



SEMINOLE COMMUNITY COLLEGE

2008-2009 Salary Schedule

Human Resources Office

Approved by SCC Board of Trustees, June 17, 2008

**Seminole Community College
2008/2009 Salary Schedule**

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General Information

College Values and Purpose of Salary Plans

The Core Values of Seminole Community College are Respect, Integrity, Excellence, Knowledge, and Academic Freedom. These values define the principles of our diverse college community and guide each of us in promoting an environment where individuals grow, learn and succeed. SCC's pay plans, policies, and procedures strive to support the College's values, mission, goals, and objectives by:

- Providing equitable and competitive base compensation for all employees.
- Ensuring that employees are paid a fair living wage that exceeds published Federal Poverty Guidelines.
- Specifying the types of work and conditions under which additional or supplemental payment will be made.
- Describing the documentation and payment authorization required for employees compensated through grant funds.
- Defining creditable experience and education and the process for requesting related salary adjustments.
- Communicating compensation administration practices to SCC faculty and staff.

Effective Date of Salary Schedule

Most pay rates published in the 2008/2009 Salary Schedule shall become effective July 1, 2008. Pay rates for faculty, except for 12-month faculty, shall become effective on August 19, 2008.

Presidential Authority

- The President is authorized to assign employees to any classification, pay grade, position or salary within the salary schedule.
- The President has the authority to pay employees supplementary compensation for additional work performed.
- The President is authorized to pay employees in lieu of notice based upon justification and appropriate recommendations.

Salary Structure Review

The Director of Human Resources reviews the compensation plan and will recommend a plan to the President and Board of Trustees annually. Revisions to the salary schedule will be based upon market data and analysis of SCC's mission, current practices, and ability to compensate employees.

Workweek

The official college workweek begins Sunday, 12:01 A.M. and ends at midnight the following Saturday.

Starting Salary

The Director of Human Resources is authorized to extend employment and salary offers for full-time and part-time employment. The starting salary or hourly wage for each employee is determined according to rules set forth in this document, college policies and procedures, and state and federal law. Each pay plan (instructional, career service, technical, professional, and administrative) has specific criteria that may be used to calculate starting pay. Criteria may include education, experience, credentials, internal equity, and the external labor market.

Salary Increases

Salary increases will be determined as part of the planning and budgeting process. The President will recommend a salary increase proposal to the Board of Trustees for approval and will subsequently notify employees of the Board's decision. Salary increase amounts are largely dependent upon the allocation of state funds, and SCC's budget obligations and priorities. In rare instances, the College may be unable to provide a salary increase for employees.

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Pay-for-Performance

A salary increase will not be given to any employee who earns an overall rating of “unsatisfactory” for the previous performance evaluation period.

Base Salary Exclusions

Salary supplements, overloads, overtime, and some types of base salary adjustments are excluded from the employee’s salary placement within a pay grade.

Temporary Assignment to a Position in a Higher Pay Grade

An employee who is temporarily assigned to a position in a higher pay grade for a period of 30 or more calendar days (including approved holidays and non-duty days) will be compensated as though he/she were reclassified to the higher position. The additional compensation will be paid for the duration of the temporary assignment only.

Lateral Transfers

Employees who transfer to a new position within the same pay grade at the college will retain their current salary in the new position. Requests for exceptions to this practice will be carefully reviewed for consistency and internal equity and, if warranted, will be recommended to the President by the Director of Human Resources.

Grant Funded Positions

- Position assignments, appointment dates, and rates of pay for persons whose positions are funded from a grant, special project, or contract with an outside agency shall be subject to the policies and procedures determined by the funding source in accordance with established college policies and procedures. An employee who is assigned to a grant funded position will be paid at a salary that does **not** exceed that of an employee who is similarly situated in a regularly established position funded through college dollars.
- When an employee is hired to perform grant work in addition to his/her normal duties, supporting documentation will be required **prior** to beginning work on the grant project. Such documentation shall include the nature of the work, hours worked, pay rate (which may **not** exceed the College’s normal pay rate), approval of the vice president, and the employee’s attestation that work was completed in addition to normal duties and regular work hours.

Accredited Education Earned within the U.S.

Seminole Community College, for compensation purposes, acknowledges institutions that are accredited by nationally recognized regional accrediting bodies. The most recent issue of the Higher Education Directory will be used as the authority.

Credentials Earned Outside of the U.S

Seminole Community College will make a determination regarding coursework earned outside of the U.S. upon the review and recommendation of an authorized evaluation service. It is the employee’s responsibility to have his/her credentials evaluated. A contract **will not** be issued to an employee until such a review has been completed.

Salary Calculations for Partial Pay Periods

Personnel employed for a portion of a pay period will be paid for the number of hours on duty, paid holidays, calendar-designated paid non-duty days, or approved leave with pay multiplied by their hourly rate. The hourly rate is calculated by dividing the base annual salary by the number of days in the employment period. The resulting quotient is divided by 7.5 hours.

Eligibility for Paid Holidays and Paid Non-Duty Days

Full-time employees shall be paid for holidays and calendar-designated paid non-duty days when on duty or approved paid leave on the last day preceding the paid holiday(s) or paid non-duty day(s).

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Instructional Personnel Information

Instructional Personnel Degree Advancement

Salary increases due to the receipt of an advanced educational degree, including Masters Plus classification, or equivalent, will be effective:

- **For full-time faculty on 164, 164B, 196, 228-day, and 12-month contracts**, the first day of the contract period of the current fiscal or academic year in which required documentation of the achievement is received by the Human Resources Office.
- **For part-time faculty and temporary full-time faculty on contracts by term**, effective the first day of the contract period of the current term in which required documentation of the achievement is received by the Human Resources Office (Masters Plus classification is for full-time faculty positions only).

Required documents are (1) official transcripts from the degree-granting institution, and (2) a written request from the employee for recognition of the degree advancement. In the event that the degree or its equivalent is conferred during a contract period, the effective date of the salary increase is the first day of the month following the date the degree was conferred. The degree must be conferred by a regionally accredited institution recognized by the College. The payment of the salary increase will not begin until documentation of the achievement and a written request for recognition of the degree advancement is received in the Human Resources Office.

Creditable Experience for Full-Time Instructional Personnel

A maximum of seven years of verifiable educational work experience may be credited for salary purposes for regular full-time faculty positions. A year of service will be recognized for each academic or fiscal year of previous employment as follows:

- Full-time employment in related position(s) for at least one-half the total number of days in the year(s) at former institution(s.) The President, or designee may accept in lieu of educational work experience, full-time employment deemed appropriately related to the faculty position (e.g. nursing work in lieu of instructional nursing experience.)
- Part-time employment in their respective position(s) as instructor, counselor, or librarian for one-half the total number of hours in the year(s) at former institution(s.) Part-time experience may only be awarded for work in the faculty member's respective position as instructor, counselor, or librarian.

Instructional experience gained as an assistant instructor or as the result of a fellowship, assistantship, or other similarly related program, will not be recognized as employment experience or accepted as creditable service for salary purposes.

Only previous full-time SCC educational experience may be credited for salary purposes for faculty assigned to temporary full-time positions.

Definition of the Masters Plus Classification

The Masters Plus classification applies to persons with thirty semester hours of discipline-related graduate credit beyond the Masters degree. The education must be obtained at a regionally accredited institution recognized by the College, or must meet criteria established for credentials earned outside of the U.S. As of July 1, 1993, credit that is earned prior to the awarding of the degree, but is not applied toward the degree, may be counted.

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Creditable Experience for Re-employed Full-Time Instructional Employees

Former instructional employees of the College may be rehired and will be compensated as follows:

- If rehired into a temporary full-time position within less than 2 calendar years of the separation date, the faculty member will be allowed up to 7 years of service credit and will be placed on the salary schedule accordingly. For example, if all seven years are credited, the faculty member will be placed on Level 8 of the salary schedule at the time of rehire.
- If rehired into a temporary full-time position 2 or more calendar years after the separation date, the faculty member will be placed on the salary schedule according to the practice applied to new temporary, full-time faculty.
- If rehired after going through a competitive search process, and placed in a regular full-time position, the faculty member will be placed on the salary schedule according to the practice applied to any newly hired regular full-time faculty member, regardless of length of time since separation.

Assuming Department Chair Responsibilities Mid-Contract During the Academic Year

The Director of Human Resources may recommend to the President that an instructional employee, on a 164, 164b, 196, or 228 day faculty contract who assumes Department Chair responsibilities during the academic year, be allowed to continue in that contract, until it expires, before being appointed to a 12 month contract.

Transfer From Vacation Earning Positions to Faculty Positions

Employees who transfer from vacation earning positions to a faculty position that does not accrue vacation (164, 164b, 196, or 228 day contracts):

- Will be paid for a maximum of 225 hours of accrued unused vacation leave at the time of transfer
- May use excess accrued vacation leave, beyond the 225 hours, within one calendar year of the date of transfer to a non-vacation earning position. Excess leave remaining after one calendar year will be forfeited.

Critical Needs Positions

Compensation for Faculty employed in "Critical Needs" positions will be paid according to SCC Procedure.

Contract Lengths

There are five faculty contracts as indicated below. The 196-day contract is the benchmark contract used to calculate daily rates of pay.

- 164-day – Term I and II
- 164B-day – Term I and II (Equivalent load of a 196-day contract, but completed in 164 days.)
- 196-day – Term I and II and IIIA or IIIB
- 228-day – Term I, II and III
- 12-month – Fiscal year (Contract for current Professors in programs that are active throughout the year.)

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Professors and Other Faculty Salary Schedule

164 Day Contracts:

164-Day Contract				
Level	Bachelors or Equivalent	Masters	Masters + 30	Doctorate
Pay Grade	91	92	93	94
1	\$31,628	\$35,859	\$38,055	\$40,254
2	\$32,401	\$36,637	\$38,836	\$41,038
3	\$33,174	\$37,415	\$39,617	\$41,822
4	\$33,947	\$38,193	\$40,398	\$42,606
5	\$34,720	\$38,971	\$41,179	\$43,390
6	\$35,493	\$39,749	\$41,960	\$44,174
7	\$36,266	\$40,527	\$42,741	\$44,958
8	\$37,039	\$41,305	\$43,522	\$45,742
9	\$37,812	\$42,083	\$44,303	\$46,526
10	\$38,585	\$42,861	\$45,084	\$47,310
11	\$39,358	\$43,639	\$45,865	\$48,094
12	\$40,131	\$44,417	\$46,646	\$48,878
13	\$40,904	\$45,195	\$47,427	\$49,662
14	\$41,677	\$45,973	\$48,208	\$50,446
15	\$42,450	\$46,751	\$48,989	\$51,230
16	\$43,223	\$47,529	\$49,770	\$52,014
17	\$43,996	\$48,307	\$50,551	\$52,798
18	\$44,769	\$49,085	\$51,332	\$53,582
19	\$45,542	\$49,863	\$52,113	\$54,366
20	\$46,315	\$50,641	\$52,894	\$55,150
21	\$47,088	\$51,419	\$53,675	\$55,934
22	\$47,861	\$52,197	\$54,456	\$56,718
23	\$48,634	\$52,975	\$55,237	\$57,502
24	\$49,407	\$53,753	\$56,018	\$58,286
25	\$50,180	\$54,531	\$56,799	\$59,070
26	\$50,953	\$55,309	\$57,580	\$59,854
27	\$51,726	\$56,087	\$58,361	\$60,638
28	\$52,499	\$56,865	\$59,142	\$61,422
29	\$53,272	\$57,643	\$59,923	\$62,206
30	\$54,045	\$58,421	\$60,704	\$62,990
31	\$54,818	\$59,199	\$61,485	\$63,774
Level Value	\$773	\$778	\$781	\$784

**Seminole Community College
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Professors and Other Faculty Salary Schedule
164B Day Contracts

164B-Day Contract				
Level	Bachelors or Equivalent	Masters	Masters + 30	Doctorate
Pay Grade	81	82	83	84
1	\$37,795	\$42,867	\$45,489	\$48,107
2	\$38,719	\$43,796	\$46,422	\$49,044
3	\$39,643	\$44,725	\$47,355	\$49,981
4	\$40,567	\$45,654	\$48,288	\$50,918
5	\$41,491	\$46,583	\$49,221	\$51,855
6	\$42,415	\$47,512	\$50,154	\$52,792
7	\$43,339	\$48,441	\$51,087	\$53,729
8	\$44,263	\$49,370	\$52,020	\$54,666
9	\$45,187	\$50,299	\$52,953	\$55,603
10	\$46,111	\$51,228	\$53,886	\$56,540
11	\$47,035	\$52,157	\$54,819	\$57,477
12	\$47,959	\$53,086	\$55,752	\$58,414
13	\$48,883	\$54,015	\$56,685	\$59,351
14	\$49,807	\$54,944	\$57,618	\$60,288
15	\$50,731	\$55,873	\$58,551	\$61,225
16	\$51,655	\$56,802	\$59,484	\$62,162
17	\$52,579	\$57,731	\$60,417	\$63,099
18	\$53,503	\$58,660	\$61,350	\$64,036
19	\$54,427	\$59,589	\$62,283	\$64,973
20	\$55,351	\$60,518	\$63,216	\$65,910
21	\$56,275	\$61,447	\$64,149	\$66,847
22	\$57,199	\$62,376	\$65,082	\$67,784
23	\$58,123	\$63,305	\$66,015	\$68,721
24	\$59,047	\$64,234	\$66,948	\$69,658
25	\$59,971	\$65,163	\$67,881	\$70,595
26	\$60,895	\$66,092	\$68,814	\$71,532
27	\$61,819	\$67,021	\$69,747	\$72,469
28	\$62,743	\$67,950	\$70,680	\$73,406
29	\$63,667	\$68,879	\$71,613	\$74,343
30	\$64,591	\$69,808	\$72,546	\$75,280
31	\$65,515	\$70,737	\$73,479	\$76,217
Level Value	\$924	\$929	\$933	\$937

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Professors and Other Faculty Salary Schedule
196 Day Contracts

196-Day Contract				
Level	Bachelors or Equivalent	Masters	Masters + 30	Doctorate
Pay Grade	101	102	103	104
1	\$37,795	\$42,867	\$45,489	\$48,107
2	\$38,719	\$43,796	\$46,422	\$49,044
3	\$39,643	\$44,725	\$47,355	\$49,981
4	\$40,567	\$45,654	\$48,288	\$50,918
5	\$41,491	\$46,583	\$49,221	\$51,855
6	\$42,415	\$47,512	\$50,154	\$52,792
7	\$43,339	\$48,441	\$51,087	\$53,729
8	\$44,263	\$49,370	\$52,020	\$54,666
9	\$45,187	\$50,299	\$52,953	\$55,603
10	\$46,111	\$51,228	\$53,886	\$56,540
11	\$47,035	\$52,157	\$54,819	\$57,477
12	\$47,959	\$53,086	\$55,752	\$58,414
13	\$48,883	\$54,015	\$56,685	\$59,351
14	\$49,807	\$54,944	\$57,618	\$60,288
15	\$50,731	\$55,873	\$58,551	\$61,225
16	\$51,655	\$56,802	\$59,484	\$62,162
17	\$52,579	\$57,731	\$60,417	\$63,099
18	\$53,503	\$58,660	\$61,350	\$64,036
19	\$54,427	\$59,589	\$62,283	\$64,973
20	\$55,351	\$60,518	\$63,216	\$65,910
21	\$56,275	\$61,447	\$64,149	\$66,847
22	\$57,199	\$62,376	\$65,082	\$67,784
23	\$58,123	\$63,305	\$66,015	\$68,721
24	\$59,047	\$64,234	\$66,948	\$69,658
25	\$59,971	\$65,163	\$67,881	\$70,595
26	\$60,895	\$66,092	\$68,814	\$71,532
27	\$61,819	\$67,021	\$69,747	\$72,469
28	\$62,743	\$67,950	\$70,680	\$73,406
29	\$63,667	\$68,879	\$71,613	\$74,343
30	\$64,591	\$69,808	\$72,546	\$75,280
31	\$65,515	\$70,737	\$73,479	\$76,217
Level Value	\$924	\$929	\$933	\$937

Seminole Community College 2008/2009 Salary Schedule

Professors and Other Faculty Salary Schedule 228 Day Contracts

228-Day Contract				
Level	Bachelors or Equivalent	Masters	Masters + 30	Doctorate
Pay Grade	111	112	113	114
1	\$43,964	\$49,862	\$52,920	\$55,977
2	\$45,039	\$50,943	\$54,005	\$57,066
3	\$46,114	\$52,024	\$55,090	\$58,155
4	\$47,189	\$53,105	\$56,175	\$59,244
5	\$48,264	\$54,186	\$57,260	\$60,333
6	\$49,339	\$55,267	\$58,345	\$61,422
7	\$50,414	\$56,348	\$59,430	\$62,511
8	\$51,489	\$57,429	\$60,515	\$63,600
9	\$52,564	\$58,510	\$61,600	\$64,689
10	\$53,639	\$59,591	\$62,685	\$65,778
11	\$54,714	\$60,672	\$63,770	\$66,867
12	\$55,789	\$61,753	\$64,855	\$67,956
13	\$56,864	\$62,834	\$65,940	\$69,045
14	\$57,939	\$63,915	\$67,025	\$70,134
15	\$59,014	\$64,996	\$68,110	\$71,223
16	\$60,089	\$66,077	\$69,195	\$72,312
17	\$61,164	\$67,158	\$70,280	\$73,401
18	\$62,239	\$68,239	\$71,365	\$74,490
19	\$63,314	\$69,320	\$72,450	\$75,579
20	\$64,389	\$70,401	\$73,535	\$76,668
21	\$65,464	\$71,482	\$74,620	\$77,757
22	\$66,539	\$72,563	\$75,705	\$78,846
23	\$67,614	\$73,644	\$76,790	\$79,935
24	\$68,689	\$74,725	\$77,875	\$81,024
25	\$69,764	\$75,806	\$78,960	\$82,113
26	\$70,839	\$76,887	\$80,045	\$83,202
27	\$71,914	\$77,968	\$81,130	\$84,291
28	\$72,989	\$79,049	\$82,215	\$85,380
29	\$74,064	\$80,130	\$83,300	\$86,469
30	\$75,139	\$81,211	\$84,385	\$87,558
31	\$76,214	\$82,292	\$85,470	\$88,647
Level Value	\$1,075	\$1,081	\$1,085	\$1,089

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Professors and Other Faculty Salary Schedule
12-Month Contracts

12-Month Contract				
Level	Bachelors or Equivalent	Masters	Masters + 30	Doctorate
Pay Grade	121	122	123	124
1	\$45,351	\$51,438	\$54,594	\$57,735
2	\$46,460	\$52,553	\$55,713	\$58,859
3	\$47,569	\$53,668	\$56,832	\$59,983
4	\$48,678	\$54,783	\$57,951	\$61,107
5	\$49,787	\$55,898	\$59,070	\$62,231
6	\$50,896	\$57,013	\$60,189	\$63,355
7	\$52,005	\$58,128	\$61,308	\$64,479
8	\$53,114	\$59,243	\$62,427	\$65,603
9	\$54,223	\$60,358	\$63,546	\$66,727
10	\$55,332	\$61,473	\$64,665	\$67,851
11	\$56,441	\$62,588	\$65,784	\$68,975
12	\$57,550	\$63,703	\$66,903	\$70,099
13	\$58,659	\$64,818	\$68,022	\$71,223
14	\$59,768	\$65,933	\$69,141	\$72,347
15	\$60,877	\$67,048	\$70,260	\$73,471
16	\$61,986	\$68,163	\$71,379	\$74,595
17	\$63,095	\$69,278	\$72,498	\$75,719
18	\$64,204	\$70,393	\$73,617	\$76,843
19	\$65,313	\$71,508	\$74,736	\$77,967
20	\$66,422	\$72,623	\$75,855	\$79,091
21	\$67,531	\$73,738	\$76,974	\$80,215
22	\$68,640	\$74,853	\$78,093	\$81,339
23	\$69,749	\$75,968	\$79,212	\$82,463
24	\$70,858	\$77,083	\$80,331	\$83,587
25	\$71,967	\$78,198	\$81,450	\$84,711
26	\$73,076	\$79,313	\$82,569	\$85,835
27	\$74,185	\$80,428	\$83,688	\$86,959
28	\$75,294	\$81,543	\$84,807	\$88,083
29	\$76,403	\$82,658	\$85,926	\$89,207
30	\$77,512	\$83,773	\$87,045	\$90,331
31	\$78,621	\$84,888	\$88,164	\$91,455
Level Value	\$1,109	\$1,115	\$1,119	\$1,124

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Professors and Other Faculty Salary Schedule

Compensation for Designated Critical Need Positions

- The amount of the Critical Need supplement will be determined according to contract length and pay grade.
- The employee's base salary will not exceed the maximum of the salary range.
- The Critical Need supplement will be added to the base salary.
- The total amount of the base salary plus the Critical Need supplement plus any additional critical supplement will not exceed the total amount of the range maximum base salary plus the Critical Need supplement.

Contract	Grade	Critical Pay Supplement
164-Day	91 through 94	\$ 3,709.00
164B-Day	81 through 84	\$ 4,427.00
196-Day	101 through 104	\$ 4,427.00
228-Day	111 through 114	\$ 5,151.00
12-Month	121 through 124	\$ 5,314.00

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Career Service Personnel Information

Beginning Salary

The starting salary for career service employees in pay grades W03 – W12 will be paid at the minimum salary of the pay grade. The Director of Human Resources may recommend to the President a starting salary between the minimum and midpoint of the established range for career service employees in pay grades W13 and above.

Adjustments to Base Salary

The base salary of a full-time career service employee may be adjusted in accordance with the following:

Education beyond minimum position requirements

A one-time base salary increase of \$300 will be awarded to a career service employee who earns an associate's degree, a bachelor's degree, a master's degree, or a doctorate from an accredited institution, when the degree exceeds the minimum education required for the position. Sixty semester hours of academic credit, excluding physical education and college preparatory credits, will be accepted in lieu of the associate's degree. Education must be documented by official transcripts

The award will be effective the latter of the employee's date of employment, the first day of the month following the date the degree was conferred or its equivalency earned, or July 1 of the fiscal year in which the official transcript documentation is submitted to the Human Resources Office.

Position-related experience

A one-time base salary increase of \$300 will be given for each year (consecutive 12 months) of documented, position-related, full-time, previous employment experience. A maximum of two years of experience may be credited for salary purposes. Employment and experience at SCC will not be considered. The award will be effective July 1 of the fiscal year in which the documentation is submitted to the Human Resources Office.

Master Schedule Builder Supplement

Career service employees who serve as Master Schedule Builders may be paid an additional amount up to \$106 per month during the period in which they serve as Master Schedule Builder.

Shift Differential

1. Full-time career service employees, other than Security Officers, will receive shift differential pay if the major portion of their assigned daily shift occurs after 4:00 p.m. Qualifying employees will receive a base salary adjustment of \$.31 per hour for their entire work period. Shift differential pay will not be paid to part-time employees.
2. All full-time Security Officers will receive a shift differential in addition to base pay and will be expected to work flexible schedules depending upon the needs of the College, and may be required to adjust their schedules with little notice.
3. Part-time employees are not eligible for shift differential payment.

Overtime and Compensatory Time

The workweek begins at 12:01 a.m. Sunday and continues until midnight the following Saturday. Employees who are assigned to non-exempt positions may earn overtime compensation or compensatory time. For the purposes of awarding overtime compensation and compensatory time, overtime compensation shall be paid in accordance with the following:

1. The President or Vice President must authorize overtime, in writing, **prior** to the work being performed.
2. Overtime compensation shall be paid at the rate of one and one-half times the regular hourly rate for hours worked in excess of 37.5 hours in a workweek.
3. A weighted average formula will be used to calculate the regular hourly rate when work is performed in more than one position classification during the established workweek.

Seminole Community College 2008/2009 Salary Schedule

Career Service Personnel Information

4. Hours worked on paid non-duty days and holidays designated in the College calendar shall be paid at 1½ times the regular hourly rate in addition to the non-duty or holiday pay. The hourly rate is determined by dividing the employee's base annual salary by 260 days and dividing the resulting quotient by 7.5 hours for overtime purposes. Hours will **not** exceed 37.5 hours in one workweek.

Compensatory time may be awarded in lieu of compensation in accordance with the following:

1. The President or Vice President or their designee must authorize compensatory time in writing prior to the work being performed.
2. The employee may elect overtime pay instead of earning compensatory time.
3. Compensatory time shall be earned at the rate of one and one-half hours for each hour worked in excess of 37.5 hours in a workweek.
4. For each hour worked on paid non-duty days and holidays designated in the College calendar, 1 ½ hours of compensatory time will be given
5. **No more than 75 hours of compensatory time may be accumulated at any one time.**
6. **Accrued compensatory time must be taken within a 90-day period. Use of compensatory time must be exhausted prior to use of paid vacation or personal leave and must be approved in advance.**

On-Call Pay

Non-exempt employees who are required to remain "on-call" during non-duty hours will be paid as indicated below.

On-call Required Per Job Description

Non-exempt employees who are regularly required to remain "on-call" during non-duty hours per their job descriptions will receive a base salary adjustment to compensate them for this condition of employment.

Emergency On-Call Coverage

Non-exempt employees who are not regularly required to remain "on-call" during non-duty hours per their job descriptions hours will be paid 2 hours of pay at the regular hourly rate for the week-end on-call period and 2 hours of pay at the regular hourly rate for being on call during the evening Monday through Friday, as needed. An employee may be on-call for weekdays and the weekend during the same 7-day period but may not earn more than 4 hours of on-call pay during that time.

Off Duty Employees Called to Work

When a non-exempt employee, regularly on call or not, is required to respond to an emergency at the work site, the employee will be paid at 1-1/2 times the regular hourly rate for a minimum of 2 hours in addition to the on-call pay.

Fractions of on-call periods may not be accumulated.

Example:

An employee fills in as the "on-call" employee for another who is out ill, for evenings Monday through Thursday and is "on-call" for the weekend in the same 7-day period. This employee will receive 4 hours of on-call pay at his/her regular hourly rate. This is in accordance with section 1 above.

On Saturday of this same week, the employee responds to an emergency at the work site. The employee will be paid at 1-1/2 times the regular hourly rate for a minimum of 2 hours. This pay is in addition to the 4 hours of section 1 "on call" pay this employee is already going to receive.

Seminole Community College 2008/2009 Salary Schedule

Creditable Experience for Re-employed Full-Time Career Service Employees

Former employees of the College, who are re-employed by the College within 2 calendar years of separation, may be granted credit for previous full-time SCC experience for salary purposes. A full year's credit may be given for each year in which the person was employed at least one day more than one-half the total number of duty days in the academic or fiscal year, as appropriate. The Director of Human Resources will recommend to the President a salary level for employees who return to the College after an absence of more than 2 years.

Seasonal Employees

The College may hire temporary, full-time employees for up to 40 hours per week for a period of up to 12 weeks. Seasonal employees may be employed for events such as the summer youth programs.

**Seminole Community College
2008/2009 Salary Schedule**

Career Service Salary Schedule

** - On call requirement

Pay					
Grade	Minimum	Midpoint	Maximum	Position Title	
W03	\$18,404	\$23,595	\$28,785	Custodian Groundskeeper	
W04	\$19,047	\$24,420	\$29,792	Custodian I	
W05	\$19,716	\$25,277	\$30,837	Vacant	
W06	\$20,411	\$26,168	\$31,925	Admissions Assistant Custodian II Facilities Worker II Library Technical Assistant Maintenance Service Worker Records Assistant Security Officer Switchboard Operator/Dispatcher Utility Service Crew Leader	
W07	\$21,122	\$27,080	\$33,038	Accounting Clerk/Cashier Mail/Receiving Service Clerk Mail Room Clerk Receiving Clerk Scanning Specialist	
W08	\$21,859	\$28,025	\$34,190	Accounting Clerk Administrative Assistant I Custodial Foreman Purchasing Clerk Security Shift Supervisor Senior Library Technical Assistant	
W09	\$22,613	\$28,991	\$35,370	Business Services Specialist Custodian III Financial Aid Specialist I International Student - Admissions Specialist Maintenance Service Worker Foreman Print Shop Assistant Senior Cashier Testing Specialist I	

**Seminole Community College
2008/2009 Salary Schedule**

Career Service Salary Schedule

W10	\$23,410	\$30,012	\$36,615	Enrollment Services Specialist I Library Specialist Office Supervisor I Senior Staff Assistant
W11	\$24,231	\$31,065	\$37,899	Administrative Assistant II Admissions/Financial Aid Specialist II Admissions Specialist II Career Center Specialist II Financial Aid Specialist II Offset Printing Technician Property Control Specialist Senior Accounting Clerk Student Services Specialist Testing Specialist II
W12	\$25,078	\$32,151	\$39,225	Adult High School Administration Specialist ASC Computer Paraprofessional Carpenter** Communication Center Specialist Computer Operator Department Specialist Distance Learning Support Specialist ESOL Department Specialist Grounds Irrigation Mechanic Laboratory Paraprofessional Office Supervisor II Painter Physical Plant Specialist Planetarium Paraprofessional
W13	\$25,958	\$33,280	\$40,601	Administrative Program Support Specialist Auxiliary Services Specialist Career Center Specialist III Criminal Justice Specialist Electrician** Enrollment Services Specialist II Financial Aid Specialist III Grounds Maintenance Mechanic Specialist for Hearing Impaired Human Resources Specialist Job Development Specialist

**Seminole Community College
2008/2009 Salary Schedule**

Career Service Salary Schedule

				Maintenance Operations Mechanic** Office Supervisor III Recruitment Specialist – (ABE/GED) Risk Management Specialist Testing Specialist III
W13 (cont)				
W14	\$26,865	\$34,442	\$42,020	Administrative Assistant III Coordinator, Library Circulation Services Coordinator, Media Services Diversity and Equity Specialist Purchasing Specialist Veteran’s Affairs Specialist
W15	\$27,814	\$35,659	\$43,504	Academic Success Center Support Specialist Accounts Payable Supervisor Box Office Supervisor Business Office Supervisor Coordinator, Admissions Coordinator, Enrollment Services Coordinator, Library and Learning Technical Support Custodial Supervisor Lead Operations/Maintenance Mechanic** Maintenance Mechanic III** Music Program Coordinator/Accompanist Research Specialist Security Supervisor** Title III Specialist
W16	\$28,788	\$36,908	\$45,027	Administrative Assistant, President’s Office Executive Assistant Planning and Project Specialist Transition Specialist
W17	\$29,804	\$38,210	\$46,616	Adaptive Technology Specialist Computer Help Desk Technician Computer Support Specialist I Laboratory Manager Lead Computer Operator Lead Scanning Operator SA Information Systems Technician Student Financial Resources Processing Specialist
W18	\$30,836	\$39,533	\$48,230	Educational Advisor Educational Specialist English Language Program Advisor ESOL Curriculum/Computer Assisted Learning Spec. ESOL Resource Specialist

**Seminole Community College
2008/2009 Salary Schedule**

Career Service Salary Schedule

W18 (cont)				Foundation Development Coordinator Foundation Donor Relations Coordinator Grants Specialist Graphic Designer Grounds Maintenance Supervisor Maintenance Supervisor I** Marketing Production Specialist Media Production Specialist Print Shop Supervisor Senior Planetarium Operations Specialist Student Recruiter Student Recruiter/Scholarship Coordinator Student Success Specialist
W19	\$31,922	\$40,925	\$49,929	Computer Lab Specialist Coordinator, Curriculum and Technology ERP Support Specialist
W20	\$33,082	\$42,413	\$51,743	ABE/GED Specialist Case Manager Media Production Specialist II Workforce Education Grants Professional

Seminole Community College 2008/2009 Salary Schedule

Administrator and Professional Salary Schedule Information

Contract Status

These positions are non-tenured, contract positions. In most cases, the contract period will be for 12 months, concurrent with the College's fiscal year (July 1 – June 30). The College reserves the right to issue a contract for a period of less than 12-months.

Creditable Experience for Full-time Professionals and Administrators

The Director of Human Resources may recommend to the President a salary between the minimum and midpoint of the established range for professional and administrative employees. Factors affecting the recommended salary may include experience, qualifications, market conditions, internal equity, etc.

Part-Time Rates

Part-time rates for Administrator and Professional employees will be recommended to the President by the Director of Human Resources at an hourly rate between the minimum and the midpoint of the established range. This hourly rate will be calculated by taking the annual salary and dividing by the number of days in a contract year (260) and then dividing by the number of work hours in a day (7.5). Factors affecting the recommended salary may include experience, qualifications, market conditions, internal equity, etc.

Creditable Experience for Re-employed Full-Time Administrative and Professional Employees

Former employees of the College, who are re-employed by the College within 2 calendar years of separation, may be granted credit for previous full-time SCC experience for salary purposes. A full year's credit may be given for each year in which the person was employed at least one day more than one-half the total number of duty days in the academic or fiscal year, as appropriate. The Director of Human Resources will recommend to the President a salary level for employees who return to the College after an absence of more than 2 years.

**Seminole Community College
2008/2009 Salary Schedule**

Professional Salary Schedule

Grade	Minimum	Midpoint	Maximum	Position Titles
P10	\$33,282	\$42,669	\$52,056	Assistant Director, Student Life Athletic Trainer Communications Specialist Contract Administrator Coordinator, ABE and GED Coordinator, College and Community Events Coordinator, College Reach Out Program Coordinator, Disability Support Services Coordinator, Health Professions Projects Coordinator, Media Production Coordinator, Purchasing Coordinator, Seasonal Farm Worker Program Coordinator, Student Activities & Career Resources Educational Planner ESOL Program Specialist Job Placement Specialist Payroll Time and Labor Analyst Placement Specialist Scholarship and Proposal Coordinator Solutions Coordinator Web Content Specialist
P15	\$37,941	\$48,643	\$59,344	Accountant ASC Instructional Leader Assistant Bursar Coach Communications Coordinator Coordinator, Early Childhood Development Functional Supp. Specialist/Educational Advisor Head Women's Basketball Coach Librarian in Training Mentor Board Coordinator Manager, Heathrow Center Office Manager, President's Office Student Financials System Coordinator I
P20	\$43,253	\$55,452	\$67,652	Account Manager Apprenticeship Coordinator Associate Director, Fire Science/EMS Services Assistant Director, Admissions and Recruiting Assistant Director, Assessment and Testing Assistant Director, Counseling and Educational Planning Assistant Director, Enrollment Services Assistant Director, Intercollegiate Athletics Assistant Director, Student Financial Resources Business Process Manager Communications Manager Coordinator, Workforce Education Grants & Programs

**Seminole Community College
2008/2009 Salary Schedule**

Professional Salary Schedule

P20 (continued)	\$43,253	\$55,452	\$67,652	<ul style="list-style-type: none"> Coordinator, Dual Enrollment Coordinator, Environmental Health & Safety Coordinator, Grants Development Coordinator, Library Reference Services Coordinator, New Directions Coordinator, Planning Assessment and Quality Improvement Coordinator, Reports Coordinator, Tech-Prep Director, Business and Economic Development Director, Career Development Center Director, Corporate and Community Education Director, Disability Support Services Director, Small Business Services Equity Coordinator Manager, Access Challenge Manager, Adult Education Services Manager, College and Community Events Manager, Compensation and Performance Manager, Employee Benefits Manager, Employee Relations Manager, Faculty Institute Manager, HR Records and Reporting Manager, Small Business Development Center Manager, Staffing Services Marketing Production Manager Manager, Training and Development Senior Accountant Student Financials System Coordinator II Vocational Assessment Specialist
P25	\$49,309	\$63,217	\$77,124	<ul style="list-style-type: none"> Budget Coordinator/Analyst Bursar Director, Academic Success Center Director, Curriculum and Systems Integration Director, Development Director, Student Success Services Facilities Planner and Interior Designer Facilities Project Manager Facility Plant Manager Manager, Library Technical Services Manager, Payroll Services

**Seminole Community College
2008/2009 Salary Schedule**

Professional Salary Schedule

P30	\$56,620	\$72,590	\$88,560	Associate Director, Finance and Budget Associate Director, HR Support Services Director, Adult Secondary Studies Director, Center for Public Safety Director, Employ Florida Digital Media Banner Center Director, English Language Studies Director, Foundation Finance and Operations Director, Grants Development Director, Honors Institute Director, Nursing Director, Purchasing and Auxiliary Services Program Director, Title III Project Manager Project Manager, Banner Center Grant
P35	\$64,490	\$82,679	\$100,869	Director, Risk Management & Legal Affairs Dean of Students, Oviedo Dean of Students, Altamonte Springs

Technical – Professional

Grade	Minimum	Midpoint	Maximum	Position Title
T30	\$40,238	\$51,588	\$62,937	Applications Programmer Campus Computer Support Services Mngr Computer Lab Manager Computer Support Specialist II HR Functional Support Specialist Network Service Analyst User Support Services Manager
T40	\$46,727	\$59,907	\$73,086	Coord, Computer & User Support Services Coordinator, Student Systems Integration CTS Professional Instructional Technology Specialist Network Analyst Research Analyst Telecommunications Services Manager
T50	\$51,270	\$65,731	\$80,192	Coordinator, Financial Systems Integration Manager, Distance Learning Services PS Security Administrator Senior HRMS Business Analyst Senior Analyst, Decision Support Systems Senior Client/Server Programmer Senior Network Analyst Senior Systems Analyst Student Fin Systems Integration Analyst Web Development Coordinator Web Developer
T60	\$54,732	\$70,169	\$85,606	Database Administrator

**Seminole Community College
2008/2009 Salary Schedule**

Administrative Salary Schedule

A40	\$73,145	\$93,776	\$114,406	<p>Asst. to the President for Diversity and Equity AVP, College Relations and Marketing AVP, Finance and Budget AVP, Student Success Services Campus Dean, Altamonte Springs Campus Dean, Oviedo Dean, Libraries and Learning Technology Dean, Planning, Assessment, and Quality Improvement Dean of Students, Sanford/Lake Mary Director, Academic Computing and User Svcs Director, Assessment, Testing, and Student Advocacy Director, Enrollment Services and Registrar Director, Enterprise Systems Director, Facilities Director, Governmental Relations Director, HR Development and Employee Relations Director, Institutional Research Director, Network and Telecommunications Director, Physical Plant Director, Student Financial Resources Director, Student Recruitment and Admissions</p>
A45	\$83,271	\$106,758	\$130,245	<p>Dean, Adult Education Dean, Arts and Sciences Dean, Career Programs Dean, Economic Dev/Employer Services</p>
A50	\$95,631	\$122,604	\$149,577	<p>Vice Pres., Administrative Services/CFO Vice Pres., Educational Programs/CLO Vice Pres., Information Technology and Resources/CIO Vice Pres., Institutional Advancement Vice Pres., Student Success/CSAO</p>

Seminole Community College 2008/2009 Salary Schedule

Part-time Faculty Salary Schedule

Rates effective August 19, 2008

Description	Educational Degree	Hourly Rate Per Contact Hour
College Credit and Overloads		
(Includes SPD Instructional College-Credit)	Bachelors degree or equivalent	\$32.50
	Masters degree	\$35.31
	Doctorate	\$38.11
Adult High School Credit and Overloads		
	Bachelors degree or equivalent	\$30.43
	Masters degree	\$31.90
	Doctorate	\$33.25
Information Technology – No certification		
	6 yrs. experience	\$32.50
	Bachelors	\$32.50
	Masters degree	\$35.31
	Doctorate	\$38.11
Information Technology – 1st Level Cert.		
	6 years of experience	\$33.48
	Bachelors degree	\$35.52
	Masters degree	\$40.58
Information Technology – 2nd Level Cert.		
	6 years of experience	\$35.52
	Bachelors degree	\$40.58
	Masters degree	\$45.66
Information Technology – 3rd Level Cert.		
	6 years of experience	\$40.58
	Bachelors degree	\$45.66
	Masters degree	\$50.72

Certification Definitions:

First Level Certifications

A+ (Hardware Certified)
 CCNA = CISCO Certified Network Associate
 CAN = Certified Novell Administrator
 MCP = Microsoft Certified Professional
 MOUS = Microsoft Office User Specialist (Master)
 Network+ = Network Certified
 SCP = Sun Certified Programmer for Java

Second Level Certifications

CCAI = CISCO Certified Academy Instructor
 CCNP = CISCO Certified Network Professional
 CNE = Certified Network Engineer
 MCSE = Microsoft Certified Systems Engineer
 MCSD = Microsoft Certified Solutions Developer
 OCP = Oracle Certified Professional

Seminole Community College 2008/2009 Salary Schedule

Part-time Faculty Salary Schedule

Rates effective August 19, 2008

Third Level Certification

CCIE = CISCO Certified Internetworking Expert

CNI = Certified Novell Instructor

MCT = Microsoft Certified Instructor

MCNE = Master CNE

MCNI – Master Certified Novell Instructor

Note: List does not include all certifications. Additional certifications may be added.

Non-credit Course Pay Rates

	Educational Degree	Hourly Rate Per Contact Hour
PSAV Post-secondary	Bachelors	\$30.43
Adult Vocational (Includes SPD Instructional Non-College Credit)	Masters degree	\$31.90
	Doctorate	\$33.25

Instructor's/facilitator's rate for Vocational Supplemental, Continuing Workforce Education, Corporate Training, Lifelong Learning, Leisure Time, Conference, Meeting, Seminar, and Workshop. Not to exceed \$279.07 per contact hour.

Directed Individual Study

Directed individual study and cooperative education course rates: Instructor's hourly rate (based upon degree), multiplied by the course contract hours per week, multiplied by the number of students equals payment for term.

Specialized Service Rates	Applied Music	\$28.75	to	\$35.65	per contact hr.
	Counselors and Librarians				
	Doctorate	\$25.32	to	\$26.54	per contact hr.
	Masters Degree	\$22.20	to	\$23.27	per contact hr.
	Bachelors Degree	\$19.17	to	\$20.04	per contact hr.

Supplements

Academic supplement	\$337 per month, not to exceed \$1,348 per term
Head Women's Golf Coach	\$1,994.75 per month
Assistant Baseball Coach	\$6,960 to \$7,169 per season (9 months)
Assistant Basketball Coach	\$6,960 to \$7,169 per season (9 months)
Assistant Softball Coach	\$6,960 to \$7,169 per season (9 months)
Performance	\$2,226 per year

Fine and Performing Arts

Actors, Performers, Accompanists, Vocalists, Musicians, Directors, Choreographers, Conductors, Lighting Operators, Sound Technicians, and Guest Artists \$25-\$60 per hour.

Instructional Support

Assistant Instructor	\$17.73
Instructional Assistant I	\$13.40
Instructional Assistant II	\$15.93

Curriculum development, meetings, workshops, and seminar in-service attendance - Not to exceed \$16.72 per hour

**Seminole Community College
2008/2009 Salary Schedule**

Part-time Career Service Salary Schedule

Grade	Hourly Rate at Hire	Job Title
95	\$7.13	Lab Aide I
		Office Aide I
		Peer Partner
96	\$7.42	Media Services Delivery Assistant
97	\$7.73	Clerk I
		Lab Assistant
		Model
		Tutor
98	\$8.05	Production Specialist
99	\$8.34	CROP Tutor
		Distance Learning Assistant
1	\$8.69	Weight Room Supervisor
2	\$8.99	Clerk II
3	\$9.31	Custodian
4	\$9.65	Clerk III
		Make-up Testing Specialist
5	\$9.98	Vacant
6	\$10.33	Accounting Clerk
		Admissions Assistant I
		CTS Media Services Assistant
		Customer Services Assistant
		Disability Support Services Specialist
		Enrollment Services Assistant
		Financial Aid Assistant
		Library Technical Assistant
		Media Technology Services Assistant
		Payroll Clerk
		Print Shop Assistant
		Records Assistant
		Registration Assistant
		Security Officer
		Student Services Assistant
Technical Assistant		
Tech Prep Assistant		

**Seminole Community College
2008/2009 Salary Schedule**

Part-time Career Service Salary Schedule

6	(cont.)	Test Proctor
7	\$10.70	Events Supervisor Peer Mentor Staff Assistant
8	\$11.06	Office Assistant Paraprofessional I Planetarium Paraprofessional Van Driver
9	\$11.44	Business Services Specialist Recruiting Specialist I Testing Specialist I
10	\$11.85	Displaced Homemaker Spec II Senior Staff Assistant
11	\$12.26	Admin/Fin Aid Spec II Property Control Specialist Range Manager
12	\$12.70	Assessment Support Specialist Gallery Curator Vocational Assessment Asst. Web Technical Asst
13	\$13.15	Assistant Test Administrator Enrollment Services Specialist II Instructional Assistant I Technical Writer
14	\$13.59	Facility Monitor
15	\$14.08	Vacant
16	\$14.57	Vacant
17	\$15.09	Adaptive Technology Specialist Computer Support Specialist I Coordinator, Cultural Events
18	\$15.61	Educational Advisor Financial Aid Specialist III Student Success Specialist
19	\$16.16	Administrative Assistant Online Course Technical Assistant

**Seminole Community College
2008/2009 Salary Schedule**

Part-time Career Service Salary Schedule

20	\$16.73	Apprenticeship Coordinator ASC Instructional Support Specialist Coordinator, Middle School Professional Model Program Assistant – ABE Retention Support Specialist
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**Seminole Community College
2008/2009 Salary Schedule**

Part-time Administrative and Professional Salary Schedule

Hourly rates for Administrative and Professional positions will be based on salary ranges for full-time Administrative and Professional positions.

Specialized Service Rates

Administrative	\$15.08 to \$54.65	per hour
Interpreter	Not to exceed \$40.40	per hour
Test Administrator	\$20.77	per hour

Conference, Meeting, Seminar, Short-Course, and Workshop Rates

Participant (upon recommendation)	Not to Exceed \$16.72	per contact hour
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Supplements

Administrative	Not to Exceed \$337	per month
Basketball Statistician Basketball Timekeeper	Not to Exceed \$227	per month
Department Chair*	Not to Exceed \$405	per month
Counselor Supervisor	Not to Exceed \$337	per month

*Includes Compensation for cell phone use

**Seminole Community College
2008/2009 Salary Schedule**

Summer Youth Programs

Temporary, seasonal employment

Instructors

Fine and Performing Arts	Not to exceed \$15.92 per hour
Discovery Camp	\$8.11 per hour
Kindermusik (Kindermusik certified)	\$21.22 per hour
Voyager Camp	\$21.22 per hour
Other	Not to exceed \$15.92 per hour

Camp Counselors

Youth Programs Counselor	\$8.11 per hour
Teens in the Lead Coordinator	\$10.74 per hour
Youth Program Camp Coordinator	\$12.32

Seminole Community College 2008/2009 Salary Schedule

College Work Study Information

- College Work Study (CWS) employees may work a maximum of 20 hours per week
- CWS assignments are temporary
- Hired through the office of Financial Aid
- Pay rates effective August 19, 2008

Student Employee Information

- Temporary assignment
- Hired at discretion of hiring department
- Maximum 29 hours per week
- Pay rates effective August 19, 2008

Student Employee	CWS	Hourly Rate	
Pay Grade	Pay Grade		
SA1	Y01	\$7.00	Routine, simple tasks; deal with things (i.e. wash test tubes, no dangerous chemicals; routine filing-not confidential)
SA2	Y02	\$7.17	2 nd year – Routine, simple tasks; deal with things (i.e. wash test tubes, no dangerous chemicals, routine filing-not confidential.
SA3	Y03	\$7.32	Routine tasks; deal with things & people (i.e. office reception, answer questions, light typing)
SA4	Y04	\$7.63	2 nd year – routine tasks; deal with things & people (i.e. office reception, answer questions, light typing)
SA5	Y05	\$7.96	Routine work requiring specific skills; may or may not require interpersonal activity (i.e. computer lab assistant, math tutor)
SA6	Y06	\$8.59	2 nd year – Routine work requiring specific skills; may or may not require interpersonal activity (i.e. computer lab assistant, math tutor)