

Wage & Salary Schedule

2016-2017

For Proposed Budget

July 1, 2016

Florida SouthWestern State College is committed to providing an educational and working environment free from discrimination and harassment. All programs, activities, employment and facilities of Florida SouthWestern State College are available to all on a non-discriminatory basis, without regard to race, sex, age, color, religion, national origin, ethnicity, disability, sexual orientation, marital status, pregnancy, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access or equal opportunity should be addressed to Title IX/Equity Officer (239) 489-9051.

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PRESIDENTIAL COMPENSATION METHODOLOGY

It is the goal of the Board of Trustees to attract, motivate and retain a highly qualified individual to serve Florida SouthWestern State College as its President whose knowledge, experience and contributions advance the mission of the College.

It is therefore the intent of the Board of Trustee's to compensate the President in a manner that is fair, reasonable, competitive, and fiscally prudent.

In order to provide competitive and fair compensation, it is the intent of the Board of Trustees to attain parity with the national average salary of comparable institutions as identified in the Administrative Salary Survey conducted by the College and University Professional Association for Human Resources (CUPA).

To implement this policy a salary mid-point range will be set at the average median salary for college presidents of peer institutions as identified in the CUPA survey. Peer institutions are defined as institutions that are comparable in size of enrollment, operating budget and academic programs. The high and low end of the salary range is established at 20% of the salary mid-point. Pursuant to Florida Statute 1012.885 no more than \$200,000 in remuneration will be provided from state appropriated funds (excluding retirement and health benefits).

The Board will consider the following factors in determining presidential salary: performance, years of experience, advancement of institutional goals, leadership in the Florida College System and/or national settings, and market competition for Florida College Presidents. The Board has the discretion to deviate from the established salary range if, in their collective judgment, circumstances warrant such deviation. However, any deviations from the approved range must be documented in the board minutes.

The President is entitled to standard benefits offered to all employees. Standard benefits include, health insurance, life insurance, long-term disability, retirement and the 403(b) matching program. In addition, other compensation in the form of benefits or allowances may be provided to the President as deemed appropriate by the Board of Trustees. These benefits or allowances will be compensated at flat amounts and will not be calculated as a percentage of salary.

Each year the Board will evaluate the President's performance. In addition the Board will annually review and approve the President's total compensation package to include salary, allowances and benefits in conjunction with the corresponding amount of each item.

Adopted by District Board of Trustees 5/22/12

EMPLOYEE SKILLS AND COMPENSATION PHILOSOPHY

Executive Employees

This philosophy enables the Board of Trustees to attract, motivate, and retain highly skilled executive officers who are capable of providing long term successful, effective, and sustainable growth and development for Florida SouthWestern State College. It is the desire of the Board to compensate its executive officers in a manner that reflects their performance and their dedication to the College. The following guiding principles should apply to the College and its direct support organizations.

Compensation should be based on the level of job responsibility, individual performance, years of experience, and overall College performance.

Compensation should reflect the value of the job in the marketplace. To attract and retain a highly skilled team of executive officers, the College must remain competitive with the compensation of other top quality highly successful colleges and universities who compete for their talent.

Florida SouthWestern State College is accredited by the Southern Association of Colleges and Schools as a Level II baccalaureate degree granting institution. Therefore executive compensation shall be competitive with other four-year colleges and universities.

The College strives to provide top tier compensation based upon the expectation of top tier individual performance and overall College performance.

The College also competes with many larger colleges and universities for top executive talent. Therefore, Florida SouthWestern State must consider compensation packages that discourage executives from pursuing more lucrative opportunities at other institutions.

Compensation should continuously insure that successful, high achieving, and dedicated executives remain highly motivated, committed to Florida SouthWestern State College for the long term.

The executive staff shall have well defined performance goals that are accompanied by performance evaluations designed to cultivate success, maximize performance, and instill empowerment.

Faculty

The Florida SouthWestern State College Board of Trustees recognizes that attracting competent faculty is essential to maintaining a strong academic institution. In higher education today, faculty must fulfill several roles including teacher, advisor, researcher, and community representative.

Faculty members must have the academic credentials needed to successfully perform in the classroom as well as the motivation and desire to help students achieve their goals. Faculty members must possess two important attributes—the knowledge of scholarship in their chosen field and the ability to communicate knowledge in a manner that best suits students’ learning styles. In addition, faculty should be willing to represent Florida SouthWestern State College in service activities that promote the College’s mission in the community.

The Florida SouthWestern State College District Board of Trustees recognizes its role in attracting and supporting faculty. As such, to attract and retain a highly energized and qualified faculty, the College shall provide attractive and competitive compensation packages, professional development opportunities, and excellent learning environments. This commitment should result in retaining the best faculty, compensated within the *top tier* of their peer group, and who are excited about providing excellent educational experiences for Florida SouthWestern State College students.

Staff

The quality of education and service that Florida SouthWestern State College provides is a direct result of the skills, abilities, and performance of its employees. As such, the College places great value in its staff and desires to attract, retain, and motivate a qualified, creative, dedicated, and diverse workforce. The compensation philosophy is based on the following guiding principles.

The College seeks to recruit employees who have exceptional skills in their specific field, value continual learning, and demonstrate an ongoing commitment to improvement.

Total compensation will recognize the importance of each position at the College. Related policies and procedures will employ equity and sustainability standards when recognizing the relative value of each function and rewarding individual performance.

Florida SouthWestern State College compensation packages will be externally competitive and internally equitable. Florida SouthWestern State College will design and administer plans and programs in a financially sustainable manner to ensure the College’s mission of providing quality education.

For all skills and compensation philosophies it should be noted that in addition to salary, Florida SouthWestern State College’s total compensation approach recognizes the intrinsic value of benefits afforded to its employees. The College strives to include benefits such as health and wellness benefits, retirement programs, an excellent work environment, and the tuition reimbursement and matriculation programs. Florida SouthWestern State College complies with all applicable laws including equal employment opportunity laws, benefits regulations, and the Fair Labor Standards Act.

Adopted by District Board of Trustees 4/22/08

WAGE AND SALARY SCHEDULE INTRODUCTION

Florida SouthWestern State College is committed to the concept of equal access/equal opportunity in hiring individuals upon the basis of their qualifications, suitability, and abilities. The College will not discriminate on the basis of race, sex, color, age, religion, national origin, ethnicity, disability, sexual orientation, marital status, genetic information, or veteran's status in its employment practices or in the granting of salaries to employees.

The Wage and Salary Schedule is established pursuant to Florida Statute 1001.65 - Community college presidents; powers and duties, paragraph (3) "Establish and implement policies and procedures to recruit, appoint, transfer, promote, compensate, evaluate, reward, demote, discipline, and remove personnel, within law and rules of the State Board of Education and in accordance with rules or policies approved by the Florida College System institution board of trustees." and pursuant to Florida SouthWestern State College Board of Trustees Policy Manual, policy number 6Hx6:5.02(3), which states:

"To pay compensation and benefits, which are nondiscriminatory and competitive with rates and benefits being paid for similar jobs by other employers in the labor market. However, all policy decisions regarding compensation and benefits must take into consideration the College's overall economic condition and competitive position. The College will pay employees on a regular basis and in a manner so that the amount, method, and timing of such payments comply with any applicable laws or regulations."

The Schedule recognizes the Florida SouthWestern State College Faculty Federation (FSWSCFF) "...as the exclusive bargaining agent for all full-time personnel on the faculty salary schedule to include (1) instructional faculty, (2) counselors, and (3) library faculty..." (Article 1, CNA). Salaries for full-time faculty, therefore, are included in this Schedule by reference to the Agreement between the District Board of Trustees and the FSWSCFF.

It is the responsibility of the Board of Trustees to approve the compensation package and to authorize the Chairman of the Board of Trustees to execute a contract with the President of Florida SouthWestern State College. Maximum salaries for positions may be adjusted by the Consumer Price Index annually.

Board approval of the operating budget including the following wage and salary schedules constitutes authority for the President of the College, or his designated representative, to execute all other contracts and appointments. The President of the College is authorized to establish compensation and make adjustments in the staffing, as he deems necessary for carrying out the mission of the College.

EXECUTIVE/ADMINISTRATOR SALARY SCHEDULE

Executives

<u>Job Code</u>	<u>Title</u>	<u>Minimum</u>
1000	President*	---
1120	Chief of Staff	\$112,472.00
1133	Campus President/Regional Vice President, Economic and Community Development	\$112,472.00
1127	Provost and Vice President, Academic Affairs	\$112,472.00
1141	Vice President, Administrative Services	\$112,472.00
2142	Vice President, Institutional Advancement	\$112,472.00
1122	Vice President, Research, Technology and Accountability	\$112,472.00
1121	Vice President, Student Affairs & Enrollment Management	\$112,472.00
1125	General Counsel	\$112,472.00

**The District Board of Trustees shall determine the compensation of the President.*

College Administrators

<u>Job Code</u>	<u>Title</u>	<u>Minimum</u>	<u>Maximum</u>
3620	Associate Vice President, Academic Affairs	\$95,000.00	\$149,800.00
2134	Assistant Vice President, Enrollment and Student Success	\$90,000.00	\$145,800.00
2145	Assistant Vice President, Financial Services	\$90,000.00	\$145,800.00
3624	Executive Director, International Education	\$90,000.00	\$145,800.00
3449	Chief Information Officer	\$85,000.00	\$139,944.00
2100	Dean, School of Arts, Humanities and Social Sciences	\$85,000.00	\$139,944.00
2100	Dean, School of Business and Technology	\$85,000.00	\$139,944.00

Job Code	Title	Minimum	Maximum
2127	Dean, School of Education and Charter Schools	\$85,000.00	\$139,944.00
2106	Dean, School of Health Professions	\$85,000.00	\$139,944.00
2100	Dean, School of Pure and Applied Sciences	\$85,000.00	\$139,944.00
2315	Director, Hendry/Glades Center	\$85,000.00	\$139,944.00
3306	Director, Human Resources	\$85,000.00	\$139,944.00
3210	Registrar	\$85,000.00	\$139,944.00
3532	Senior Director, Foundation Administration	\$85,000.00	\$139,944.00
3388	Senior Director, Foundation Development	\$85,000.00	\$139,944.00
2139	Campus Dean, Student Affairs and Academic Services	\$80,000.00	\$131,712.00
3088	Director, Auxiliary Services	\$80,000.00	\$131,712.00
3190	Director, Facilities Planning and Maintenance	\$80,000.00	\$131,712.00
3096	Director, Effectiveness and Accountability	\$75,000.00	\$123,480.00
3438	Director, Intercollegiate Athletics	\$75,000.00	\$123,480.00
3615	Associate Dean of Students (Student Ombudsman)	\$70,000.00	\$115,248.00
3033	Director, Communications and Public Information Officer	\$70,000.00	\$115,248.00
2140	Director, Housing and Residence Life Operations	\$70,000.00	\$115,248.00
2112	Associate Dean	\$65,000.00	\$107,016.00
3614	Associate Dean of Student Life and Orientation	\$65,000.00	\$107,016.00
3617	Director, Academic Advising, Career and Transfer Services	\$65,000.00	\$107,016.00
3193	Director, Admissions	\$65,000.00	\$107,016.00
3222	Director, Student Financial Aid	\$65,000.00	\$107,016.00
3396	Director, Academic Support Programs	\$60,000.00	\$98,784.00
3437	Director, DSO Finance	\$60,000.00	\$98,784.00
2202	Director, Dual Enrollment	\$60,000.00	\$98,784.00
3599	Director, First Year Experience	\$60,000.00	\$98,784.00
3212	Director, Governmental Relations	\$60,000.00	\$98,784.00
3203	Director, Institutional Research	\$60,000.00	\$98,784.00

<u>Job Code</u>	<u>Title</u>	<u>Minimum</u>	<u>Maximum</u>
2143	Director, Corporate Training and Services	\$55,000.00	\$90,552.00
3201	Director, Procurement Services	\$55,000.00	\$90,552.00
3227	Director, Public Safety	\$55,000.00	\$90,552.00

PROFESSIONAL AND CAREER SERVICE STAFF

Professional and career service staff positions at Florida SouthWestern State College are assigned a pay grade with corresponding salary ranges as outlined below. *Employees in part-time regular positions are limited to working no more than 25 hours per week and do not receive benefits except those required by statute or regulation.

<u>Pay Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
30	\$60,000.00	\$78,000.00	\$98,784.00
29	\$55,879.41	\$72,643.24	\$91,999.87
28	\$52,716.42	\$68,531.35	\$86,792.31
27	\$50,206.12	\$65,267.95	\$82,659.34
26	\$47,815.35	\$62,159.96	\$78,723.19
25	\$45,538.43	\$59,199.96	\$74,974.46
24	\$43,369.93	\$56,380.91	\$71,404.26
23	\$41,304.70	\$53,696.11	\$68,004.05
22	\$39,337.81	\$51,139.15	\$64,765.76
21	\$37,464.58	\$48,703.95	\$61,681.68
20	\$35,680.55	\$46,384.72	\$58,744.46
19	\$33,981.48	\$44,175.92	\$55,947.10
18	\$32,363.31	\$42,072.31	\$53,282.96
17	\$30,822.20	\$40,068.86	\$50,745.67
16	\$29,354.48	\$38,160.77	\$48,329.21
15	\$27,956.64	\$36,343.64	\$46,027.82
14	\$26,300.00	\$34,190.00	\$42,477.12
13	\$25,150.00	\$32,695.00	\$39,760.56
12	\$24,150.00	\$31,395.00	\$36,220.80

The following pages contain a listing of all staff positions, by title, with pay grade and related classification information. Key as follows:

- Job code = unique position identification code
- FLSA = The Fair Labor Standards Act (FLSA) provides guidelines for exemption status. Positions listed as E are salaried positions exempt from the overtime provisions of the FLSA. Those designated as NE are not exempt from the overtime provisions, will be paid on an hourly basis and all applicable overtime provisions apply.
- Pay Grade = grade level for the position.
- Minimum/Maximum = salary range for the position.

* Salaries listed for professional and career service staff are based on a 243 duty day calendar, unless otherwise noted. Exempt employee salaries are calculated at 1,944 hours per year (243 duty days x 8 hours/day), yet the expectation for exempt employees is that work may be required beyond the 243 duty day calendar and 8 hour day. Non-exempt employee salaries are 1,822.5 hours per year (243 duty days x 7.5 hours/day). Non-exempt employees will be paid for all hours worked and receive overtime pay for hours worked over 40 in a work week (Monday-Sunday). Overtime for non-exempt employees requires supervisory approval.

Job Title	Job Code	FLSA	Pay Grade	Minimum	Maximum
Academic Advisor	3492	E	16	\$29,354.48	\$48,329.21
Academic Services Specialist	3305	E	19	\$33,981.48	\$55,947.10
Academic Support Center Specialist	3622	NE	17	\$30,822.20	\$50,745.67
Academic Support Preceptor	4342	NE	13	\$25,150.00	\$39,760.56
Accounting Assistant	4265	NE	14	\$26,300.00	\$42,477.12
Accounting Specialist	4480	NE	15	\$27,956.64	\$46,027.82
Accounts Payable/Receivable Clerk	4595	NE	14	\$26,300.00	\$42,477.12
Accounts Payable Supervisor	3502	E	21	\$37,464.58	\$61,681.68
Accounts Receivable Analyst	3501	E	19	\$33,981.48	\$55,947.10
Adaptive Services Specialist	3412	E	16	\$29,354.48	\$48,329.21
Administrative Assistant	3465	E	16	\$29,354.48	\$48,329.21
Administrative Specialist	4405	NE	15	\$27,956.64	\$46,027.82
Admissions Counselor	3442	E	17	\$30,822.20	\$50,745.67
Admissions Processing Specialist	4121	NE	14	\$26,300.00	\$42,477.12
Application Development Specialist	3582	E	23	\$41,304.70	\$68,004.05
Applications Support Specialist	3545	E	25	\$45,538.43	\$74,974.46
Assessment Analyst	3463	E	19	\$33,981.48	\$55,947.10
Assistant Athletic Director, Sports Medicine and Compliance	3601	E	30	\$60,000.00	\$98,784.00
Assistant Bursar	3524	E	23	\$41,304.70	\$68,004.05
Assistant Bursar, Cashier Services	3603	E	23	\$41,304.70	\$68,004.05
Assistant Coach	3592	E	22	\$39,337.81	\$64,765.76
Assistant Director, Academic Support Programs	3609	E	25	\$45,538.43	\$74,974.46
Assistant Director, Application Development and Integration	3477	E	30	\$60,000.00	\$98,784.00
Assistant Director, Auxiliary Services	3253	E	30	\$60,000.00	\$98,784.00
Assistant Director, Campus Enrollment Services	3564	E	23	\$41,304.70	\$68,004.05
Assistant Director, Campus Student Life and Orientation	3611	E	23	\$41,304.70	\$68,004.05
Assistant Director, Employee Services	3585	E	30	\$60,000.00	\$98,784.00
Assistant Director, Hendry Glades Center	3027	E	27	\$50,206.12	\$82,659.34
Assistant Director, Institutional Research	3433	E	27	\$50,206.12	\$82,659.34
Assistant Director, Network Systems and Infrastructure	3487	E	30	\$60,000.00	\$98,784.00
Assistant Director, Residence Life	3095	E	23	\$41,304.70	\$68,004.05
Assistant Director, Student Financial Aid	3436	E	24	\$43,369.93	\$71,404.26
Assistant Director, Technology User Services	3476	E	29	\$55,879.41	\$91,999.87
Assistant Instructional Designer	3287	E	16	\$29,354.48	\$48,329.21
Associate Director, Academic Advising	3439	E	26	\$47,815.35	\$78,723.19
Associate Director, Admissions	3272	E	26	\$47,815.35	\$78,723.19
Associate Director, Admissions Evaluation and Processing	3574	E	26	\$47,815.35	\$78,723.19

Job Title	Job Code	FLSA	Pay Grade	Minimum	Maximum
Associate Director, Enrollment Management Systems and Communications	3507	E	26	\$47,815.35	\$78,723.19
Auxiliary Services Accounting Coordinator	3432	E	23	\$41,304.70	\$68,004.05
Auxiliary Services Associate	3583	NE	15	\$27,956.64	\$46,027.82
Auxiliary Services Marketing Coordinator	3635	E	23	\$41,304.70	\$68,004.05
Bursar	3499	E	25	\$45,538.43	\$74,974.46
Cashier	4585	NE	13	\$25,150.00	\$39,760.56
Clinical Coordinator	3283	E	24	\$43,369.93	\$71,404.26
Clinical Coordinator, Nursing	3581	E	23	\$41,304.70	\$68,004.05
Construction Manager/Building Official	3112	E	28	\$52,716.42	\$86,792.31
Continuing Education Coordinator, Health Professions	3576	E	17	\$30,822.20	\$50,745.67
Controller	3215	E	30	\$60,000.00	\$98,784.00
Coordinator, Academic Affairs	3565	E	20	\$35,680.55	\$58,744.46
Coordinator, Academic Technology	3023	E	23	\$41,304.70	\$68,004.05
Coordinator, Accountability	3431	E	20	\$35,680.55	\$58,744.46
Coordinator, Accounting	3311	E	24	\$43,369.93	\$71,404.26
Coordinator, Administrative Technology	3107	E	23	\$41,304.70	\$68,004.05
Coordinator, Alumni Relations and Development	3589	E	22	\$39,337.81	\$64,765.76
Coordinator, Application Administration and Support	3486	E	28	\$52,716.42	\$86,792.31
Coordinator, Assessment and Student Success	3242	E	23	\$41,304.70	\$68,004.05
Coordinator, Auxiliary Services	3464	E	23	\$41,304.70	\$68,004.05
Coordinator, Budget	3468	E	24	\$43,369.93	\$71,404.26
Coordinator, Campus Student Life and Orientation	3612	E	20	\$35,680.55	\$58,744.46
Coordinator, Campus Technology	3590	E	19	\$33,981.48	\$55,947.10
Coordinator, Clinical Placements (School of Education)	3593	E	24	\$43,369.93	\$71,404.26
Coordinator, Construction and Fixed Asset Accounting	3467	E	23	\$41,304.70	\$68,004.05
Coordinator, Effectiveness	3503	E	24	\$43,369.93	\$71,404.26
Coordinator, Employee Benefits	3085	E	23	\$41,304.70	\$68,004.05
Coordinator, ESL Program – International Education	3642	E	24	\$43,369.93	\$71,404.26
Coordinator, Event Services	3634	E	23	\$41,304.70	\$68,004.05
Coordinator, Faculty and Staff Technology Training	3628	E	23	\$41,304.70	\$68,004.05
Coordinator, Faculty Development and Training	3074	E	22	\$39,337.81	\$64,765.76
Coordinator, Firefighter Program	3406	E	25	\$45,538.43	\$74,974.46
Coordinator, Fitness and Wellness	3638	E	23	\$41,304.70	\$68,004.05
Coordinator, International Student Services	3312	E	19	\$33,981.48	\$55,947.10
Coordinator, International Study Abroad Program	3630	E	19	\$33,981.48	\$55,947.10

Job Title	Job Code	FLSA	Pay Grade	Minimum	Maximum
Coordinator, Legal and Risk	3562	E	22	\$39,337.81	\$64,765.76
Coordinator, Library Circulation Services	3084	E	19	\$33,981.48	\$55,947.10
Coordinator, Organization and Staff Development	3598	E	23	\$41,304.70	\$68,004.05
Coordinator, Peer Tutorial Services	3394	E	20	\$35,680.55	\$58,744.46
Coordinator, Plant Operations	3400	E	21	\$37,464.58	\$61,681.68
Coordinator, Retention and Student Success	3249	E	23	\$41,304.70	\$68,004.05
Coordinator, Student Information Systems	3363	E	29	\$55,879.41	\$91,999.87
Coordinator, Student Rights and Responsibilities	3616	E	20	\$35,680.55	\$58,744.46
Coordinator, Student Services	3418	E	20	\$35,680.55	\$58,744.46
Coordinator, Technology Center	3109	E	23	\$41,304.70	\$68,004.05
Coordinator, Veterans Affairs	3462	E	21	\$37,464.58	\$61,681.68
Corporate Training Associate	3515	NE	14	\$26,300.00	\$42,477.12
Curriculum and Catalog Systems Officer	3604	NE	19	\$33,981.48	\$55,947.10
Database Administrator, Lead	3510	E	29	\$55,879.41	\$91,999.87
Degree Audit System Specialist I	3528	NE	18	\$32,363.31	\$53,282.96
Degree Audit System Specialist II	3456	E	20	\$35,680.55	\$58,744.46
Dental Clinic Assistant	4482	NE	14	\$26,300.00	\$42,477.12
Dental Clinic Supervisor	4103	E	30	\$60,000.00	\$98,784.00
Design Support Associate	3578	NE	13	\$25,150.00	\$39,760.56
Desktop Support Technician	4452	NE	14	\$26,300.00	\$42,477.12
Development Specialist	3511	E	19	\$33,981.48	\$55,947.10
Director, Academic Assessment	3618	E	28	\$52,716.42	\$86,792.31
Director, Adaptive Services	3466	E	30	\$60,000.00	\$98,784.00
Director, Corporate Sponsorships	3639	E	29	\$55,879.41	\$91,999.87
Director, Design and Development	3308	E	29	\$55,879.41	\$91,999.87
Director, Development	3111	E	29	\$55,879.41	\$91,999.87
Director, Donor Relations and Event Management	3591	E	27	\$50,206.12	\$82,659.34
Director, Exhibitions and Collections	3076	E	30	\$60,000.00	\$98,784.00
Director, Faculty and Student Research	3629	E	27	\$50,206.12	\$82,659.34
Director, Legal and Risk	3561	E	29	\$55,879.41	\$91,999.87
Director of Records	3533	E	25	\$45,538.43	\$74,974.46
Director, Online Learning	3285	E	30	\$60,000.00	\$98,784.00
Director, Professional Development and Training	3284	E	29	\$55,879.41	\$91,999.87
Director, Simulation Education	3273	E	25	\$45,538.43	\$74,974.46
Director, Testing Services	3075	E	26	\$47,815.35	\$78,723.19
Director, Upward Bound	3224	E	26	\$47,815.35	\$78,723.19
Dual Enrollment Specialist	3252	E	17	\$30,822.20	\$50,745.67
Employee Services Associate	3596	NE	15	\$27,956.64	\$46,027.82
Executive Assistant	3460	E	18	\$32,363.31	\$53,282.96
Facilities Coordinator	3444	E	18	\$32,363.31	\$53,282.96
Facilities Database Systems Specialist	3643	E	17	\$30,822.20	\$50,745.67
Facilities Systems Manager - Fire Official	3320	E	22	\$39,337.81	\$64,765.76

Job Title	Job Code	FLSA	Pay Grade	Minimum	Maximum
Faculty Development and Training Associate	3570	NE	13	\$25,150.00	\$39,760.56
Financial Aid Assistant	4404	NE	13	\$25,150.00	\$39,760.56
Financial Aid Communications Coordinator	3623	E	23	\$41,304.70	\$68,004.05
Financial Aid Services Supervisor	3419	E	18	\$32,363.31	\$53,282.96
Financial Aid Specialist	4337	NE	15	\$27,956.64	\$46,027.82
Fiscal Specialist	4477	NE	17	\$30,822.20	\$50,745.67
Fixed Asset Specialist	3469	E	16	\$29,354.48	\$48,329.21
Foundation Specialist	4150	NE	16	\$29,354.48	\$48,329.21
Graphic Artist and Creative Coordinator	3032	E	22	\$39,337.81	\$64,765.76
Head Coach **	3509	E	28	\$52,716.42	\$86,792.31
Horticulturist	4142	NE	15	\$27,956.64	\$46,027.82
Human Resources Associate	4370	NE	16	\$29,354.48	\$48,329.21
Human Resources Manager, Classification and Compensation	3636	E	25	\$45,538.43	\$74,974.46
Human Resources Manager, Operations	3641	E	25	\$45,538.43	\$74,974.46
Human Resources Manager, Talent Acquisition	3640	E	25	\$45,538.43	\$74,974.46
Human Resources Specialist	3352	E	20	\$35,680.55	\$58,744.46
Information Security Officer	3332	E	29	\$55,879.41	\$91,999.87
Institutional Research Analyst	3426	E	20	\$35,680.55	\$58,744.46
Instructional Assistant	4575	NE	14	\$26,300.00	\$42,477.12
Instructional Designer	3286	E	24	\$43,369.93	\$71,404.26
Library Assistant	4380	NE	14	\$26,300.00	\$42,477.12
Library Associate	4102	NE	16	\$29,354.48	\$48,329.21
Lieutenant	3504	E	25	\$45,538.43	\$74,974.46
Maintenance Mechanic	4365	NE	14	\$26,300.00	\$42,477.12
Maintenance Technician	4140	NE	15	\$27,956.64	\$46,027.82
Maintenance Technician II	3443	NE	17	\$30,822.20	\$50,745.67
Manager, Facilities Maintenance and Operations	3345	E	29	\$55,879.41	\$91,999.87
Manager, Grants Administration and Development	3573	E	22	\$39,337.81	\$64,765.76
Manager, Student Affairs Operations	3569	E	24	\$43,369.93	\$71,404.26
Network Administrator	3543	E	28	\$52,716.42	\$86,792.31
Nursing Support Specialist	4206	NE	15	\$27,956.64	\$46,027.82
Office Assistant	4473	NE	12	\$24,150.00	\$36,220.80
Officer	4155	NE	17	\$30,822.20	\$50,745.67
Online Support Specialist	3288	E	16	\$29,354.48	\$48,329.21
Payroll Manager	3587	E	25	\$45,538.43	\$74,974.46
Payroll Representative	3588	NE	17	\$30,822.20	\$50,745.67
Procurement Specialist	4476	NE	16	\$29,354.48	\$48,329.21
Procurement Support Clerk	4207	NE	14	\$26,300.00	\$42,477.12
Program Director	3230	E	25	\$45,538.43	\$74,974.46
Program Director, Health Information Technology*	3514	E	25	\$45,538.43	\$74,974.46
Program Director, Nursing, ASN	3580	E	29	\$55,879.41	\$91,999.87

Job Title	Job Code	FLSA	Pay Grade	Minimum	Maximum
Program Director, Nursing, RN to BSN	3579	E	29	\$55,879.41	\$91,999.87
Program Support Specialist	3372	E	17	\$30,822.20	\$50,745.67
Programmer	3034	E	21	\$37,464.58	\$61,681.68
Project Coordinator	3461	E	22	\$39,337.81	\$64,765.76
Public Relations and Marketing Associate	3031	E	23	\$41,304.70	\$68,004.05
Public Safety Technician	4160	NE	14	\$26,300.00	\$42,477.12
Public Safety Technician II	4122	NE	16	\$29,354.48	\$48,329.21
Purchasing Card Specialist	3207	E	19	\$33,981.48	\$55,947.10
Receiving and Distribution Clerk	4500	NE	12	\$24,150.00	\$36,220.80
Receiving and Distribution Supervisor	4171	E	17	\$30,822.20	\$50,745.67
Records and Articulation Officer	3606	NE	17	\$30,822.20	\$50,745.67
Registration Specialist	4203	NE	14	\$26,300.00	\$42,477.12
Registration Supervisor	3519	E	19	\$33,981.48	\$55,947.10
Reports Coordinator/Programmer	3206	E	28	\$52,716.42	\$86,792.31
Residence Life Specialist	3073	E	16	\$29,354.48	\$48,329.21
Science Lab Manager	3379	E	18	\$32,363.31	\$53,282.96
Selective Program Admissions Specialist	3344	E	16	\$29,354.48	\$48,329.21
Senior Coordinator, International Students and Scholars	3627	E	26	\$47,815.35	\$78,723.19
Senior Coordinator, Retention and Student Success	3577	E	24	\$43,369.93	\$71,404.26
Senior Programmer Analyst	3361	E	28	\$52,716.42	\$86,792.31
Senior Research Analyst, School of Education	3626	E	27	\$50,206.12	\$82,659.34
Senior Staff Assistant	4465	NE	15	\$27,956.64	\$46,027.82
Senior Switchboard Operator	4590	NE	13	\$25,150.00	\$39,760.56
Sergeant	3326	NE	20	\$35,680.55	\$58,744.46
Simulation Technician	4403	E	21	\$37,464.58	\$61,681.68
Sports Information Director	3602	E	22	\$39,377.81	\$64,765.76
Staff Assistant	4470	NE	14	\$26,300.00	\$42,477.12
Student Enrollment Specialist, Trade Adjustment Assistance (TAA) Program	3508	E	17	\$30,822.20	\$50,745.67
Student Life and Orientation Specialist	3613	E	16	\$29,354.48	\$48,329.21
Student Services and Campus Engagement Specialist	3631	NE	16	\$29,354.48	\$48,329.21
Student Services and Testing Representative	3595	NE	14	\$26,300.00	\$42,477.12
Student Services Specialist	4205	NE	14	\$26,300.00	\$42,477.12
Student Success and Operations Specialist	3625	E	26	\$47,815.35	\$78,723.19
Switchboard Operator	4589	NE	12	\$24,150.00	\$36,220.80
Technology Event Services Specialist	3607	NE	17	\$30,822.20	\$50,745.67
Technology User Services Specialist	3608	NE	17	\$30,822.20	\$50,745.67
Testing Specialist	4350	NE	14	\$26,300.00	\$42,477.12
Title IX Coordinator/Equity Officer	3529	E	25	\$45,538.43	\$74,974.46
Transfer Articulation Systems Specialist	4515	NE	14	\$26,300.00	\$42,477.12

Job Title	Job Code	FLSA	Pay Grade	Minimum	Maximum
Transfer Transcript Evaluator	4355	NE	15	\$27,956.64	\$46,027.82
Unified Communications Specialist	3454	E	23	\$41,304.70	\$68,004.05
UNIX Administrator	3542	E	28	\$52,716.42	\$86,792.31
Upward Bound Specialist	3568	NE	15	\$27,956.64	\$46,027.82
User Support Analyst	3500	E	29	\$55,879.41	\$91,999.87
Veterans Affairs Specialist	4402	NE	17	\$30,822.20	\$50,745.67
Videography Associate	3578	NE	13	\$25,150.00	\$39,760.56
Web Developer	3334	E	21	\$37,464.58	\$61,681.68
Webmaster	3478	E	29	\$55,879.41	\$91,999.87

*Indicates 10.5 month position

**Indicates non-Administrator position on contract

**FLORIDA SOUTHWESTERN STATE
COLLEGIATE HIGH SCHOOL
Wage and Salary Schedule
2016-2017**

Compensation Schedule

Instructional (196 days)

A teacher's salary will be placed in a range based on their previous effective teaching experience. Pay and benefits will be delivered based on current College processes and procedures.

Tier 1 (0-5 years of effective teaching experience)	Minimum Salary	\$38,192.00
Tier 2 (6-10 years of effective teaching experience)	Minimum Salary	\$40,000.00
Tier 3 (11+ years of effective teaching experience)	Minimum Salary	\$43,000.00

School Counselor (211 days)

Guidance Counselors will receive an initial annual salary based on number of qualifying years of effective service. Pay will be delivered based on current College processes and procedures and Guidance Counselors will receive an equivalent benefit package as Teachers.

Minimum Salary \$45,000.00

Administrative

The Principal and Assistant Principal will be compensated in alignment with existing College policies and procedures.

Principal (243 days)	Minimum Salary	\$81,000.00
Assistant Principal (232 days)	Minimum Salary	\$65,000.00

Coordinator, High School Operations (243 days)

The Coordinator, High School Operations shall be compensated in alignment with existing College policies and procedures.

Minimum Salary \$35,680.55

Administrative Assistant (243 days)

The Administrative Assistant shall be compensated in alignment with existing College policies and procedures.

Minimum Salary \$29,354.48

Staff Assistant (243 days)

The Staff Assistant shall be compensated in alignment with existing College policies and procedures.

Minimum Salary \$26,300.00

Student Support Assistant (243 days)

The Student Support Assistant shall be compensated in alignment with existing College policies and procedures.

Minimum Salary \$26,300.00

Office Assistant (243 days)

The Office Assistant shall be compensated in alignment with existing College policies and procedures.

Minimum Salary \$24,150.00

Instructional Assistant

The Instructional Assistant shall be compensated in alignment with existing College policies and procedures.

Minimum Rate \$14.43/hour

Overload (teaching extra classes) and Part-Time Teachers

Payment for service is based on highest documented degree earned and should be delivered incrementally following the College’s current payroll procedures:

	<u>Per Class/Per Semester</u>
Bachelor’s Degree	\$2,250.00
Master’s Degree	\$2,500.00
Doctorate Degree	\$2,750.00

Substitutes

Each school shall maintain a list of qualified substitute teachers who have been hired through the appropriate College Human Resource procedures and have been fingerprinted at the local school districts.

Bachelor’s Degree	\$11.50 per hour
Master’s Degree	\$12.50 per hour
Long-term substitution	\$19.50 per hour

Supplemental Compensation

Major Club Sponsor

A major club sponsor is working with students after school several days a week, sometimes in the evening and sometimes on weekends. The established club is a pivotal part of the school's activity program.

\$800.00 max/semester*

Academic/Service Club Sponsor

An academic/service club sponsor is working with students after school more than one day a week, sometimes in the evening and sometimes on weekends. An academic club is an outgrowth of the academic program. These clubs stem from a desire of both teacher and students to explore issues and concepts in greater depth or in a different framework than the classroom. Service clubs are designed to provide opportunities for students to be of service to their school or to their community.

\$400.00 max/semester*

Special Interest Club Advisor

A special interest club sponsor is working with students typically one day a week, rarely in the evening and almost never on weekends. A special interest club is one that is usually generated by student interest. Students identify a need for an organization and approach the principal and a prospective sponsor to ask for permission to start a new club.

\$200.00 max/semester*

*May be prorated for partial semester service.

Staff Development or Student Supervision

Per Title IIa guidelines, employees will be compensated at the federally established \$15.00/hour plus the current social security rate.

Professional Academic Services

Employees working on items that are of academic nature, but happen outside the scope of normal teaching will be compensated accordingly. Examples of professional academic services, includes, but are not limited to, new course development, grant-funded activities, or other duties assigned by the principal that are academic and /or content specific. Payment for these services will be calculated using the hourly rate equivalent from the employee's base salary and the number of hours spent completing the service(s).

Homebound/Hospital Instruction

When a student is ill for an extended period of time and unable to attend school, he/she may have a legally binding IEP that indicates that homebound/hospital instruction is necessary. In cases that warrant this type of instructional service, high school teachers must provide that instruction. Payment for these services will be calculated using the hourly rate equivalent from the employee's base salary, the number of hours spent completing the instruction, plus 20%. Employees will also be compensated for mileage.

Advanced Degrees

In accordance with F.S. 1012.22 (1)(c)3, instructional personnel hired on or after July 1, 2011 will be paid an appropriate salary supplement each academic year, not added to base salary, as long as their advanced degree is in the employee's teaching discipline.

Master's Degree	\$2,500.00 supplement
Doctorate Degree	\$4,000.00 supplement

Salary Increases-Instructional, School Counselor, Administrative, Support

Salary increases will occur based on the individual's annual evaluation and annual budget and will go into effect the next contract year.

Value of Highly Effective Rating	Minimum Salary Increase	1%
Value of Effective Rating	Minimum Salary Increase	.5%
Value of Needs Improvement Rating	No Increase	
Value of Unsatisfactory Rating	No Increase	

OPS TEMPORARY POSITIONS

Temporary and On-Call OPS positions are established to meet a workload of a temporary, casual or seasonal nature and are filled on an as-needed basis. Hours are scheduled on an as-needed basis only, as determined either by the type of assignment, location, or by the availability of the employee. Employees in temporary OPS positions are limited to working no more than 25 hours per week and are not guaranteed a specific length of employment, or a set number of hours per week. Temporary OPS positions do not receive benefits except those required by statute or regulation.

Job Code	Title	Minimum Rate
3633A	Assistant Coach, Intercollegiate Athletics	Varies; Nominal Fee Volunteer
9092A	Athletic Trainer, Intercollegiate Athletics	Varies
3632A	Camp Coach, Intercollegiate Athletics	Varies; Nominal Fee Volunteer
4101A	Clinical Associate	\$22.00 (Varies by Department)
3597A	EMS Clinical Associate	\$25.00
9203A	FSWCHS Student Assistant (Thomas Edison Campus)	\$8.30
9092A	OPS College Temp	Varies
9103A	Peak Partner (On-Call)	\$10.00
8100A	Peer Advisor	\$8.55
8100A	Student Assistant Tutor Work Study	\$8.30
8100B	Student Peer Architect	\$8.55
8200A	Student Resident Advisor	Stipend
PROCT	Test Proctor	\$12.50

APPENDIX B

2013-2016 COLLECTIVE NEGOTIATIONS AGREEMENT

FACULTY WAGE AND SALARY SCHEDULE

FULL-TIME FACULTY

A. NEW FACULTY NINE-MONTH CONTRACT SALARY FOR SEMESTERS FALL AND SPRING

(For those faculty whose full-time contracts began on or after August 16, 2013):

SCHEDULE I:	Bachelor's Degree	Base of \$ <u>46,770.06</u>
SCHEDULE II:	Master's Degree	Base of \$ <u>48,769.42</u>
SCHEDULE III:	Master's Degree plus 30 approved Semester Hours beyond Master's or 45 approved Quarter Hours.....	Base of \$ <u>50,766.96</u>
SCHEDULE IV:	Master's Degree plus 60 approved Semester Hours beyond Master's or 90 approved Quarter Hours.....	Base of \$ <u>54,764.75</u>
SCHEDULE V:	Doctorate.....	Base of \$ <u>55,964.25</u>

The following steps are to be followed in computing a new faculty member's salary:

1. The faculty member is placed on one of the five schedules above according to academic degree earned. The degree used for placement on the schedule must normally be in the subject area to be taught, with the approval of the Provost.
2. \$200.00 is allowed an incoming faculty member for each year of verifiable teaching experience (10 years maximum), and this total is added to the base on the appropriate schedule.

B. RETURNING INSTRUCTIONAL FACULTY NINE-MONTH CONTRACT FOR SEMESTERS FALL AND SPRING

For 2016-2017, returning faculty member's contracted salary for nine (9) months (exclusive of any supplemental, substitute, overload, or unique or special contracts for instructional support services above and beyond the faculty member's usual contracted services to the College) will remain at the levels negotiated for 2015-2016. The FSWUFF and the college are currently in negotiation.

NOTE: No returning faculty member will earn less than the beginning salary for new faculty described in Section A above.

C. CHANGES IN CURRENT PLACEMENT FOR FACULTY ON THE SALARY SCHEDULE:

Verification of hours and changes in schedule placement must be approved by the Provost and must be accomplished prior to September 15th for full year salary change and February 1st for second half of the year salary change. Verification shall be on the basis of official transcripts. The placement on a different schedule will be effective retroactively to the beginning of the

contract year if verification is accomplished prior to September 15th. Placement verified after September 15th but prior to February 1st will be effective with the second pay period in February. Once a faculty member is qualified in his or her subject area, any additional graduate hours may be counted, with prior approval of the Provost for placement on Schedule III (Master's degree plus 30 graduate semester hours) and Schedule IV (Master's degree plus 60 graduate semester hours).

D. LIBRARY FACULTY AND COUNSELORS ASSIGNED TO A BASIC CONTRACT OF 208 DUTY DAYS

For 2016-2017, returning Library faculty member's contracted salary for two hundred and eight (208) duty days (exclusive of any supplemental, substitute, overload, unique or special contracts for instructional support services above and beyond the faculty member's usual contracted services to the College) will remain at the levels negotiated for 2015-2016. The FSWUFF and the college are currently in negotiation.

E. NEW LIBRARY FACULTY AND COUNSELORS ASSIGNED A BASIC CONTRACT OF 208 DAYS

Salary Schedule Amount from Appendix B, Section A divided by 208 duty days (a daily rate of pay) x the total number of duty days to be worked (208 duty days).

F. SALARIES FOR FULL-TIME INSTRUCTORS USED AS SUBSTITUTES AND FOR SUPPLEMENTAL INSTRUCTIONAL HOURS

Bachelor's	=	\$32.88	per contact hour
Master's	=	\$34.77	per contact hour
Master's+ 30	=	\$36.64	per contact hour
Master's+ 60	=	\$38.62	per contact hour
Doctorate	=	\$40.52	per contact hour

The substitute rates noted in this section shall not be applicable to a faculty member who assumes full responsibility for teaching a class for the balance of a semester/term where there is at least 40% of the scheduled classes remaining in the semester/term. In this situation the faculty member will be regarded as a “replacement” rather than as a “substitute.” If the additional load hours result in the faculty teaching more than the normal 15 to 16 hour semester load then the replacement faculty member will be compensated using the overload rate. Total compensation will be pro-rated based on the percentage of teaching hours remaining in the semester.

G. OVERLOAD PAY (Effective 8/16/13)

Full-time professors are paid for additional teaching beyond their normal contractual commitments during a regular semester, and for all Summer A, Summer B or a Summer A and B combination full-semester teaching on a per-instructional hour basis. The amount of pay is determined by (a) the degree held by the professor, and (b) the number of instructional hours of the additional teaching, as determined in Article 6.2 of this Agreement.

<u>Degree</u>	<u>*Per Instructional Hour</u>
Bachelor's	\$722.00
Master's	\$807.00
Master's+ 30	\$841.00
Master's+ 60	\$855.00
Doctorate	\$891.00

*Compensation for portions of an instructional hour shall be computed by multiplying the rate for one instructional hour by the appropriate fraction to be paid of the instructional hour.

H. INDEPENDENT STUDY, INDIVIDUAL PRACTICA, AND INDIVIDUAL COOPERATIVE INTERNSHIPS (Effective 8/16/13)

Full-time professors will be paid \$100.00 per credit per student for Independent Study, Individual Practica, and Cooperative Internships. A maximum of 24 credits, \$2,400.00 is permitted per semester for a faculty member. (Note: \$200.00 will be paid to faculty who have only one credit for a semester of independent study, individual practice, and individual cooperative internships.) Any practica taught in groups of seven or more would be compensated according to the existing wage & salary schedule. These hours will not count toward total faculty load hours.

I. HONOR'S RESEARCH

The Honor's Project Advisor will be paid \$400.00 per student for the semester during which he/she is overseeing an Honor's Project.

PART-TIME INSTRUCTIONAL FACULTY

A. SALARIES FOR PART-TIME CREDIT INSTRUCTORS

1. Part-time instructors are paid on a per-course basis. Part-time instructors are limited to a schedule of up to a maximum of twelve (12) credit hours per fall or spring semester and no more than nine (9) credit hours at any one time during the summer semester. The amount of pay per course is determined by the number of contact hours normally expected per course. For part-time instructors, load hours per course refers to the total number of hours per term the instructor is normally expected to meet each class. Normally, 16 contact hours equal one load hour.

Per Assigned Load Hour
\$750.00

Total Salary for 3-Hour Course
\$2,250.00

2. The College may also wish to contract with part-time instructors for periods of time shorter than a full term. Such contracts will be based on the actual number of contact hours to be worked.
\$46.88 per contact hour

B. SALARIES FOR SUBSTITUTE INSTRUCTORS

\$36.00 per contact hour

C. PART-TIME FACULTY WHO DO NOT COMPLETE A COURSE AS CONTRACTED ARE PAID AS FOLLOWS:

Total contract amount per course x % of class taught (see below) = Salary to be paid.

% of class taught = number of sessions taught ÷ total number of sessions scheduled.

Example: The course is scheduled to be taught 2 times per week for 16 weeks = 32 sessions. Each class is 75 minutes. The contract amount is \$2,250.00. The faculty member taught 21 sessions.

- 1) Total minutes scheduled for this course are 32 sessions x 75 minutes = 2,400 minutes
- 2) Total minutes faculty member taught is 21 sessions x 75 minutes = 1,575 minutes
- 3) $1,575 \div 2,400 = 65.6\%$
- 4) The faculty member would be paid $\$2,250.00 \times .656 = \$1,476.00$

D. SUBSTITUTES FOR ABOVE COURSES ARE PAID AS FOLLOWS:

Number of class days x hours per day taught = total hours taught x amount paid per hour (using Substitute Salary Schedule) = SALARY PAID.

E. AUTHORIZED REASSIGNMENTS

Adjunct faculty members may be reassigned or released from a course(s) in order to perform curriculum development, instructional supervision, student services, or other related work other than classroom instruction. These activities are compensated in accordance with Section A, number 1 of this Section. The specific terms and conditions of these special contracts will be determined by the College in view of program or service needs and delineated in a special contract letter to the Adjunct faculty member.

F. INDEPENDENT STUDY, INDIVIDUAL PRACTICA AND INDIVIDUAL COOPERATIVE INTERNSHIPS:

Adjunct professors will be paid \$200.00 per student up to \$1,200.00 for a group of six students. Any practica taught in groups of seven or more would be compensated according to the existing wage and salary schedule. These hours will not count toward total faculty load hours.

NON-CREDIT INSTRUCTION

A. CONTINUING WORKFORCE EDUCATION INSTRUCTION

A non-credit continuing education instructor is paid an hourly rate within a wage range determined by internal and external market conditions and based on verifiable, professional related experience. The amount of hours paid per course is determined by the number of contact hours normally expected per course. The wage range provides the College the ability to generate revenue at least equal to the full cost of instruction. The specific cost for each class must be specified in the contract for that class.

Arts & Crafts classes	\$25.00 - \$50.00 per hour
Vocational	\$25.00 - \$50.00 per hour
Health	\$25.00 - \$50.00 per hour
Professional/Corporate CE training	\$25.00 - \$50.00 per hour
Speech Pathology	\$80.00 per hour
Dental Hygienist Local Anesthesia	\$100.00 per hour

B. SPECIAL FEES FOR FLORIDA SOUTHWESTERN STATE COLLEGE STANDARDIZED TEST PREPARATION AND ADMINISTRATION

1. Special fees may be paid to persons selected by an appropriate administrator to administer Florida SouthWestern State College standardized testing sessions during non-duty hours.

The fee schedule for such special fees for Fair Labor Standards Act (FLSA) exempt employees will be as follows:

Room Supervisor	\$14.50 per hour
Proctor	\$12.50 per hour

The fee schedule for such special fees for FLSA non-exempt employees will be in accordance with the overtime compensation laws specified in the Fair Labor Standards Act.

The appropriate administrator will assign specific duties and responsibilities of Room Supervisors and Proctors to the persons selected in accordance with the particular test(s) to be administered.

2. CLAST Review Instructor \$26.00 per contact hour

BENEFITS SCHEDULE

1. **RETIREMENT:** Florida SouthWestern State College employees participate in the Florida Retirement System. Eligible employees may elect to withdraw from the Florida Retirement System and participate in an optional retirement program. Contributions will be made to the FRS by eligible employees and the College, as provided in the FRS membership guidelines, statutes, policies and/or rules.
2. **MEDICAL INSURANCE:** The College pays 100% of the premium for all full-time employees. Coverage is provided by Florida Blue. Dependent coverage is available at the employees' cost.
3. **LIFE INSURANCE:** A \$15,000 term life and accidental death/dismemberment policy is provided for all full-time Florida SouthWestern State College employees. This coverage is purchased by the College at a cost of approximately \$40.00 per year per employee. Additional supplemental term life insurance may be purchased by the employee.
4. **LONG-TERM DISABILITY INSURANCE:** The College will pay 100% of the premium for all full-time employees. Coverage is provided by Standard Insurance Company. Short-term disability insurance may be purchased by the employee.
5. **VOLUNTARY DEFERRED COMPENSATION PLAN:** 403(b) Match Plan – For non-faculty full time employees, the College will match up to 3% of the employee's salary if the employee is contributing an equal portion to the annuity program.
6. **VACATION LEAVE:** Full-time Professional and Career Service staff with 0-60 months of service earns 12 days' vacation leave each year (one day per month). The rate increases to 15 days per year for employees with 61-120 months of service, and 18 days per year for employees with 121 months or more. Full-time administrators earn 24 days per year and executives earn 30 days per year.
7. **SICK LEAVE:** All full-time employees accrue one day of sick leave per month of service (given they have worked the majority of the month). This leave may be accumulated from year to year. Sick leave may also be approved for illness or death of an immediate member of the family or household, or other close relative.
8. **PERSONAL LEAVE:** Employees are entitled to use four days of sick leave as personal leave days during each fiscal year, which may be charged to the employee's unused sick leave. Personal leave days do not accumulate from year to year.
9. **HOLIDAYS:** Most national holidays are observed by the College as non-duty days.

10. EDUCATION BENEFITS:

Tuition Scholarships allow eligible employees or dependents (as defined by policy) to take some Florida SouthWestern State College credit classes per college operating policy. The scholarship may also apply to employees taking some non-credit classes.

Tuition Reimbursement pays a designated amount for eligible regular status, full time employee's coursework at another accredited institution (as defined by policy). Tuition reimbursement is based on the availability of funds during each fiscal year.

11. **ALTERNATIVE PLAN TO SOCIAL SECURITY:** The Alternate Plan to Social Security is provided to adjunct instructors (both credit and non-credit), substitute instructors, clinical associates/fire academy instructors, clinical supervisors, clinical assistants and nursing preceptors. These employees contribute 7.5% of salary to purchase tax sheltered annuities instead of contributing 6.2% to Social Security.

*Additional benefits may be available at the employee's expense.