary Schedule

A range of salaries is implemented for all teaching faculty, and Librarians. Additionally, grants or contracts that include compensation or stipends that vary from these established pay ranges must be approved by the President or his designee. The current ranges are shown below.

	Rank	Classroom Faculty (168 Days)					
		Less than Master's		Master's		Doctorate	
F1	Instructor	\$34,803	\$49,247	\$37,677	\$53,043	\$41,803	\$54,880
F2	Assistant Professor	\$35,591	\$54,119	\$40,283	\$57,921	\$42,791	\$59,605
F3	Associate Professor	\$38,190	\$67,583	\$44,202	\$71,408	\$46,887	\$72,614
F4	Professor	\$39,792	\$82,250	\$46,796	\$86,099	\$49,688	\$86,827
F5	Senior Professor	\$42,028	\$94,435	\$49,385	\$98,302	\$52,487	\$98,676
	Faculty Coordinator, Teaching, Learning and Engagement			Per Faculty Pay Plan based on Rank and Degree as listed above. Positions classified Exempt (E)			

	Rank	Classroom Faculty (220 Days) / Librarians (220 Days)					
		Less than Master's		Master's		Doctorate	
F1	Instructor	\$45,576	\$64,490	\$49,339	\$69,460	\$54,159	\$75,316
F2	Assistant Professor	\$46,608	\$70,870	\$52,751	\$75,849	\$58,446	\$81,409
F3	Associate Professor	\$50,012	\$88,502	\$57,883	\$93,510	\$63,795	\$98,799
F4	Professor	\$52,462	\$107,709	\$61,280	\$112,749	\$67,540	\$118,023
F5	Senior Professor	\$55,035	\$123,665	\$64,671	\$124,376	\$71,276	\$134,000

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

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

Administrative Salary Procedures

Work Days and Requirements

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

The standard workweek for full-time administrators, professionals, technology, and career service employees shall consist of 37.5 scheduled work hours performed during the period which begins at 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday. (CF Policy 6.17) The standard workweek for full-time administrators, professionals, technology, and career service employees during the summer term shall be performed Monday through Thursday. The dates of the summer work weeks will be designated on the approved administrative calendars.

Normal work hours begin at 8:00 a.m. and end at 4:30 p.m. daily, Monday through Friday. Work hours for the summer will be approved by the District Board of Trustees.

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

Salary Determination

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

Supplements

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

Salaries

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

Administrative Salary Schedule 2021-2022

Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
A1	Associate Dean – Health Sciences	E	\$57,000	\$111,150	\$29.23
	Associate Dean – Nursing	E			
	Chief Fiscal Officer, CF Foundation	E			
	Director – Academic Advising and First Year Success	E			
	Director – Admissions and Student Recruitment	E			
	Director – Athletics and Wellness Education	E			
	Director – Enrollment Services/Registrar	E			
	Director – Facilities and Plant Operations	E			
	Director – Human Resources	E			
	Director – Institutional Research and Effectiveness	E			
	Director – Marketing, Public and Community Relations	E			
	Director – Student Support Services	E			
	Library Director	E			
A2	Assistant Vice President, Finance	E	\$63,800	\$124,410	\$32.72
	Dean – Business, Technology and Career Education	E			
	Dean – Criminal Justice Institute/Public Service	E			
	Dean – E-Learning and Academic Services	E			
	Dean – Enrollment Management	E			
	Dean – Health Sciences	E			
	Dean – Student Services	E			
	Dean – Student Success	E			
	Director – Appleton Museum of Art	E			
	Director – Financial Aid	E			
A3	Associate Vice President, Arts and Sciences	E	\$78,800	\$153,660	\$40.41
	Associate Vice President, Career and Professional Programs	E			
	Associate Vice President, Information Technology	E			
	Provost, Levy Campus	E			
A4	Vice President, Academic Affairs	E	\$95,000	\$185,250	\$48.72
	Vice President, Administration and Finance	E			
	Vice President, Development/CEO CF Foundation	E			
	Vice President, Institutional Effectiveness and College Relations	E			
	Vice President, Regional Campuses	E			
	Vice President, Student Affairs	E			

NOTE: Hourly rates for all Administrative positions are calculated by dividing the annual salary for a position by 1,950 hours.

Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person qualifies.

Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or the President's designee.

Professional Salary Procedures

Work Days and Requirements

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

The standard workweek for full-time administrators, professionals, technology, and career service employees shall consist of 37.5 scheduled work hours performed during the period which begins at 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday. (CF Policy 6.17) The standard workweek for full-time administrators, professionals, technology, and career service employees during the summer term shall be performed Monday through Thursday. The dates of the summer work weeks will be designated on the approved administrative calendars.

Normal work hours begin at 8:00 a.m. and end at 4:30 p.m. daily, Monday through Friday. Work hours for the summer will be approved by the District Board of Trustees.

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

Salary Determination

Professional service employees are placed in their appropriate pay grade and range at time of appointment or reappointment by the District Board of Trustees. Salary is determined by level of responsibility and by years of verifiable experience applicable to the position and other factors as determined by the President. Generally, starting salary is limited to not more than twenty percent (20%) above the minimum salary for the position. The President may approve exceptions. Salaries will be based on the fiscal year (July 1 thru June 30). If an employee begins work any time other than July 1, their salary will be prorated according to the number of days worked and pay periods remaining in the fiscal year.

Supplements

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

Salaries

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

Part-Time Professional Salary Procedures

Work Days and Requirements

The standard workweek for part-time Professional service employees is 25 hours or less per week. Individual work schedules are determined by the supervisor. Schedules may vary on a week-to-week basis depending on the needs of the department.

Pay Determination

Part-time Professional service personnel are placed in their appropriate pay grade and hourly rate range at the time of their appointment. Appointment of part-time Professional service personnel is recommended by the President and approved by the District Board of Trustees in accordance with the salary schedule. Pay is determined by the grades in which specific jobs have been classified. Hourly rate is determined by the level of responsibility and by years of verifiable experience applicable to the position and other factors as determined by the President. Normally, the initial hourly rate shall not be greater than twenty percent (20%) above the minimum hourly rate established for the position. The President may approve exceptions.

Professional Salary Schedule 2021-2022					
Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
P1	Academic/Instructional Technology Specialist	NE	\$29,000	\$56,550	\$14.87
	Academic Support Specialist	NE			
	Accountant I	E			
	Admissions Advisor	E			
	Business Manager – Athletics	E			
	Chief Preparator, AMA	E			
	Coordinator – Adult Education Enrollment/Student Services, Levy	E			
	Coordinator – Enrollment/Student Services, Levy	E			
	Coordinator – Grounds Maintenance and College Support (P/T)	NE			
	Coordinator – Special Events	E			
	Coordinator – Visual and Performing Arts	NE			
	Educational Advisor	E			
	Educational Assistant, AMA (P/T)	E			
	E-Learning and Learning Support Specialist	NE			
	First Year Success Specialist	E			
	Gift Shop and Visitor Services Manager, AMA	E			
	Graphic Design and Website Coordinator, AMA	NE			
	Graphic Design, Web and Public Relations Coordinator, Ocala	NE			
	Health Sciences Simulation Technician	NE			
	Human Resources Specialist	NE			
	International Student Admissions and Advising Specialist	E			
	Manager – Membership, Events and Fundraisers, AMA	E			
	Marketing and Public Relations Graphic Arts Coordinator (P/T)	NE			
	Payroll Specialist	NE			
	Program Liaison/Recruiter (P/T)	NE			
	Program Specialist	NE			
	Property and Plant Fund Accountant	E			
	Recruiter/Outreach Specialist, Admissions (P/T)	NE			
	Recruiter/Outreach Specialist, Levy (P/T)	NE			
	Skills Lab Specialist, Citrus	E			
Student Activities and Outreach Coordinator, Citrus	NE				
Student Activities Coordinator, Ocala	NE				
Transition Specialist/Instructor	E				
P2	Accountant II	E	\$35,000	\$68,250	\$17.95
	Admissions and School Relations Specialist	E			

NOTE: Hourly rates for all Professional positions, with the exception of the Head Coach position, are calculated by dividing the annual salary for a position by 1,950 hours. The Head Coach position would be divided by 1,650 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or the President's designee.

Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
P2	Audio-Visual Specialist Videographer	NE	\$35,000	\$68,250	\$17.95
	Coordinator – Academic Support	E			
	Coordinator – Assessment and Career Services	E			
	Coordinator – Career Pathways	E			
	Coordinator – Corporate College	E			
	Coordinator – Curriculum Services and Faculty Credentialing	E			
	Coordinator – Educational Opportunity Center	E			
	Coordinator – Finance Services, AMA	NE			
	Coordinator – Pathways Life Services (P/T)	NE			
	Coordinator – Recruitment and Retention, Business and Technology	E			
	Database Manager, CF Foundation	E			
	Dual Enrollment Coordinator	E			
	Fine Arts Center Manager, Visual and Performing Arts	E			
	Grants Specialist II	NE			
	Human Resources Compensation Specialist	E			
	Human Resources Coordinator	E			
	Institutional Research Analyst	E			
	Librarian	E			
	Museum Educator, AMA	E			
	Transfer Specialist Coordinator	E			
P3	Accountant III	E	\$39,000	\$76,050	\$20.00
	Business Accounts Coordinator	E			
	Campus Coordinator – Student Life, Citrus	NE			
	Coordinator – Benefits/Special Projects	E			
	Coordinator – Food Services	E			
	Coordinator – Maintenance, AMA	E			
	Coordinator – Maintenance, Citrus	E			
	Coordinator – Maintenance, Levy	E			
	Coordinator – Maintenance, Ocala, Hampton and Vintage Farm	E			
	Coordinator – Online Library Resources and Instruction	E			
	Coordinator – Payroll Services	E			
	Coordinator – Resource Development (Annual Giving and Alumni), CF Foundation	E			
	Curator of Exhibitions, AMA	E			
	Foundation Accountant III	E			
	Head Coach of Intercollegiate Athletics	E			
Instructional Designer	E				

NOTE: Hourly rates for all Professional positions, with the exception of the Head Coach position, are calculated by dividing the annual salary for a position by 1,950 hours. The Head Coach position would be divided by 1,650 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or the President's designee.

Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
P3	Instructional Designer – Compliance Specialist, E-Learning	E	\$39,000	\$76,050	\$20.00
	Manager – CF Printing and Postal Services	E			
	Manager – Learning Resource Center, Citrus	E			
	Manager – Office of the President and Board Operations	E			
	Museum Registrar, AMA	E			
	Project Director – Campus Suicide Prevention	E			
P4	Assistant Director – Academic Advising	E	\$42,000	\$81,900	\$21.54
	Assistant Director – Admissions/International Students	E			
	Assistant Director – Financial Aid	E			
	Assistant Director – First Year Success (or Student Success)	E			
	Assistant Director – Museum Operations, AMA	E			
	Assistant Registrar	E			
	Associate Director – Financial Aid	E			
	Business Analyst, Administration and Finance	E			
	Center Manager, Levy	E			
	Coordinator – Criminal Justice/Public Service	E			
	Coordinator – Facilities, AMA	E			
	Counseling and Community Resources Coordinator	E			
	Data Analyst/Reporting Coordinator	E			
	Director – Corporate College	E			
	Director – Disability Services	E			
	Director – Lab School	E			
	Director – Student Accounts	E			
	Director – Student Life	E			
	Director – Student Success and Educational Outreach Programs	E			
	Health Sciences Recruiter/Outreach Specialist	E			
	Manager – Accounting	E			
	Manager – Community Relations	E			
	Manager – Facility Operations	E			
	Manager – Instructional Services, Citrus	E			
	Manager – Instructional Services, Levy	E			
	Manager – Marketing and Public Relations	E			
	Manager – Plant Safety and Facility Operations	E			
	Manager – Professional Development	E			
	Manager – Public Safety	E			
	Manager – Testing and Assessment	E			

NOTE: Hourly rates for all Professional positions, with the exception of the Head Coach position, are calculated by dividing the annual salary for a position by 1,950 hours. The Head Coach position would be divided by 1,650 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or the President's designee.

Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
P4	Manager – Web Communications and New Media	E	\$42,000	\$81,900	\$21,54
	Project/Tutor Coordinator	E			
P5	Director – Athletics and Wellness Education	E	\$50,500	\$98,475	\$25.90
	Director – Conference and Food Services	E			
	Director – Development, CF Foundation	E			
	Director – E-Learning Learning Support Centers	E			
	Director – Governmental Relations and Special Assistant to the President	E			
	Director – Purchasing and Risk Management	E			
	Director – Resource Development and Accreditation	E			
	Director – Student Affairs, Citrus	E			
	Executive Director, Heart of Florida Regional Coalition (P/T)	E			

NOTE: Hourly rates for all Professional positions, with the exception of the Head Coach position, are calculated by dividing the annual salary for a position by 1,950 hours. The Head Coach position would be divided by 1,650 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or the President's designee.

Technology Salary Procedures

Work Days and Requirements

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

The standard workweek for full-time administrators, professionals, technology, and career service employees shall consist of 37.5 scheduled work hours performed during the period which begins at 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday. (CF Policy 6.17) The standard workweek for full-time administrators, professionals, technology, and career service employees during the summer term shall be performed Monday through Thursday. The dates of the summer work weeks will be designated on the approved administrative calendars.

Normal work hours begin at 8:00 a.m. and end at 4:30 p.m. daily, Monday through Friday. Work hours for the summer will be approved by the District Board of Trustees.

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

Salary Determination

Technology employees are placed in their appropriate pay grade and range at time of appointment or reappointment by the District Board of Trustees. Salary is determined by level of responsibility and by years of verifiable experience applicable to the position and other factors as determined by the President. Generally, starting salary is limited to not more than twenty percent (20%) above the minimum salary for the position. The President may approve exceptions. Salaries will be based on the fiscal year (July 1 thru June 30). If an employee begins work any time other than July 1, their salary will be prorated according to the number of days worked and pay periods remaining in the fiscal year.

Supplements

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

Salaries

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

Part-Time Technology Salary Procedures

Work Days and Requirements

The standard workweek for part-time Technology service employees is 25 hours or less per week. Individual work schedules are determined by the supervisor. Schedules may vary on a week-to-week basis depending on the needs of the department.

Pay Determination

Part-time Technology service personnel are placed in their appropriate pay grade and hourly rate range at the time of their appointment. Appointment of part-time Technology service personnel is recommended by the President and approved by the District Board of Trustees in accordance with the Technology salary schedule. Pay is determined by the grades in which specific jobs have been classified. Hourly rate is determined by the level of responsibility and by years of verifiable experience applicable to the position and other factors as determined by the President. Normally, the initial hourly rate shall not be greater than twenty percent (20%) above the minimum hourly rate established for the position. The President may approve exceptions.

Technology Salary Schedule 2021-2022					
Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
T1	AV Automation Specialist	NE	\$30,000	\$58,500	\$15.38
	PC/AV Technician	NE			
T2	Programmer Analyst I	NE	\$33,000	\$64,350	\$16.92
	Technology Specialist	NE			
	Technical Support Specialist	NE			
T3	Programmer Analyst II	E	\$37,000	\$72,150	\$18.97
	Senior Technical Support Specialist	E			
T4	Programmer Analyst III	E	\$43,000	\$83,850	\$22.05
	Programmer III	E			
	Web Developer/Communications Specialist	E			
T5	Manager – Desktop Support	E	\$47,500	\$92,625	\$24.36
	Network Engineer	E			
	Systems Administrator	E			
	Systems Programmer	E			
T6	Enterprise Resource Planning Manager	E	\$55,000	\$107,250	\$28.21
	Information Technology Manager	E			

NOTE: Hourly rates for all Technology positions are calculated by dividing the annual salary for a position by 1,950 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or the President's designee.

Career Service Salary Procedures

Work Days and Requirements

The standard workweek for full-time administrators, professionals, technology, and career service employees shall consist of 37.5 scheduled work hours performed during the period which begins at 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday. (CF Policy 6.17) The standard workweek for full-time administrators, professionals, technology, and career service employees during the summer term shall be performed Monday through Thursday. The dates of the summer work weeks will be designated on the approved administrative calendars.

Normal work hours begin at 8:00 a.m. and end at 4:30 p.m. daily, Monday through Friday. Work hours for the summer will be approved by the District Board of Trustees.

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

Salary Determination

Career service personnel are placed in their appropriate pay grade and range at time of appointment as recommended by the President and approved by the Board. Salary is determined by the Level of responsibility and by the years of verifiable experience evaluated as being applicable to the position. Generally, starting salary is limited to not more than ten percent (10%) above the minimum salary for the position. The President may approve adjustment exceptions. Salaries will be based on the fiscal year (July 1 thru June 30). If an employee begins work any time other than July 1, their salary will be prorated according to the number of days worked and pay periods remaining in the fiscal year.

Supplements

When approved by the President, full-time career service employees may receive a supplement for added responsibilities. Compensation will be paid at the employee's hourly rate of pay and subject to overtime rules described in the "Overtime Pay and Flexible Scheduling" section of this manual.

Salaries

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

Part-Time Career Service Salary Procedures (Non-Student Positions)

Work Days and Requirements

The standard workweek for part-time Career Service employees is 25 hours or less per week. Individual work schedules are determined by the supervisor. Schedules may vary on a week-to-week basis depending on the needs of the department.

Pay Determination

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

Career Service Salary Schedule 2021-2022

Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
C1	Cashier – Cafeteria Services and Cyber Café (P/T)	NE	\$19,500	\$38,025	\$10.00
	Catering Assistant (P/T)	NE			
	Childcare Cook (P/T)	NE			
	Communications Center Assistant	NE			
	Conference Centers Assistant (P/T)	NE			
	Custodian	NE			
	Food Services Assistant (P/T)	NE			
	Gallery Assistant (P/T)	NE			
	Grill Cook (P/T)	NE			
	Groundskeeper	NE			
	Instructional Aid I (P/T)	NE			
	Line Cook – Cafeteria Services (P/T)	NE			
	Mail Courier	NE			
	Mailroom/Printing and Postal Services Assistant (P/T)	NE			
	Mailroom/Staff Service Assistant (P/T)	NE			
	Maintenance Repair Worker (P/T)	NE			
	Preschool Teacher Assistant (P/T)	NE			
	Staff Assistant I	NE			
	Visitor Services Specialist, AMA (P/T)	NE			
	Weight Room Supervisor (P/T)	NE			
C2	Conference Centers Assistant II (P/T)	NE	\$20,500	\$39,975	\$10.51
	Custodial Supervisor	NE			
	Friends of the Foundation Volunteer Coordinator (P/T)	NE			
	Gallery Coordinator (P/T)	NE			
	Grill Cook II (P/T)	NE			
	Instructional Aid II (P/T)	NE			
	Library Technician	NE			
	Museum Assistant, AMA (P/T)	NE			
	Museum Events Specialist, AMA (P/T)	NE			
	Night Cashier/Accounting Clerk (P/T)	NE			
	Preschool Teacher I	NE			
	Printing Assistant (P/T)	NE			
	Public Safety Officer (for P/T see temporary employees)	NE			
Specialist – Cafeteria Services	NE				
Staff Assistant II	NE				
C3	Accounting Specialist	NE	\$22,000	\$42,900	\$11.28
	Auditorium Assistant (P/T)	NE			
	Cashier Specialist I	NE			
	Catering Captain (P/T)	NE			
	Conference Services Specialist (P/T)	NE			
	Costume Shop Assistant (P/T)	NE			
	Cyber Café Specialist I (P/T)	NE			
	Evening Coordinator, Citrus (P/T)	NE			

NOTE: Hourly rates for all Career positions are calculated by dividing the annual salary for a position by 1,950 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or the President's designee.

Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
C3	Facilities Worker	NE	\$22,000	\$42,900	\$11.28
	Grounds Specialist, Citrus	NE			
	Grounds Specialist, Ocala (P/T)	NE			
	Instructional Aid III (P/T)	NE			
	Neighborhood Recruiter (Grant Funded) (P/T)	NE			
	Preschool Teacher II	NE			
	Public Safety Sergeant	NE			
	Public Service Division Support Specialist	NE			
	Records Technician, CJI	NE			
	Staff Assistant III	NE			
	Student Services Specialist, Citrus	NE			
	Testing Assistant, Student Services (P/T)	NE			
	Trades Helper (P/T)	NE			
	Trips and Tours Specialist, I, AMA (P/T)	NE			
	Webber Center Specialist (P/T)	NE			
	Weekend Manager, AMA (P/T)	NE			
	C4	Accounting Specialist II	NE	\$24,000	\$46,800
Assistant to the POD Project Managers		NE			
Assessment Specialist		NE			
Athletic Facilities Groundskeeper		NE			
Casher Specialist II		NE			
Communication Center Specialist		NE			
Communications Technician (P/T)		NE			
Computer Lab Assistant (P/T)		NE			
Computer Specialist (Grant Funded) (P/T)		NE			
Conference Centers Assistant, Vintage Farm (P/T)		NE			
Conference Services Coordinator, Citrus		NE			
Conference Services Coordinator, Ocala		NE			
Cyber Café Specialist II (P/T)		NE			
Disability Services Assessment Specialist		NE			
Donor Relations Specialist, CF Foundation		NE			
Financial Aid Specialist I		NE			
Financial Aid Technician (P/T)		NE			
Financial Literacy Specialist, Financial Aid		NE			
Grants Specialist I		NE			
Grounds Supervisor		NE			
Human Resources Assistant		NE			
Instructional Assistant		NE			
Instructional Assistant, Vintage Farm		NE			
Learning Commons Specialist	NE				
Learning Support Specialist	NE				
Library Specialist	NE				
Preschool Teacher III	NE				
Public Safety Assistant	NE				

NOTE: Hourly rates for all Career positions are calculated by dividing the annual salary for a position by 1,950 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or the President's designee.

Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
C4	Public Safety Lieutenant	NE	\$24,000	\$46,800	\$12.31
	Public Safety Training Specialist (P/T)	NE			
	Scholarship Technician	NE			
	Senior Library Technician	NE			
	Senior Library Technician, Citrus	NE			
	Specialist – Catering Services	NE			
	Specialist – Perkins Grant	NE			
	Staff Assistant IV	NE			
	Technician – Enrollment Services Center	NE			
	Trades Technician	NE			
	Trades Worker	NE			
	Trips and Tours Specialist II, AMA (P/T)	NE			
	Veterans Affairs Specialist	NE			
	C5	Accounting Specialist III	NE	\$28,000	\$56,000
Admissions Specialist		NE			
Assessment and Career Specialist		NE			
Assistant Payroll Specialist (P/T)		NE			
Disability Services Assessment and Accommodations Specialist		NE			
Enrollment Services Technician		NE			
Enrollment Specialist		NE			
Executive Administrative Assistant		NE			
Executive Administrative Assistant, CF Foundation		NE			
Financial Aid Specialist II		NE			
Foundation Scholarship Accounting Specialist		NE			
Hampton Center Coordinator		NE			
Marketing and Public Relations Specialist		NE			
Marketing Assistant – Suicide Prevention Program (P/T)		NE			
Museum Specialist		NE			
Print and Design Specialist		NE			
Public Safety Coordinator, AMA		NE			
Specialist II – Food Services		NE			
Technical Learning Support Specialist		NE			
Trades Specialist – Carpenter		NE			
Trades Specialist – Electrician		NE			
Trades Specialist – HVAC		NE			
Trades Specialist – HVAC/Preventive Maintenance		NE			
Trades Specialist – Locksmith	NE				
Trades Specialist – Painter	NE				
Trades Specialist – Plumber/Irrigation	NE				

NOTE: Hourly rates for all Career positions are calculated by dividing the annual salary for a position by 1,950 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or the President's designee.

Other Personnel Services (OPS)

General Policy

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

Teaching Faculty

Substitute Teachers

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

Adjunct Instructors

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

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

- Credit instructors are employed on a term-by-term basis as needed. Adjunct Instructors teach credit courses, which exceed the teaching capacity of regular full-time faculty. Compensation is at the rates shown below, according to academic degree and number of credit or equivalent contact hours taught:

Less than Master's	\$675 per Credit Hour
Master's	\$700 per Credit Hour
Doctorate	\$730 per Credit Hour

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

Continuing Education and Criminal Justice Institute Teaching Faculty

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

Visiting Professors

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

Supplements for Instructors of Comprehensive Vocational Education Programs/Courses

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

Other Temporary Employees

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

Temporary Replacement

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

Temporary Employees for Career Service Positions

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

1. Temporary employees are to be paid as recommended by the Director of Human Resources and approved by the President.
2. Temporary employees whose responsibilities have degree requirements must provide a copy of the required transcript to the Office of Human Resources in order for the appropriate compensation rate to be determined. In order for these workers to receive a paycheck, an original transcript showing the degree must be on file in the Office of Human Resources.

Consultants

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

Assistant Coaches

Assistant coaches in college-sponsored intercollegiate team sports shall be compensated on a seasonal basis for actual coaching assistance. Compensation will be determined on an hourly salary basis dependent on the level of coaching experience and seasons of service. Compensation will not exceed twenty-five hours per week and a maximum of \$15,000 over a 10 month period.

Part-time Head Coaches

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

Building Official – Plant Operations and Facilities

Compensation will be determined by the President based on the scope of duties and degrees/certifications relevant to building code inspection and examination.

Public Safety Officers

Compensation for part-time Public Safety Officers will be determined on an hourly salary basis dependent on the level of experience. Minimum compensation will be at a rate of \$11.00 per hour.

Visual and Performing Arts Consultants

Consultants in Visual and Performing Arts shall be compensated on a seasonal basis for actual consultant assistance with VPA performances or exhibits. Compensation will be determined on an hourly salary basis dependent on the level of experience and seasons of service. Compensation will not exceed \$15,000 over a 10-month period. NOTE: an approved memo outlining salary and credentials must be provided at the time of hire.

Staff Piano Accompanist

Staff Piano Accompanists are employed to assist instructors in ensemble courses and with applied lessons. Accompanists must possess a Bachelor degree in music and/or three years' experience in piano accompaniment to choirs, ensembles and individual student performances. Compensation will not exceed twenty-five hours per week and a maximum of \$30.00/hour.

Testing: GED Examinations

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

Interpreters

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

Student-Only Positions

Hourly Rate (September 30, 2021)

The standard workweek for part-time student employees is 15 hours or less per week. Individual work schedules are determined by the supervisor. Schedules may vary on a week-to-week basis depending on the needs of the department.

Notetaker	\$10.00
Transcriber	\$10.00
Student Assistant	\$10.00
SAFE	\$10.00
Peer Educators	\$10.00
*America Reads Tutor	\$10.00
Child Care-Work Study	\$10.00
*TRIO Tutor	\$10.00

*Positions contingent on continuation of Federal Government/Grant Approval

Miscellaneous

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

Reader	\$10.00
Office Aide	\$10.00
Tutor (AA/AS or less)	\$10.00
Tutor (BA/BS/Certified)	\$11.00
Tutor (Master's/Specialized)	\$12.00

Temporary Part-Time Instructors (Hourly Pay)

**Appleton Museum of Art
Continuing Education
Corporate Training
Workforce Development
Criminal Justice Institute
Health Sciences**

Pay Grade Determination

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

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

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

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

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

Documentation Verifying Qualifications for Pay Grade Placement

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

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

Pay Grade Advancement

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

Advances in pay grade may be given when the instructor:

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

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

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

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

NOTE: Program Coordinators certify that requirements for advancement have been met. Advancement is recommended by the Dean and Chief Academic Officer and approved by the President.

Interruption of Service

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

Adjustment for Low Enrollment

For those courses with low enrollment which are subject to cancellation, the college is authorized to offer continuing education instructors a lower hourly pay rate, not below State of Florida Minimum Wage Rate currently at \$10.00 an hour, with recommendation of the Dean and the Chief Academic Officer and the approval of the President.

Part-Time Instructor Salary Schedule

Appleton Museum of Art
Continuing Education
Corporate Training
Workforce Development

Pay Grade (P.G.)	Hourly Salary Range	Minimum Qualifications (Education and Experience)	Advancement Between Pay Grades
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P.G. 1	\$18.60	High school diploma or equivalent and 2 years work-related experience.	Associate's degree or equivalent or Professional credentialing and 3 years work-related experience.
P.G. 2	\$21.41	Associate's degree or equivalent or Professional credentialing and 3 years work-related experience.	Bachelor's degree or equivalent or Professional credentialing and 5 years work-related experience.
P.G. 3	\$24.22	Bachelor's degree or equivalent or Professional credentialing and 5 years work-related experience.	Master's degree, professional credentialing or Professional Credentialing and 7 years work-related experience.
P.G. 4	\$29.84	Master's degree, professional credentialing or Professional Credentialing and 7 years work-related experience.	Doctoral degree or equivalent or Professional credentialing and 10 years work-related experience.
P.G. 5	\$35.47	Doctoral degree or equivalent or Professional credentialing and 10 years work-related experience.	

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

Part-Time Instructor Salary Schedule

Health Sciences

Pay Grade (P.G.)	Hourly Salary Range	Minimum Qualifications (Education and Experience)	Advancement Between Pay Grades
P.G. 1	\$23.14	Certificate in discipline, license to practice and 2 years work-related experience or Associate degree or equivalent	Associate degree in discipline, license to practice, 4 years work-related experience
P.G. 2	\$26.49	Associate degree in discipline, license to practice, 4 years work-related experience	Bachelor's degree in discipline, license to practice and 2 years work-related experience
P.G. 3	\$29.84	Bachelor's degree in discipline, license to practice and 2 years work-related experience	Master's degree in discipline, license to practice and 4 years work-related experience.
P.G. 4	\$32.12	Master's degree in discipline, license to practice and 4 years work-related experience.	Doctoral degree (or specialist license or credential plus Master's degree), license to practice and 5 years work-related experience.
P.G. 5	\$35.47	Doctoral degree (or specialist license or credential plus Master's degree), license to practice and 5 years work-related experience.	

NOTE:

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

Part-Time Instructor Salary Schedule

Public Service/Criminal Justice

Pay Grade (P.G.)	Hourly Salary Range	Qualifications	Advancement Between Pay Grades
P.G.1	\$22.49	Industry Certification	Each part-time faculty member teaching courses in occupational and technical areas of the Public Service/Criminal Justice Division that are components of a PSAV program must possess appropriate academic preparation coupled with a minimum of three years work experience. The minimum academic preparation for faculty teaching in occupational and technical areas must be at the same level at which the faculty member is teaching.
P.G.2	\$25.96	Associate's degree	
P.G.3	\$29.31	Bachelor's degree	
P.G.4	\$32.66	Master's degree	
P.G.5	\$36.00	Doctoral degree	

Temporary Part-Time Instructors (Hourly Pay)

Adult General Education Salary Schedule

Position	Position Description	Hourly Rate	Minimum Qualifications (Education and Experience)
Evaluation and Assessment instructor	Provides instruction in test preparation. Assess and evaluate student placement and learning gains.	\$12.98	High School Diploma or equivalent required
Assessment Specialist – Adult Education	Coordinate, schedule and administer entry level standard and specialty assessments.	\$13.75	Associate degree in general education or a related field.
Lab Instructor	Uses software and Web only to facilitate computer-based instruction.	\$15.25	Bachelor's degree required
Transition Specialist/ Instructor	Interactive teaching of college and career academic readiness skills, financial aid and supportive services using a variety of delivery methods.	\$15.39	Bachelor's degree plus a minimum of 18 graduate credit hours in education, counseling, math, English, reading or a social science.
Instructor	Teaches all subjects in class or lab setting using a variety of curricula.	\$18.60	Bachelor's degree required
Adult Education Database Manager	Provide maintenance and support of AGE ACCESS database, and responsibility for NRS reporting to Institutional Effectiveness and IT departments.	\$18.64	Bachelor's degree or equivalent experience required. Experience with database building and management preferred.
Lead Instructor	Interactive teaching of all subjects in small/large groups using a variety of curricula. Serves as lead teacher for instructional site.	\$21.95	Bachelor's degree required

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