

# Wage & Salary Schedule



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**2021-2022**

**July 1, 2021**

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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Office of Human Resources  
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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 established high and low end of the salary range is 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, and the 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 College 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 and committed to Florida SouthWestern State College for the long term.

The executive staff shall have well defined performance goals 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 perform successfully 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, note 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, pregnancy, 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 Faculty Federation (FSW-FF) "...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 FSW-FF.

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 has the authority 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**

<b><u>Job Code</u></b>	<b><u>Title</u></b>	<b><u>Minimum</u></b>
1000	President*	---
1120	Chief of Staff	\$112,472.00
3771	Provost	\$112,472.00
3912	Vice President of Operations/Chief Financial Officer	\$112,472.00
3772	Vice Provost, Academic Affairs	\$112,472.00
3773	Vice Provost, Student Affairs	\$112,472.00
3877	Vice Provost, Workforce Programs	\$112,472.00
3850	Chief Human Resources & Organizational Development Officer	\$112,472.00
3958	Vice President, Information Technology/Chief Information Officer (CIO)	\$112,472.00
3909	General Counsel and Government Relations Liaison	\$112,472.00
3858	Executive Director, FSW Foundation	\$112,472.00
3936	Executive Director, Marketing and Media	\$112,472.00

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

**College Administrators**

<b><u>Job Code</u></b>	<b><u>Title</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
3915	Associate Vice Provost, Enrollment Services	\$95,000.00	\$145,800.00
3867	Senior Director, Development & Major Gifts	\$95,000.00	\$145,800.00

<b>Job Code</b>	<b>Title</b>	<b>Minimum</b>	<b>Maximum</b>
3827	Assistant Vice President, Budget & Financial Planning	\$90,000.00	\$145,800.00
3797	Assistant Vice President, Institutional Research, Assessment, and Effectiveness	\$90,000.00	\$123,480.00
3914	Assistant Vice Provost, Online Learning	\$90,000.00	\$145,800.00
3938	Assistant Vice Provost, Student Success	\$90,000.00	\$145,000.00
3765	Campus Director	\$90,000.00	\$145,800.00
3822	Chief of Police	\$85,000.00	\$139,944.00
2154	Dean, School of Arts, Humanities and Social Sciences	\$85,000.00	\$139,944.00
2153	Dean, School of Business and Technology	\$85,000.00	\$139,944.00
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
3929	Director, Application Development and Administration	\$85,000.00	\$139,944.00
3088	Director, Auxiliary Services	\$85,000.00	\$139,944.00
3828	Director, Facilities Management and Construction	\$85,000.00	\$139,944.00
3782	Director, Finance and Accounting	\$85,000.00	\$139,944.00
2315	Director, Hendry/Glades Center	\$85,000.00	\$139,944.00
3210	Registrar	\$85,000.00	\$139,944.00
3617	Director, Academic Advising	\$80,000.00	\$131,712.00
3222	Director, Student Financial Aid	\$80,000.00	\$131,712.00
3732	Director, eLearning	\$75,000.00	\$123,480.00
3438	Director, Intercollegiate Athletics	\$75,000.00	\$123,480.00
3859	Director, Library Services	\$75,000.00	\$123,480.00
3945	Director, Quality Enhancement Plan (QEP)	\$75,000.00	\$123,480.00
2150	Associate Dean, Arts, Humanities, and Social Sciences	\$70,000.00	\$115,248.00
2151	Associate Dean, Nursing Programs	\$70,000.00	\$115,248.00
2112	Associate Dean, Health Professions	\$70,000.00	\$115,248.00
3815	Chief Development Officer, Foundation	\$70,000.00	\$115,248.00
3818	Chief Operations Officer, Foundation	\$70,000.00	\$115,248.00



<b>Job Code</b>	<b>Title</b>	<b>Minimum</b>	<b>Maximum</b>
2140	Director, Housing and Residence Life	\$70,000.00	\$115,248.00
2112	Associate Dean, School of Business and Technology	\$65,000.00	\$107,016.00
3193	Director, Admissions	\$65,000.00	\$107,016.00
3933	Director, Exploratory Institutional Research	\$65,000.00	\$107,016.00
3745	Director, International Education	\$65,000.00	\$107,016.00
3813	Director, Marketing and Media	\$65,000.00	\$107,016.00
3718	Director, Strategic Initiatives	\$65,000.00	\$107,016.00
3957	Director, Strategic Initiatives – Student Affairs	\$65,000.00	\$107,016.00
3667	Director, Student Engagement	\$65,000.00	\$107,016.00
3889	Senior Associate Director, SFA	\$65,000.00	\$107,016.00
3396	Director, Academic Support Programs	\$60,000.00	\$98,784.00
3764	Director, Accelerated Pathways Programs	\$60,000.00	\$98,784.00
3076	Director, Exhibitions and Collections	\$60,000.00	\$98,784.00
2143	Director, Corporate Training and Services	\$55,000.00	\$90,552.00
3851	Director, Corporate Training and Services, School of Health Professions	\$55,000.00	\$90,552.00
3201	Director, Procurement Services	\$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	\$35,568.00	\$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 workweek (Monday-Sunday). Overtime for non-exempt employees requires supervisory approval.

<b>Job Title</b>	<b>Job Code</b>	<b>FLSA</b>	<b>Pay Grade</b>	<b>Minimum</b>	<b>Maximum</b>
Access Services Coordinator	3918	E	22	\$39,337.81	\$64,765.76
Accountant I	3661	E	20	\$35,568.00	\$58,744.46
Accountant II	3806	E	24	\$43,369.93	\$71,404.26
Accounts Payable Specialist I	3660	NE	16	\$29,354.48	\$48,329.21
Accounts Payable Specialist II	3807	NE	18	\$32,363.31	\$53,282.96
Accounts Payable Supervisor	3502	E	23	\$41,304.70	\$68,004.05
Accounts Receivable Collections Specialist****	3775	E	19	\$33,981.48	\$55,947.10
Accounts Receivable Specialist I	3727	NE	16	\$29,354.48	\$48,329.21
Accounts Receivable Specialist II****	3726	E	18	\$32,363.31	\$53,282.96
Administrative Assistant****	3465	E	16	\$29,354.48	\$48,329.21
Administrative Coordinator, Academic Affairs	3800	E	25	\$45,538.43	\$74,974.46
Administrative Coordinator, Administrative Services	3823	E	25	\$45,538.43	\$74,974.46
Administrative Coordinator, Student Affairs	3681	E	25	\$45,538.43	\$74,974.46
Administrative Coordinator, Workforce Programs	3398	E	25	\$45,538.43	\$74,974.46
Admissions Counselor II	3885	E	22	\$39,337.81	\$64,765.76
Admissions Processing Specialist I	4121	NE	14	\$26,300.00	\$42,477.12
Admissions Processing Specialist II	3752	NE	16	\$29,354.48	\$48,329.21
Adult Learner Services Coordinator	3950	E	26	\$47,815.35	\$78,723.19
Advising Operations Specialist	3825	E	20	\$35,568.00	\$58,744.46
Application Development Specialist	3582	E	23	\$41,304.70	\$68,004.05
Application Support Analyst	3926	E	27	\$50,206.12	\$82,659.34
Applications Support Specialist	3545	E	25	\$45,538.43	\$74,974.46
Application Support & Security Analyst	3930	E	27	\$50,206.12	\$82,659.34
Applications Systems Administrator	3339	E	29	\$55,879.41	\$91,999.87
Assistant Bursar, Student Account Services	3524	E	23	\$41,304.70	\$68,004.05
Assistant Coach	3592	E	22	\$39,337.81	\$64,765.76
Assistant Dean of Students	3781	E	28	\$52,716.42	\$86,792.31
Assistant Director, Academic Advising	3897	E	29	\$55,879.41	\$91,999.87
Assistant Director, Accounting Services	4104	E	30	\$60,000.00	\$98,784.00
Assistant Director, Adaptive Services	3749	E	26	\$47,815.35	\$78,723.19
Assistant Director, Application Development	3860	E	29	\$55,879.41	\$91,999.87
Assistant Director, Auxiliary Services	3523	E	28	\$52,716.42	\$86,792.31
Assistant Director, Campus Student Engagement	3611	E	23	\$41,304.70	\$68,004.05
Assistant Director, Financial Services	3900	E	30	\$60,000.00	\$98,784.00
Assistant Director, Web Application	3924	E	28	\$52,716.42	\$86,792.31
Assistant Instructional Designer****	3287	E	16	\$29,354.48	\$48,329.21
Associate Access Services Coordinator	3919	NE	16	\$29,354.48	\$48,329.21
Associate Director, Academic Advising	3439	E	29	\$55,879.41	\$91,999.87
Associate Director, Admissions	3272	E	26	\$47,815.35	\$78,723.19
Associate Director, Auxiliary Services	3939	E	30	\$60,000.00	\$98,784.00

<b>Job Title</b>	<b>Job Code</b>	<b>FLSA</b>	<b>Pay Grade</b>	<b>Minimum</b>	<b>Maximum</b>
Associate Director, Enrollment Communications & Systems	3954	E	26	\$47,815.35	\$78,723.19
Associate Director, Event Services	3940	E	30	\$60,000.00	\$98,784.00
Associate Director, New Student Planning	3843	E	28	\$52,716.42	\$86,792.31
Associate Director, Recruitment Operations	3669	E	26	\$47,815.35	\$78,723.19
Associate Director, Campus Operations, Student Financial Aid	3890	E	30	\$60,000.00	\$98,784.00
Associate Director, Student Financial Aid, Compliance and Training	3795	E	30	\$60,000.00	\$98,784.00
Associate Registrar	3944	E	25	\$45,538.43	\$74,974.46
Athletic Trainer	3905	E	22	\$39,337.81	\$64,765.76
Auxiliary Services Marketing Coordinator	3635	E	23	\$41,304.70	\$68,004.05
Auxiliary Services Specialist	4483	E	20	\$35,568.00	\$50,745.67
Budget Analyst****	3331	E	19	\$33,981.48	\$55,947.10
Bursar	3499	E	28	\$52,716.42	\$86,792.31
Business Coordinator, Auxiliary Services	3949	E	23	\$41,304.70	\$68,004.05
Campus Grounds Maintenance Lead	3941	NE	19	\$33,981.48	\$55,947.10
Campus Police Coordinator	3878	NE	18	\$32,363.31	\$53,282.96
Campus Police Officer / School Resource Officer (SRO)***	4155	NE	20B	\$41,350.40	\$59,779.88
Capital Planning & Design Specialist	3844	E	29	\$55,879.41	\$91,999.87
CARE Counselor	3948	E	27	\$50,206.12	\$82,659.34
Captain, Public Safety	3792	E	30	\$60,000.00	\$98,784.00
Clinical Coordinator	3283	E	24	\$43,369.93	\$71,404.26
Clinical Coordinator, Nursing*	3581	E	26	\$47,815.35	\$78,723.19
Clinical Coordinator I, Nursing Simulation *	3906	E	26	\$47,815.35	\$78,723.19
Clinical Instructor/ Placement Coordinator (School of Education)	3809	E	29	\$55,879.41	\$91,999.87
Community Service Technician***	4160	NE	14B	\$30,139.20	\$45,314.64
Construction Manager/Building Official	3112	E	30	\$60,000.00	\$86,792.31
Continuing Education Coordinator, Health Professions****	3576	E	17	\$30,822.20	\$50,745.67
Continuing Education Specialist	3729	NE	16	\$29,354.48	\$48,329.21
Controller, Foundation	3886	E	30	\$60,000.00	\$98,784.00
Coordinator, Academic Affairs	3955	E	23	\$41,304.70	\$68,004.05
Coordinator, Academic Affairs – Collier Campus	3565	E	20	\$35,568.00	\$58,744.46
Coordinator, Academic Support Programs	3689	E	20	\$35,568.00	\$58,744.46
Coordinator, Accessibility & LMS Administration	3931	E	25	\$45,538.43	\$74,974.46
Coordinator, Admissions Outreach Communications and Systems	3952	E	24	\$43,369.93	\$71,404.26
Coordinator, Arena Events and Operations	3714	E	23	\$41,304.70	\$68,004.05

<b><u>Job Title</u></b>	<b><u>Job Code</u></b>	<b><u>FLSA</u></b>	<b><u>Pay Grade</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Coordinator, Assessment, Accountability and Effectiveness	3746	E	24	\$43,369.93	\$71,404.26
Coordinator, Campus Experience	3953	E	24	\$43,369.93	\$71,404.26
Coordinator, Campus Student Engagement	3612	E	20	\$35,568.00	\$58,744.46
Coordinator, Campus Technology****	3590	E	19	\$33,981.48	\$55,947.10
Coordinator, Collegiate High School Technology	3747	E	23	\$41,304.70	\$68,004.05
Coordinator, Curriculum and Catalog Systems	3784	E	24	\$43,369.93	\$71,404.26
Coordinator, Event Services	3634	E	23	\$41,304.70	\$68,004.05
Coordinator, Firefighter Program	3406	E	25	\$45,538.43	\$74,974.46
Coordinator, Fitness and Campus Recreation	3713	E	23	\$41,304.70	\$68,004.05
Coordinator, Grants and Assessments	3868	E	24	\$43,369.93	\$71,404.26
Coordinator, Health Professions	3960	E	22	\$39,337.81	\$64,765.76
Coordinator, Hendry Glades Center Technology	3836	E	22	\$39,337.81	\$64,765.76
Coordinator, Housing and Residence Life	3670	E	20	\$35,568.00	\$58,744.46
Coordinator, Institutional Research	3869	E	24	\$43,369.93	\$71,404.26
Coordinator, Institutional Research & Reporting	3916	E	25	\$45,538.43	\$74,974.46
Coordinator, Instructional Design	3740	E	28	\$52,716.42	\$86,792.31
Coordinator, New Student Programming	3842	E	22	\$39,337.81	\$64,765.76
Coordinator, Retention and Student Success	3249	E	23	\$41,304.70	\$68,004.05
Coordinator, Risk Management and Records	3913	E	22	\$39,337.81	\$64,765.76
Coordinator, School of Education****	3810	E	19	\$33,981.48	\$55,947.10
Coordinator, Sponsorship Activation and Social Media Relations	3855	E	26	\$47,815.35	\$78,723.19
Coordinator, Student Affairs	3517	E	22	\$39,337.81	\$64,765.76
Coordinator, Student Information Systems	3363	E	29	\$55,879.41	\$91,999.87
Coordinator, Technology Refresh	3837	E	22	\$39,337.81	\$64,765.76
Coordinator, Technology Support	3959	E	22	\$39,337.81	\$64,765.76
Coordinator, Testing Services****	3730	E	19	\$33,981.48	\$55,947.10
Coordinator, Veterans and Military Affairs	3881	E	24	\$43,369.93	\$71,404.26
Coordinator, Web Application Development	3694	E	28	\$52,716.42	\$86,792.31
CRM Systems Analyst	3756	E	28	\$52,716.42	\$86,792.31
Database Administrator, Lead	3510	E	29	\$55,879.41	\$91,999.87
Degree Audit System Specialist	3528	NE	20	\$35,568.00	\$58,744.46
Dental Clinic Assistant	4482	NE	14	\$26,300.00	\$42,477.12
Dental Clinic Manager/Instructor	3903	E	24	\$43,369.93	\$71,404.26
Dental Clinic Supervisor	4103	E	30	\$60,000.00	\$98,784.00
Director, Adaptive Services	3466	E	30	\$60,000.00	\$98,784.00
Director, Budget	3663	E	30	\$60,000.00	\$98,784.00
Director, Career Services and Internship	3895	E	26	\$47, 815.35	\$78, 723.19
Director, Corporate Sponsorships	3639	E	24	\$43,369.93	\$71,404.26
Director, Development	3111	E	26	\$47, 815.35	\$78, 723.19

<b>Job Title</b>	<b>Job Code</b>	<b>FLSA</b>	<b>Pay Grade</b>	<b>Minimum</b>	<b>Maximum</b>
Director, Facilities Planning and Space Management	3824	E	30	\$60,000.00	\$98,784.00
Director, Network Systems and Infrastructure	3487	E	30	\$60,000.00	\$98,784.00
Director of Records	3533	E	25	\$45,538.43	\$74,974.46
Director, Simulation Education	3273	E	30	\$60,000.00	\$98,784.00
Director, Teaching and Learning Center	3761	E	30	\$60,000.00	\$98,784.00
Director, Technology Services	3863	E	30	\$60,000.00	\$98,784.00
Director, Testing Services	3075	E	30	\$60,000.00	\$98,784.00
Electronic Resources Specialist	3917	NE	19	\$33,981.48	\$55,947.10
Employee and Engagement Specialist	3826	E	21	\$37,464.58	\$61,681.68
Employment and Social Media Specialist	3709	E	23	\$41,304.70	\$68,004.05
EMS Support Specialist	3835	NE	16	\$29,354.48	\$48,329.21
Enrollment Counselor	3956	E	20	\$35,568.00	\$58,744.46
Executive Assistant****	3460	E	18	\$32,363.31	\$53,282.96
Executive Assistant/Project Coordinator	3873	E	26	\$47,815.35	\$78,723.19
Exhibitions and Collections Specialist****	3651	E	18	\$32,363.31	\$53,282.96
Facilities Coordinator	3444	E	22	\$39,337.81	\$64,765.76
Facilities Scheduler	3832	NE	18	\$32,363.31	\$53,282.96
Facilities Quality Control Manager	3947	E	24	\$43,369.93	\$71,404.26
Financial Aid Assistant I	4404	NE	13	\$25,150.00	\$39,760.56
Financial Aid Assistant II	3648	NE	15	\$27,956.64	\$46,027.82
Financial Aid Specialist I	4337	NE	20	\$35,568.00	\$58,744.46
Financial Aid Specialist II	3644	E	22	\$39,337.81	\$64,765.76
Financial/Business Analyst	3854	E	23	\$41,304.70	\$68,004.05
Fiscal Specialist	4477	NE	18	\$32,363.31	\$53,282.96
Fiscal Specialist, Foundation	3755	NE	17	\$30,822.20	\$50,745.67
Fiscal Specialist II, Foundation****	3849	E	19	\$33,981.48	\$55,947.10
Fitness and Intramural Specialist	3715	E	20	\$35,568.00	\$58,744.46
Fixed Asset Specialist	3469	NE	16	\$29,354.48	\$48,329.21
Foundation Specialist I****	4150	E	16	\$29,354.48	\$48,329.21
Foundation Specialist II****	3690	E	19	\$33,981.48	\$55,947.10
Graphic Design Coordinator, Marketing and Media	3817	E	23	\$41,304.70	\$68,004.05
Head Athletic Trainer**	3762	E	24	\$43,369.93	\$71,404.26
Head Coach **	3509	E	Varies	\$40,000.00	\$85,000.00
Health Professions Support Specialist	3884	NE	17	\$30,822.20	\$50,745.67
Human Resources Manager, Classification and Compensation	3636	E	25	\$45,538.43	\$74,974.46
Human Resources Manager, Employee Benefits	3506	E	25	\$45,538.43	\$74,974.46
Human Resources, Manager, Employee Relations/Title IX Coordinator/Equity	3840	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

<b>Job Title</b>	<b>Job Code</b>	<b>FLSA</b>	<b>Pay Grade</b>	<b>Minimum</b>	<b>Maximum</b>
Human Resources Representative, Classification and Compensation****	3395	E	17	\$30,822.20	\$50,745.67
Human Resources Representative, Classification and Operations	3395	NE	17	\$30,822.20	\$50,745.67
Human Resources Specialist I	3352	E	20	\$35,568.00	\$58,774.46
Human Resources Specialist II	3673	E	22	\$39,337.81	\$64,765.76
Information Desk Associate	3911	NE	15	\$27,956.64	\$46,027.82
Information Security Officer	3332	E	29	\$55,879.41	\$91,999.87
Information Technology Operations Coordinator	3811	E	22	\$39,337.81	\$64,765.76
Instructional Assistant	4575	NE	14	\$26,300.00	\$42,477.12
Instructional Designer	3286	E	24	\$43,369.93	\$71,404.26
Instructional Designer, Quality Assurance	3927	E	25	\$45,538.43	\$74,974.46
Institutional Research Analyst I	3426	E	20	\$35,568.00	\$58,744.46
Instructional Technologist I	3741	NE	18	\$32,363.31	\$53,282.96
Instructional Technologist II	3760	E	21	\$37,464.58	\$61,681.68
Instructional Technologist III	3862	E	23	\$41,304.70	\$68,004.05
Investigator, Equal Opportunity Programs	3841	E	22	\$39,337.81	\$64,765.76
IT Operations Coordinator	3811	E	22	\$39,337.81	\$64,765.76
IT Project Manager	3864	E	28	\$52,716.42	\$86,792.31
Library Assistant	4380	NE	14	\$26,300.00	\$42,477.12
Library Technology Systems Specialist	3734	NE	17	\$30,822.20	\$50,745.67
Lieutenant, Public Safety	3504	E	28	\$52,716.42	\$86,792.31
Maintenance Technician I	4140	NE	15	\$27,956.64	\$46,027.82
Maintenance Technician II	3443	NE	17	\$30,822.20	\$50,745.67
Manager, Academic & Event Technology	3865	E	26	\$47,815.35	\$78,723.19
Manager, Administrative & System Technology	3866	E	26	\$47,815.35	\$78,723.19
Manager, Facilities and Small Projects	3831	E	29	\$55,879.41	\$91,999.87
Manager, Technology Support Services	3870	E	26	\$47,815.35	\$78,723.19
Marketing and Communications Coordinator, Student Affairs	3921	E	23	\$41,304.70	\$68,004.05
Marketing and Technology Coordinator, TLC	3910	E	23	\$41,304.70	\$68,004.05
Media Coordinator, Marketing and Media	3815	E	23	\$41,304.70	\$68,004.05
Network Administrator I	3743	E	25	\$45,538.43	\$74,974.46
Network Administrator II	3543	E	28	\$52,716.42	\$86,792.31
Network Infrastructure Technician	3703	E	21	\$37,464.58	\$61,681.68
Network Systems Administrator I	3922	E	25	\$45,538.43	\$74,974.46
Network Systems Administrator II	3706	E	28	\$52,716.42	\$86,792.31
Network Technician	3540	E	21	\$37,464.58	\$61,681.68
Network Technician – Wireless	3846	NE	19	\$33,981.48	\$55,947.10
Nursing Support Specialist	4206	E	20	\$35,568.00	\$58,744.46
Office Assistant	4473	NE	12	\$24,150.00	\$36,220.80
Online Learning Analyst	3942	E	23	\$41,304.70	\$68,004.05

<b>Job Title</b>	<b>Job Code</b>	<b>FLSA</b>	<b>Pay Grade</b>	<b>Minimum</b>	<b>Maximum</b>
Operations Associate, Teaching and Learning Center	3787	NE	13	\$25,150.00	\$39,760.56
Payroll Coordinator	3852	E	23	\$41,304.70	\$68,004.05
Payroll Manager	3587	E	27	\$50,206.12	\$82,659.34
Payroll Specialist I	4187	NE	20	\$35,568.00	\$58,744.46
Procurement Specialist I	3820	NE	17	\$30,822.20	\$50,745.67
Procurement Specialist II	3821	NE	19	\$33,981.48	\$55,947.10
Program Coordinator, EMS	3789	E	30	\$60,000.00	\$98,784.00
Program Director	3230	E	29	\$55,879.41	\$91,999.87
Program Director, AS CVT	3935	E	30	\$60,000.00	\$98,784.00
Program Director, BSN	3738	E	30	\$60,000.00	\$98,784.00
Program Director, Human Services	3902	E	29	\$55,879.41	\$91,999.87
Program Director, Nursing	3738	E	30	\$60,000.00	\$98,784.00
Program Specialist, Center for International Education	3780	E	20	\$35,568.00	\$58,744.46
Project Coordinator	3461	E	22	\$39,337.81	\$64,765.76
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	20	\$35,568.00	\$58,744.46
Records Assistant	3785	NE	12	\$24,150.00	\$36,220.80
Records Coordinator	3683	E	22	\$39,337.81	\$64,765.76
Recruiting and Advising Specialist, SOE	3625	E	26	\$47,815.35	\$78,723.19
Registrar Operations Officer	3657	NE	16	\$29,354.48	\$48,329.21
Registration and Information Specialist, FSWCHS	3872	E	20	\$35,568.00	\$58,744.46
Registration Manager	3943	E	22	\$39,337.81	\$64,765.76
Registration Specialist I	4203	NE	14	\$26,300.00	\$42,477.12
Registration Specialist II	3659	NE	18	\$32,363.31	\$53,282.96
Reports Coordinator/Programmer	3206	E	28	\$52,716.42	\$86,792.31
Residence Life Specialist	3073	NE	14	\$26,300.00	\$42,477.12
School Counselor, FSWCHS	6302/6502	E	25	\$45,538.43	\$74,974.46
Science Lab Manager	3379	E	20	\$35,568.00	\$58,744.46
Science Lab Manager/Instructor	3679	E	26	\$47,815.35	\$78,723.19
Selective Program Admissions Specialist****	3344	E	16	\$29,354.48	\$48,329.21
Senior Coordinator, Academic Advising	3898	E	28	\$52,716.42	\$86,798.31
Senior Coordinator, Academic Scheduling	3932	E	25	\$45,538.43	\$74,974.46
Senior Coordinator, Academic Support Programs	3882	E	24	\$43,369.93	\$71,404.26
Senior Coordinator, International Student Services	3805	E	26	\$47,815.35	\$78,723.19
Senior Coordinator, Testing Services	3951	E	22	\$39,337.81	\$64,765.76
Senior Director, Development	3388	E	30	\$60,000.00	\$98,784.00
Senior Financial Aid Officer	3750	E	24	\$43,369.93	\$71,404.26
Senior Financial Aid Officer, Athletics, Scholarships, and State Programs	3802	E	25	\$45,538.43	\$74,974.46



<b>Job Title</b>	<b>Job Code</b>	<b>FLSA</b>	<b>Pay Grade</b>	<b>Minimum</b>	<b>Maximum</b>
Senior Financial Aid Officer, Campus Lead	3647	E	24	\$43,369.93	\$71,404.26
Senior Financial Aid Officer, Communication and Outreach	3725	E	24	\$43,369.93	\$71,404.26
Senior Financial Aid Officer, Federal Programs and Operations	3899	E	24	\$43,369.93	\$71,404.26
Senior Financial Aid Officer, Loans and Banner Support	3722	E	24	\$43,369.93	\$71,404.26
Senior Financial Aid Officer, Training and Compliance	3891	E	24	\$43,369.93	\$71,404.26
Senior Foundation Specialist	3766	E	21	\$37,464.58	\$61,681.68
Senior Information Desk Associate	3887	NE	16	\$29,354.48	\$48,329.21
Senior Programmer Analyst	3361	E	28	\$52,716.42	\$86,792.31
Senior Staff Assistant	4465	NE	15	\$27,956.64	\$46,027.82
Sergeant, Public Safety ***	3326	NE	23B	\$47,798.40	\$63,104.08
Simulation Technology Specialist*	3839	E	25	\$45,538.43	\$74,974.46
Social Media Coordinator, Marketing and Media	3814	E	23	\$41,304.70	\$68,004.05
Sports Information Director	3602	E	22	\$39,337.81	\$64,765.76
Staff Assistant	4470	NE	14	\$26,300.00	\$42,477.12
Student Account Services Supervisor	3776	E	21	\$37,464.58	\$61,681.68
Student Account Specialist	3774	NE	15	\$27,956.64	\$46,027.82
Student Employment and Operations Specialist	3904	E	21	\$37,464.58	\$61,681.68
Student Engagement and CARE Services Coordinator	3888	E	22	\$39,337.81	\$67,765.76
Student Services and Testing Representative	3595	NE	14	\$26,300.00	\$42,477.12
Student Services Specialist	4510	NE	14	\$26,300.00	\$42,477.12
Student Success Advisor I	3653	E	23	\$41,304.70	\$68,004.05
Student Success Advisor I, Intercollegiate Athletics	3677	E	23	\$41,304.70	\$68,004.05
Student Success Advisor I, School of Health Professions	3701	E	23	\$41,304.70	\$68,004.05
Student Success Advisor II	3654	E	26	\$47,815.35	\$78,723.19
Student Success Advisor II, Adaptive Services	3838	E	26	\$47,815.35	\$78,723.19
Student Success Advisor II, Intercollegiate Athletics	3674	E	26	\$47,815.35	\$78,723.19
Student Success Advisor II, International	3696	E	26	\$47,815.35	\$78,723.19
Student Success Advisor II, School of Health Professions	3702	E	26	\$47,815.35	\$78,723.19
Student Support Specialist, Hendry Glades Center	3794	E	22	\$39,337.81	\$64,765.76
Supervisor, Facilities Maintenance (Collier)	3833	E	21	\$37,464.58	\$61,681.68
Supervisor, Facilities Maintenance and Operations (Charlotte and HGC)	3830	E	23	\$41,304.70	\$68,004.05
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 Services Specialist	3871	NE	17	\$30,822.20	\$50,745.67

<b><u>Job Title</u></b>	<b><u>Job Code</u></b>	<b><u>FLSA</u></b>	<b><u>Pay Grade</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Technology Services Specialist II	3879	NE	19	\$33,981.48	\$55,947.10
Technology Support Specialist	3861	NE	17	\$30,822.20	\$50,745.67
Test Proctor	3731	NE	12	\$24,150.00	\$36,220.80
Testing Specialist I	4350	NE	14	\$26,300.00	\$42,477.12
Testing Specialist II	3946	NE	17	\$30,822.20	\$50,745.67
Transfer Transcript Evaluator I	4355	NE	15	\$27,956.64	\$46,027.82
Transfer Transcript Evaluator II	3698	NE	17	\$30,822.20	\$50,745.67
Travel Specialist	3662	NE	16	\$29,354.48	\$48,329.21
User Support Analyst	3500	E	29	\$55,879.41	\$91,999.87
Veterans and Military Affairs Specialist	3880	E	20	\$35,568.00	\$58,744.46
Videographer/Graphic Designer	3845	E	24	\$43,369.93	\$71,404.26
Web Applications Developer	3334	E	21	\$37,464.58	\$61,681.68
Zone Maintenance Manager	3829	E	29	\$55,879.41	\$91,999.87
Zone Maintenance Specialist I	3753	NE	18	\$32,363.31	\$53,282.96
Zone Maintenance Specialist II	3834	E	21	\$37,464.58	\$61,681.68

\*Indicates 10.5-month position

\*\*Indicates non-Administrator position on contract

\*\*\* Indicates 40 hour per week/2,080 hour per year position; bi-weekly pay cycle

\*\*\*\* Indicates if salary exceeds FLSA salary threshold of \$35,568 position is exempt

**FLORIDA SOUTHWESTERN STATE  
COLLEGIATE HIGH SCHOOL**

**Wage and Salary Schedule  
2021-2022**

**Compensation Schedule**

**High School Principal (243 duty days)**

The Principal will be compensated in alignment with existing College policies and procedures. This is an administrator on annual contract position.

Minimum Salary      \$81,000.00

**High School Classroom Teachers and Career Specialist, Charlotte Campus  
(196 duty days)**

A teacher's salary will be placed in a range based on their previous effective teaching experience and in consideration of the local host district. Pay and benefits will be delivered based on current College processes and procedures. This position requires a valid teaching certification and is an annual contract position.

Tier 1 (0-5 years of effective teaching experience)	Minimum Salary	\$47,500.00
Tier 2 (6-10 years of effective teaching experience)	Minimum Salary	\$49,500.00
Tier 3 (11+ years of effective teaching experience)	Minimum Salary	\$52,000.00

**High School Counselor (211 duty days)**

High School Counselors will receive an initial annual salary based on number of qualifying years of effective service and in consideration of the local host district. Pay will be delivered based on current College processes and procedures and Guidance Counselors will receive an equivalent benefit package as Teachers. This is a non-administrator on annual contract position.

Minimum Salary      \$47,500.00

**High School Registration and Information Specialist (243 duty days)**

The Registration and Information Specialist shall be compensated in alignment with existing College policies and procedures.

Minimum Salary      \$33,981.48

**Compensation Schedule, continued**

**High School Student Support Assistant (243 duty days)**

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

Minimum Salary      \$26,300.00

**High School Office Assistant (243 duty days)**

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

Minimum Salary      \$24,150.00

**High School Administrative Assistant (243 duty days)**

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

Minimum Salary      \$29,354.48

**High School Staff Assistant (243 duty days)**

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

Minimum Salary      \$26,300.00

**High School Student Supervision Specialist (243 duty days)**

The Student Supervision Specialist shall be compensated in alignment with existing College Policies and Procedures.

Minimum Salary      \$27,956.64

**High School Student Assistant**

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

See FSW College Compensation Plan

## Overload (teaching extra classes) and Part-Time Classroom 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

Teachers may be compensated for teaching during their planning period at a daily rate of \$27.77 for each occurrence per semester with the Principal's prior approval.

## 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. Long-term substitute teachers can be hired at the higher rate for openings that require, in advance, more than 10 consecutive days of teaching. On the 11<sup>th</sup> consecutive day of teaching, or if the position changes to long-term assignment, a substitute teacher's pay is increased to the long-term rate. District substitute teacher wages are used as a guide in setting our rates. Rates should be updated annually to remain competitive in the region.

Short-term substitution	\$14.50 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.

## Supplemental Compensation, continued

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.

## Supplemental Compensation, continued

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

## Salary Increases

Salary increases are based on the individual's annual evaluation and changes in Florida Education Finance Program aid levels. Section 1012.34, F.S., requires that schools implement personnel evaluations that include a contribution from student performance on standardized test as well as other subjective factors. 101.22, F.S. further requires that there be differentiated raises based on these final personnel evaluation ratings. Personnel are evaluated by their supervisor before leaving for the summer and based upon the early fall availability of student performance data, final performance evaluations are finalized.

Principals prepare a memo recommending salary increases and submit to the Provost for review by June 1<sup>st</sup>. Approved compensation changes will take effect on July 1<sup>st</sup> for employees on annual contract, or August 1<sup>st</sup> for employees on 10-month contracts. Only instructional staff are eligible for performance-based raises following the schedule below.

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 scheduled on an as-needed basis only, determined by the type of assignment, the location, or by the availability of the employee. Employees in temporary OPS positions are limited to working no more than 25 hours per week. The College does not guarantee 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.

<u>Job Code</u>	<u>Title</u>	<u>Minimum Rate</u>
9092A	OPS College Temp	Varies
3633A	Assistant Coach, Intercollegiate Athletics	Varies; Nominal Fee Volunteer
9092A	Athletic Trainer, Intercollegiate Athletics	Varies
3632A	Camp Coach, Intercollegiate Athletics	Varies; Nominal Fee Volunteer
3920	Campus Police Officer Recruit	\$17.82
	<b>Non-Student Assistants</b>	\$8.65
9094A	Event Services Staff	
9106A	Intramural Official	
9108A	Intramural Scorekeeper	
9110A	Bartender	\$9.00
9109A	Intramural Supervisor	
9103A	Peak Partner (On-Call)	\$10.00
9107A	Personal Trainer (non-student)	\$12.00
9097A	Group Fitness Instructor	
PROCT	Test Proctor	\$12.50
9099A	FSW Blackbeard Mascot	\$15.00
4101A	Clinical Associate	\$22.00 (Varies by Department)
4180A	Clinical Associate, Dental Hygiene/ Radiology Tech	
4181A	Clinical Associate, Program/Nursing/Respiratory Care	
3597A	Clinical Associate, EMS	\$25.00
4106A	Instructor, Firefighter Program	\$25.00
9096A	Public Safety Detail Assignment	\$40.00
9106A	Human Resources - Professional Development Instructor	Varies
	<b>Student Assistants</b>	\$8.65
8100A	Student Assistant	
8103A	Event Services Staff	
8104A	Fitness Center Attendant I (student)	
8104A	Fitness Center Attendant II (student)	
8105A	Intramural Official (student)	
8101A	Intramural Scorekeeper (student)	



8100A 9203A 9094A	Work Study FSWCHS Student Assistant (Thomas Edison Campus) Concession Stand Worker/Supervisor	
8100A 8100D	<b>Student Assistant</b> Peer Advisor Student Peer Mentor	\$8.65
8100A 8101C 8102A	<b>Student Assistant</b> Bartender, Event Services Intramural Supervisor Academic Support Peer Tutor	\$9.09
8101E 8102E	<b>Student Assistant</b> Group Fitness Instructor Personal Trainer	\$12.00
8100F	<b>Student Assistant</b> FSW Blackbeard Mascot	\$15.00
8200A	Student Resident Advisor	Stipend

**APPENDIX B - WAGE and SALARY SCHEDULE**  
**FLORIDA SOUTHWESTERN STATE COLLEGE**  
**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, 2016):**

<b>Degree</b>	<b>Base Salary</b>
Bachelor's Degree	\$46,770.06
Master's Degree	\$48,769.42
Master's Degree plus 30 approved Semester Hours beyond Master's or 45 approved Quarter Hours	\$50,766.96
Master's Degree plus 60 approved Semester Hours beyond Master's or 90 approved Quarter Hours or MFA when it is a terminal degree within field.	\$54,764.75
Doctorate	\$55,964.25

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 Academic Dean/Supervising Administrator and Provost.
2. \$200 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**

**A. For Those Full-Time Faculty Returning for the Fall 2019 Semester**

For 2019-2020, 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 be increased by 3% on current salary effective August 12, 2019.

**For Those Full-Time Faculty Returning for the Fall 2020 Semester**

For 2020-2021, 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 be increased by 2% on current salary August 12, 2020.

**For Those Full-Time Faculty Returning for the Fall 2021 Semester**

For 2021-2022, 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 be increased by 2% on current salary effective August 12, 2021.

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 Academic Dean/Supervising Administrator and Provost and must be accomplished prior to September 15 for full year salary change and February 1 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 15. Placement verified after September 15 but prior to February 1 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 Academic Dean/Supervising Administrator and 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 2019-2020**, the Library Faculty member's 2019-2020 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 be calculated as 208 x the average daily rate of pay for the 2018-2019 contract. This amount will also be increased by 3% on current salary effective July 1, 2019.

**For 2020-2021**, the Library Faculty member's 2020-2021 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 be calculated as 208 x the average daily rate of pay for the 2019-2020 contract. This amount will also be increased by 2% on current salary effective July 1, 2020.

**For 2021-2022**, the Library Faculty member's 2021-2022 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 be calculated as 208 x the average daily rate of pay for the 2020-2021 contract. This amount will also be increased by 2% on current salary effective July 1, 2021.

New Library Faculty and Counselors Assigned a Basic Contract of 208 Days

Salary Schedule Amount from Appendix B, Section A divided by 166 duty days (a daily rate of pay) x the total number of duty days to be worked (208 duty days).

- E. Salaries for Full-Time Instructors Used as Substitutes and for Supplemental Instructional Hours (Effective 8/16/19)** If the assignment leads to the instructor becoming a substitute for 50% or more of the class sessions, pro-rated overload pay rather than substitute pay would apply.

<b>Degree</b>	<b>Per Contact Hour</b>
Bachelor's	\$33.87
Master's	\$35.81
Master's+ 30	\$37.74
Master's+ 60	\$39.78
Doctorate	\$41.74

**F. Overload Pay (Effective 8/16/16)**

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 Section 8.1.4 of this Agreement.

<b>Degree</b>	<b>Per Instructional Hour</b>
Bachelor's	\$722
Master's	\$807
Master's+ 30	\$841
Master's+ 60	\$855
Doctorate	\$891

\* 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.

**G. Individualized Study (Effective 8/16/19)**

Full-time professors will be paid \$125 per contact hour per student for Individualized Study. A maximum of \$2,400, is permitted per semester for a faculty member. (Note: \$200 will be paid to faculty who have only one (1) contact hour for a semester of individualized study.

- H. Research or Thesis Advisor:** The Research or Thesis Advisor will be paid \$350 per student for the semester during which he/she is overseeing the research/thesis project.

- I. Standing Committee Chairs** - receive three (3) contact hours of reassigned time or overload pay equivalent to three (3) contact hours in both Fall and Spring Semesters. The respective Chairs may also receive 3 contact hours overload pay for work in the summer sessions.

- J. Assessment Coordinators** - receive a \$1,500 stipend for the academic year to assist with departmental assessments. Duties to be determined by the Academic Dean/Supervising Administrator.
- K. Faculty Senate President** - (effective the 2017-18 academic year) receives six (6) contact hours of reassigned time or overload pay equivalent to six (6) contact hours in both Fall and Spring Semesters.
- L. Faculty Senate Vice-President** – (effective the 2017-18 academic year) receives three (3) contact hours of reassigned time or overload pay equivalent to three (3) contact hours in both Fall and Spring Semesters.
- M. Online Course Development Payment** – the following is done in collaboration and agreement between the Academic Dean/Supervising Administrator, department chair, and faculty member:
1. Faculty will be given 1 credit of reassigned time for completing DEV 101.
  2. Faculty will be paid \$400 for completing the QM Peer Review Certification Course.
  3. Faculty who complete the QM Peer Review Certification Course will receive a stipend of \$300 for each QM Peer Review they complete in their discipline.
  4. Faculty will be given reassigned time for the development of a master course (1 credit of reassigned time for each course credit).
  5. Faculty who develop master courses that received High Quality designation from Quality Matters will receive an additional stipend of \$500.
  6. Faculty who complete DEV 101 may develop master courses using OER. These courses will receive an additional stipend of \$500.
- N. Student Organization Advisors** – Faculty who serve in the role of advisor for a student organization that is a chapter of a directly affiliated with a state-wide or national organization shall receive a \$500 stipend per academic year.
- O. Dues Deduction** – The College will deduct and remit dues to the Union when authorized on the form included in Appendix A to this Agreement. Such authorization is revocable by the bargaining unit member upon thirty (30) days' notice in writing to both the College and the Union. Authorization for deduction must be received by the College ten (10) working days prior to the payroll payment date.

## 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  
\$775.00\*

Total Salary for 3-Hour Course  
\$2,325\*

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

\$48.44 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 scheduled course taught meets 2 times per week for 16 weeks = 32 sessions. Each class is 75 minutes. The contract amount is \$2,325.00. 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  $\$2,325.00 \times .656 = \$1,525.20$

### 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.

\*Effective Fall 2018

**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.
1. **MEDICAL INSURANCE:** The College pays 100% of the premium for all full-time employees for two of three plans, with employees contributing for employee only coverage for a premium plan. Florida Blue provides coverage. Dependent coverage is available at the employees' cost on all medical plans.
2. **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 \$25.00 per year per employee. The employee may purchase additional supplemental term life insurance.
3. **LONG-TERM DISABILITY INSURANCE:** The College will pay 100% of the premium for all full-time employees. Standard Insurance Company provides coverage. The employee may purchase short-term disability insurance.
4. **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.
5. **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.
6. **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 accumulate 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.
7. **PERSONAL LEAVE:** Employees are entitled to use four (4) 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.
8. **HOLIDAYS:** The College observes most national holidays as non-duty days.

9. **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.

10. **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.