

Seminole State College of Florida

2009-2010 Salary Schedule

Effective January 1, 2010

Office of Human Resources

Approved by Seminole State College of Florida
Board of Trustees, October 19, 2009

**Seminole State College of Florida
2009/2010 Salary Schedule**

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General Information

College Values and Purpose of Salary Plans

The Core Values of Seminole State College of Florida 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. The 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 Seminole State College faculty and staff.

Effective Date of Salary Schedule

Most pay rates published in the 2009/2010 Salary Schedule shall become effective January 1, 2010.

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 the College's mission, current practices, and ability to compensate employees. During the fiscal year, it may be necessary to add, delete, or reclassify positions within the salary schedule. These changes will be entered in the Human Resources information system as they occur and will be updated quarterly in the online salary schedule.

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, 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 Seminole State College'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 State College of Florida, 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 State College of Florida 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 Seminole State College 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 2 calendar years of the separation date (month/year), the faculty member will be allowed up to seven (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 more than 2 calendar years after the separation date (month/year), 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 a vacation earning position 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 full-time, regular "Critical Needs" positions will be paid according to Seminole State College Procedure 2.1300 – Critical Needs Positions: Faculty, unless otherwise stated.

Contract Lengths

There are five faculty contract lengths 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.)

**Seminole State College of Florida
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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	\$32,492	\$36,810	\$39,050	\$41,294
2	\$33,265	\$37,588	\$39,831	\$42,078
3	\$34,038	\$38,366	\$40,612	\$42,862
4	\$34,811	\$39,144	\$41,393	\$43,646
5	\$35,584	\$39,922	\$42,174	\$44,430
6	\$36,357	\$40,700	\$42,955	\$45,214
7	\$37,130	\$41,478	\$43,736	\$45,998
8	\$37,903	\$42,256	\$44,517	\$46,782
9	\$38,676	\$43,034	\$45,298	\$47,566
10	\$39,449	\$43,812	\$46,079	\$48,350
11	\$40,222	\$44,590	\$46,860	\$49,134
12	\$40,995	\$45,368	\$47,641	\$49,918
13	\$41,768	\$46,146	\$48,422	\$50,702
14	\$42,541	\$46,924	\$49,203	\$51,486
15	\$43,314	\$47,702	\$49,984	\$52,270
16	\$44,087	\$48,480	\$50,765	\$53,054
17	\$44,860	\$49,258	\$51,546	\$53,838
18	\$45,633	\$50,036	\$52,327	\$54,622
19	\$46,406	\$50,814	\$53,108	\$55,406
20	\$47,179	\$51,592	\$53,889	\$56,190
21	\$47,952	\$52,370	\$54,670	\$56,974
22	\$48,725	\$53,148	\$55,451	\$57,758
23	\$49,498	\$53,926	\$56,232	\$58,542
24	\$50,271	\$54,704	\$57,013	\$59,326
25	\$51,044	\$55,482	\$57,794	\$60,110
26	\$51,817	\$56,260	\$58,575	\$60,894
27	\$52,590	\$57,038	\$59,356	\$61,678
28	\$53,363	\$57,816	\$60,137	\$62,462
29	\$54,136	\$58,594	\$60,918	\$63,246
30	\$54,909	\$59,372	\$61,699	\$64,030
31	\$55,682	\$60,150	\$62,480	\$64,814
Level Value	\$773	\$778	\$781	\$784

**Seminole State College of Florida
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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	\$38,828	\$44,003	\$46,679	\$49,350
2	\$39,752	\$44,932	\$47,612	\$50,287
3	\$40,676	\$45,861	\$48,545	\$51,224
4	\$41,600	\$46,790	\$49,478	\$52,161
5	\$42,524	\$47,719	\$50,411	\$53,098
6	\$43,448	\$48,648	\$51,344	\$54,035
7	\$44,372	\$49,577	\$52,277	\$54,972
8	\$45,296	\$50,506	\$53,210	\$55,909
9	\$46,220	\$51,435	\$54,143	\$56,846
10	\$47,144	\$52,364	\$55,076	\$57,783
11	\$48,068	\$53,293	\$56,009	\$58,720
12	\$48,992	\$54,222	\$56,942	\$59,657
13	\$49,916	\$55,151	\$57,875	\$60,594
14	\$50,840	\$56,080	\$58,808	\$61,531
15	\$51,764	\$57,009	\$59,741	\$62,468
16	\$52,688	\$57,938	\$60,674	\$63,405
17	\$53,612	\$58,867	\$61,607	\$64,342
18	\$54,536	\$59,796	\$62,540	\$65,279
19	\$55,460	\$60,725	\$63,473	\$66,216
20	\$56,384	\$61,654	\$64,406	\$67,153
21	\$57,308	\$62,583	\$65,339	\$68,090
22	\$58,232	\$63,512	\$66,272	\$69,027
23	\$59,156	\$64,441	\$67,205	\$69,964
24	\$60,080	\$65,370	\$68,138	\$70,901
25	\$61,004	\$66,299	\$69,071	\$71,838
26	\$61,928	\$67,228	\$70,004	\$72,775
27	\$62,852	\$68,157	\$70,937	\$73,712
28	\$63,776	\$69,086	\$71,870	\$74,649
29	\$64,700	\$70,015	\$72,803	\$75,586
30	\$65,624	\$70,944	\$73,736	\$76,523
31	\$66,548	\$71,873	\$74,669	\$77,460
Level Value	\$924	\$929	\$933	\$937

**Seminole State College of Florida
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Professors and Other Faculty Salary Schedule
196 Day Contracts

Level	196-Day Contract			
	Bachelors or Equivalent	Masters	Masters + 30	Doctorate
	101	102	103	104
1	\$38,828	\$44,003	\$46,679	\$49,350
2	\$39,752	\$44,932	\$47,612	\$50,287
3	\$40,676	\$45,861	\$48,545	\$51,224
4	\$41,600	\$46,790	\$49,478	\$52,161
5	\$42,524	\$47,719	\$50,411	\$53,098
6	\$43,448	\$48,648	\$51,344	\$54,035
7	\$44,372	\$49,577	\$52,277	\$54,972
8	\$45,296	\$50,506	\$53,210	\$55,909
9	\$46,220	\$51,435	\$54,143	\$56,846
10	\$47,144	\$52,364	\$55,076	\$57,783
11	\$48,068	\$53,293	\$56,009	\$58,720
12	\$48,992	\$54,222	\$56,942	\$59,657
13	\$49,916	\$55,151	\$57,875	\$60,594
14	\$50,840	\$56,080	\$58,808	\$61,531
15	\$51,764	\$57,009	\$59,741	\$62,468
16	\$52,688	\$57,938	\$60,674	\$63,405
17	\$53,612	\$58,867	\$61,607	\$64,342
18	\$54,536	\$59,796	\$62,540	\$65,279
19	\$55,460	\$60,725	\$63,473	\$66,216
20	\$56,384	\$61,654	\$64,406	\$67,153
21	\$57,308	\$62,583	\$65,339	\$68,090
22	\$58,232	\$63,512	\$66,272	\$69,027
23	\$59,156	\$64,441	\$67,205	\$69,964
24	\$60,080	\$65,370	\$68,138	\$70,901
25	\$61,004	\$66,299	\$69,071	\$71,838
26	\$61,928	\$67,228	\$70,004	\$72,775
27	\$62,852	\$68,157	\$70,937	\$73,712
28	\$63,776	\$69,086	\$71,870	\$74,649
29	\$64,700	\$70,015	\$72,803	\$75,586
30	\$65,624	\$70,944	\$73,736	\$76,523
31	\$66,548	\$71,873	\$74,669	\$77,460
Level Value	\$924	\$929	\$933	\$937

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Professors and Other Faculty Salary Schedule
228 Day Contracts

Level	228-Day Contract			
	Bachelors or Equivalent	Masters	Masters + 30	Doctorate
	111	112	113	114
1	\$45,166	\$51,184	\$54,304	\$57,423
2	\$46,241	\$52,265	\$55,389	\$58,512
3	\$47,316	\$53,346	\$56,474	\$59,601
4	\$48,391	\$54,427	\$57,559	\$60,690
5	\$49,466	\$55,508	\$58,644	\$61,779
6	\$50,541	\$56,589	\$59,729	\$62,868
7	\$51,616	\$57,670	\$60,814	\$63,957
8	\$52,691	\$58,751	\$61,899	\$65,046
9	\$53,766	\$59,832	\$62,984	\$66,135
10	\$54,841	\$60,913	\$64,069	\$67,224
11	\$55,916	\$61,994	\$65,154	\$68,313
12	\$56,991	\$63,075	\$66,239	\$69,402
13	\$58,066	\$64,156	\$67,324	\$70,491
14	\$59,141	\$65,237	\$68,409	\$71,580
15	\$60,216	\$66,318	\$69,494	\$72,669
16	\$61,291	\$67,399	\$70,579	\$73,758
17	\$62,366	\$68,480	\$71,664	\$74,847
18	\$63,441	\$69,561	\$72,749	\$75,936
19	\$64,516	\$70,642	\$73,834	\$77,025
20	\$65,591	\$71,723	\$74,919	\$78,114
21	\$66,666	\$72,804	\$76,004	\$79,203
22	\$67,741	\$73,885	\$77,089	\$80,292
23	\$68,816	\$74,966	\$78,174	\$81,381
24	\$69,891	\$76,047	\$79,259	\$82,470
25	\$70,966	\$77,128	\$80,344	\$83,559
26	\$72,041	\$78,209	\$81,429	\$84,648
27	\$73,116	\$79,290	\$82,514	\$85,737
28	\$74,191	\$80,371	\$83,599	\$86,826
29	\$75,266	\$81,452	\$84,684	\$87,915
30	\$76,341	\$82,533	\$85,769	\$89,004
31	\$77,416	\$83,614	\$86,854	\$90,093
Level Value	\$1,075	\$1,081	\$1,085	\$1,089

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Professors and Other Faculty Salary Schedule
12-Month Contracts

Level	12-Month Contract			
	Bachelors or Equivalent	Masters	Masters + 30	Doctorate
	121	122	123	124
1	\$46,591	\$52,801	\$56,022	\$59,227
2	\$47,700	\$53,916	\$57,141	\$60,351
3	\$48,809	\$55,031	\$58,260	\$61,475
4	\$49,918	\$56,146	\$59,379	\$62,599
5	\$51,027	\$57,261	\$60,498	\$63,723
6	\$52,136	\$58,376	\$61,617	\$64,847
7	\$53,245	\$59,491	\$62,736	\$65,971
8	\$54,354	\$60,606	\$63,855	\$67,095
9	\$55,463	\$61,721	\$64,974	\$68,219
10	\$56,572	\$62,836	\$66,093	\$69,343
11	\$57,681	\$63,951	\$67,212	\$70,467
12	\$58,790	\$65,066	\$68,331	\$71,591
13	\$59,899	\$66,181	\$69,450	\$72,715
14	\$61,008	\$67,296	\$70,569	\$73,839
15	\$62,117	\$68,411	\$71,688	\$74,963
16	\$63,226	\$69,526	\$72,807	\$76,087
17	\$64,335	\$70,641	\$73,926	\$77,211
18	\$65,444	\$71,756	\$75,045	\$78,335
19	\$66,553	\$72,871	\$76,164	\$79,459
20	\$67,662	\$73,986	\$77,283	\$80,583
21	\$68,771	\$75,101	\$78,402	\$81,707
22	\$69,880	\$76,216	\$79,521	\$82,831
23	\$70,989	\$77,331	\$80,640	\$83,955
24	\$72,098	\$78,446	\$81,759	\$85,079
25	\$73,207	\$79,561	\$82,878	\$86,203
26	\$74,316	\$80,676	\$83,997	\$87,327
27	\$75,425	\$81,791	\$85,116	\$88,451
28	\$76,534	\$82,906	\$86,235	\$89,575
29	\$77,643	\$84,021	\$87,354	\$90,699
30	\$78,752	\$85,136	\$88,473	\$91,823
31	\$79,861	\$86,251	\$89,592	\$92,947
Level Value	\$1,109	\$1,115	\$1,119	\$1,124

**Seminole State College of Florida
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Professors and Other Faculty Salary Schedule

Compensation for Designated Critical Needs Positions

Faculty hired in full-time, regular Critical Needs positions prior to January 2, 2009:

- The amount of the Critical Needs 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 Needs 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 Needs supplement.

Contract	Grade	Critical Needs 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

Faculty hired in full-time, regular Critical Needs positions beginning on or after January 2, 2009:

- Compensation for faculty employed in "Critical Needs" positions will be paid according to Seminole State College Procedure 2.1300 – Critical Needs Positions: Faculty.

Seminole State College of Florida 2009/2010 Salary Schedule

Career Service Personnel Information

Beginning Salary

The starting salary for career service employees in pay grades W04 – 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 regular 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 Seminole State College 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 \$108 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.
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 State College of Florida 2009/2010 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 Pay

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 evening hours (after 4:30pm) 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 evenings Monday through Thursday. Additionally, the employee 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 Emergency On-Call Pay 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 Emergency On-Call Pay this employee is already going to receive.

Seminole State College of Florida 2009/2010 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 Seminole State College 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 State College of Florida
2009/2010 Salary Schedule**

Career Service Salary Schedule

** - On call requirement

Pay				
Grade	Minimum	Midpoint	Maximum	Position Title
W04	\$19,047	\$24,420	\$29,792	Custodian I
W05	\$19,716	\$25,277	\$30,837	Landscaper I
W06	\$20,411	\$26,168	\$31,925	Admissions Assistant Custodian 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	Mail/Receiving Service Clerk Mail Room Clerk Receiving Clerk Scanning Specialist
W08	\$21,859	\$28,025	\$34,190	Accounting Clerk Administrative Assistant I Purchasing Clerk Security Shift Supervisor Senior Library Technical Assistant
W09	\$22,613	\$28,991	\$35,370	Accounting Clerk/Cashier Business Services Specialist Custodian III Financial Aid Specialist I International Student - Admissions Specialist Landscaper II Print Shop Assistant Testing Specialist I

**Seminole State College of Florida
2009/2010 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 Senior Cashier Student Services Specialist Testing Specialist II
W12	\$25,078	\$32,151	\$39,225	Adult High School Administration Specialist Academic Success Center Computer Paraprofessional Carpenter** Communication Center Specialist Computer Operator Department Specialist Distance Learning Support Specialist ESOL Department Specialist Grounds Irrigation Mechanic Laboratory Paraprofessional Multimedia Technical Services Support Specialist Office Supervisor II Physical Plant Specialist
W13	\$25,958	\$33,280	\$40,601	Administrative Program Support Specialist Auxiliary Services Specialist Career Center Specialist III Criminal Justice Specialist College and Community Events Specialist Electrician** Enrollment Services Specialist II Facilities Specialist Financial Aid Specialist III Grounds Maintenance Mechanic Specialist for Hearing Impaired Human Resources Specialist Job Development Specialist Maintenance Mechanic II Maintenance Operations Mechanic** Office Supervisor III

**Seminole State College of Florida
2009/2010 Salary Schedule**

Career Service Salary Schedule

W13 (cont)				Plumber Recruitment Specialist – (ABE/GED) Risk Management Specialist Testing Specialist III
W14	\$26,865	\$34,442	\$42,020	Administrative Assistant III Coordinator, Library Circulation Services <i>Tech Prep Specialist</i> 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** Music Program Coordinator/Accompanist Research Specialist Security Supervisor** Title III Specialist
W16	\$28,788	\$36,908	\$45,027	Accounting and Data Entry Specialist Administrative Assistant, President’s Office Executive Assistant Planning and Project Specialist
W17	\$29,804	\$38,210	\$46,616	Adaptive Technology Specialist Computer Help Desk Technician 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 ESL Resource Specialist English Language Program Advisor ESOL Curriculum/Computer Assisted Learning Spec. ESOL Resource Specialist Foundation Development Coordinator

**Seminole State College of Florida
2009/2010 Salary Schedule**

Career Service Salary Schedule

W18 (cont)				Foundation Donor Relations Coordinator Grants Specialist Graphic Designer Grounds Maintenance Supervisor Maintenance Supervisor I** 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 Support Specialist Coordinator, Curriculum and Technology
W20	\$33,082	\$42,413	\$51,743	ABE/GED Specialist Case Manager Maintenance Supervisor II Media Production Specialist II Workforce Education Grants Professional

**Seminole State College of Florida
2009/2010 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 Seminole State College 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 State College of Florida
2009/2010 Salary Schedule**

Professional Salary Schedule

Grade	Minimum	Midpoint	Maximum	Position Titles
P10	\$33,282	\$42,669	\$52,056	Adult High School Specialist Assistant Director, Student Life Career Program Advisor Communications Specialist Contract Administrator Coordinator, ABE and GED Coordinator, College and Community Events Coordinator, College Reach Out Program Coordinator, Disability Support Services Coordinator, Diversity and Equity Coordinator, Marketing and Publications 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 Project Coordinator Scholarship and Proposal Coordinator
P15	\$37,941	\$48,643	\$59,344	Accountant Applications Programmer Academic Success Center Instructional Leader Assistant Bursar Coach Communications Coordinator Coordinator, Early Childhood Development Coordinator, Payroll Services ERP Support Specialist II Functional Supp. Specialist/Educational Advisor Instructional Technical Support Specialist Manager, Campus Computer Support Services Manager, Multi-Media Technical Services Mentor Board Coordinator Manager, Heathrow Center Office Manager, President's Office Student Financials System Coordinator I User Support Services Manager
P20	\$43,253	\$55,452	\$67,652	Account Manager Apprenticeship Coordinator Assistant Director, Admissions and Recruiting Assistant Director, Assessment and Testing

**Seminole State College of Florida
2009/2010 Salary Schedule**

Professional Salary Schedule

P20 (continued)	\$43,253	\$55,452	\$67,652	
				Assistant Director, Counseling and Educational Planning
				Assistant Director, Enrollment Services
				Assistant Director, Events and Marketing Production
				Assistant Director, Intercollegiate Athletics
				Assistant Director, Student Financial Resources
				Business Process Manager
				Communications Manager
				Coordinator, Campus and User Support Services
				Coordinator, Dual Enrollment
				Coordinator, Economic Development and Special Projects
				Coordinator, Environmental Health & Safety
				Coordinator, HRIS Systems Integration
				Coordinator, New Directions
				Coordinator, Planning Assessment and Quality Improvement
				Coordinator, Reports
				Coordinator, Student Systems Integration
				Coordinator, Tech-Prep
				Coordinator, Workforce Education Grants & Programs
				Director, Career Development Services
				Director, Disability Support Services
				Director, Small Business Services
				Equity Coordinator
				Instructional Technology Specialist
				Interactive Media Designer
				Manager, Access Challenge
				Manager, Adult Education Services
				Manager, Compensation and Performance
				Manager, Employee Benefits
				Manager, Employee Relations
				Manager, HR Records and Reporting
				Manager, Small Business Development Center
				Manager, Staffing Services
				Manager, Student Communications Center
				Manager, Training and Development
				Senior Accountant
				Student Financials System Coordinator II
				Telecommunications Services Manager
				Vocational Assessment Specialist

**Seminole State College of Florida
2009/2010 Salary Schedule**

P25	\$49,309	\$63,217	\$77,124	<ul style="list-style-type: none"> Associate Director of Libraries Budget Coordinator/Analyst Bursar Coordinator, Financial Systems Integration Director, Academic Success Center Director, Curriculum and Systems Integration Director, Development Director, Student Success Services Energy Conservation Manager Facilities Planner and Interior Designer Facilities Project Manager Facility Plant Manager Grant Project Director Manager, Academic Scheduling Manager, Distance Learning Services PeopleSoft Security Administrator Project Manager, Educational Programs Senior HRMS Business Analyst Senior Analyst Decision Support Systems Student Financial Systems Integration Analyst Web Developer
P30	\$56,620	\$72,590	\$88,560	<ul style="list-style-type: none"> Associate Director, Finance and Budget Associate Director, HR Support Services Associate Director, Payroll Services Campus Solutions System Integration Analyst Director, Adult Secondary Studies Director, Campus Safety and Security Director, Center for Public Safety Director, Digital Media Initiatives Director, English Language Studies Director, Foundation Finance and Operations Director, Grants Development Director, Honors Institute Director, Nursing Director, Purchasing and Auxiliary Services Project Manager Project Manager, Banner Center Grant Senior Network Analyst Senior Systems Analyst Senior Systems Administrator Web Development Coordinator
P35	\$64,490	\$82,679	\$100,869	<ul style="list-style-type: none"> Director, Legal Affairs Dean of Students, Oviedo Dean of Students, Altamonte Springs

**Seminole State College of Florida
2009/2010 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, 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 and Executive Director, SCC Foundation Vice Pres., Student Success/CSAO</p>

**Seminole State College of Florida
2009/2010 Salary Schedule**

Part-time Faculty Salary Schedule

Rates effective January 1, 2010

Description	Educational Degree	Hourly Rate Per Contact Hour
College Credit and Overloads (Includes SPD Instructional College-Credit)	Bachelors degree or equivalent	\$33.15
	Masters degree	\$36.02
	Doctorate	\$38.87
Adult High School Credit and Overloads	Bachelors degree or equivalent	\$31.04
	Masters degree	\$32.54
	Doctorate	\$33.92

Non-credit Course Pay Rates

PSAV Post-secondary Adult Vocational (Includes SPD Instructional Non-College Credit)	Educational Degree	Hourly Rate Per Contact Hour
	Bachelors	\$31.04
	Masters degree	\$32.54
	Doctorate	\$33.92

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 \$284.65 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	\$29.33	to	\$36.36	per contact hr.
	Counselors and Librarians				
	Doctorate	\$25.83	to	\$27.07	per contact hr.
	Masters Degree	\$22.64	to	\$23.74	per contact hr.
Athletics	Bachelors Degree	\$19.55	to	\$20.44	per contact hr.
	Head Women's Golf Coach	\$2034.65 per month			
	Assistant Baseball Coach	\$7,099 to \$7,312	per season (9 months)		
	Assistant Basketball Coach	\$7,099 to \$7,312	per season (9 months)		
	Assistant Softball Coach	\$7,099 to \$7,312	per season (9 months)		
Fine and Performing Arts	Actors, Performers, Accompanists, Vocalists, Musicians, Directors, Choreographers, Conductors, Lighting Operators, Sound Technicians and Guest Artists \$25-\$60 per hour.				

**Seminole State College of Florida
2009/2010 Salary Schedule**

Part-time Faculty Salary Schedule

Rates effective January 1, 2010

Instructional Support	Assistant Instructor	\$18.08
	Academic Success Center Instructional Support Specialist	\$18.08
	Clinical Lab Assistant	\$25.50
	SCPS Dual Enrollment Instructor (SCPS instructors who teach Dual Enrollment courses at an SCPS facility)	\$14.40

Supplements Faculty supplements may be paid for work full-time faculty members perform, (1) outside of their normal work hours, and (2) in addition to their normal job description functions. Examples of this type of work include grant oversight and special projects.

Payments for supplemental amounts for full-time faculty must not exceed the amounts listed below:

Academic supplement	\$344 per month, not to exceed \$1,376 per term
Fine Arts Performance Supplement	\$2,271 per year

**Seminole State College of Florida
2009/2010 Salary Schedule**

Part-time Career Service Salary Schedule

Grade	Hourly Rate at Hire	Job Title
96	\$7.57	Lab Aide I
		Media Services Delivery Assistant
		Office Aide I
97	\$7.88	Clerk I
		Lab Assistant
		Model
		Tutor
98	\$8.21	Production Specialist
99	\$8.50	CROP Tutor
		Distance Learning Assistant
1	\$8.86	Weight Room Supervisor
2	\$9.17	Clerk II
3	\$9.50	Vacant
4	\$9.84	Clerk III
		Custodian I
		Make-up Testing Specialist
5	\$10.18	Vacant
6	\$10.54	Accounting Clerk
		Admissions Assistant I
		CTS Media Services Assistant
		Customer Services Assistant
		Disability Support Services Specialist
		Enrollment Services Assistant
		Financial Aid Assistant
		Library Media Technical Assistant
		Library Technical Assistant
		Media Technology Services Assistant
		Multimedia Technical Services Assistant
		Payroll Clerk
		Print Shop Assistant
		Records Assistant
		Registration Assistant
Security Officer		
Student Services Assistant		

**Seminole State College of Florida
2009/2010 Salary Schedule**

Part-time Career Service Salary Schedule

6	(cont.)	Test Proctor Tech Prep Assistant Technical Assistant
7	\$10.91	Events Supervisor Peer Mentor Staff Assistant
8	\$11.28	Office Assistant Paraprofessional I Planetarium Paraprofessional Van Driver
9	\$11.67	Business Services Specialist Recruiting Specialist I Testing Specialist I
10	\$12.09	Displaced Homemaker Spec II Senior Staff Assistant
11	\$12.51	Admissions/Fin Aid Spec II Property Control Specialist Range Manager
12	\$12.95	Assessment Support Specialist Gallery Curator Vocational Assessment Asst. Web Technical Asst
13	13.41	Assistant Test Administrator Enrollment Services Specialist II Technical Writer
14	\$13.86	Facility Monitor
15	\$14.36	Vacant
16	\$14.86	Vacant
17	\$15.39	Adaptive Technology Specialist Computer Support Specialist I Coordinator, Cultural Events
18	\$15.92	Educational Advisor Financial Aid Specialist III Student Success Specialist
19	\$16.48	Administrative Assistant Online Course Technical Assistant

**Seminole State College of Florida
2009/2010 Salary Schedule**

Part-time Career Service Salary Schedule

20	\$17.06	Apprenticeship Coordinator Coordinator, Middle School (CROP) Professional Model Program Assistant – Adult Basic Ed (ABE) Retention Support Specialist
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**Seminole State College of Florida
2009/2010 Salary Schedule**

Part-time Administrative and Professional Salary Schedule

Specialized Service Rates

Administrative	\$15.38 to \$55.74	per hour
Interpreter	Not to exceed \$41.21	per hour
Test Administrator	\$21.19	per hour

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

Participant (upon recommendation)	Not to Exceed \$17.05	per contact hour
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Supplements

Administrative	Not to Exceed \$344	per month
Basketball Statistician Basketball Timekeeper	Not to Exceed \$232	per month
Department Chair	Not to Exceed \$413	per month
Counselor Supervisor	Not to Exceed \$344	per month

**Seminole State College of Florida
2009/2010 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 Student Financial Resources
- Pay rates effective August 20, 2009

Student Employee Information

- Student Employees may work a maximum 29 hours per week
- Student Employee assignments are temporary
- Hired at discretion of hiring department
- Pay rates effective August 20, 2009

Student Employee	CWS	Hourly Rate	
Pay Grade	Pay Grade		
SA1	Y01	\$7.32	Routine, simple tasks under direct supervision (i.e. office reception, answer questions, light keyboarding, basic lab duties such as washing test tubes, etc.)
SA2	Y02	\$7.63	2 nd year –Routine, simple tasks under direct supervision (i.e. office reception, answer questions, light keyboarding, basic lab duties such as washing test tubes, etc.)
SA3	Y03	\$7.96	Routine work requiring specific skills; under direct supervision (i.e. computer lab assistant, math tutor)
SA4	Y04	\$8.59	2 nd year – Routine work requiring specific skills under direct supervision (i.e. computer lab assistant, math tutor)