



# 2011-2012 Salary Schedule

Office of Human Resources

# Table of Contents

	<u>Page</u>
Introduction.....	3
Objectives.....	3
Accreditation.....	3
Equity.....	3
Website.....	3
<b>GENERAL PROVISIONS.....</b>	<b>4-8</b>
Effective Date.....	5
Salary Computation.....	5
Salary Increases.....	5
Addition of Positions and Job Classifications .....	5
Maximum of Salary Range .....	5
President’s Authority.....	5
Non-Faculty Employment for Less than 12 Months.....	5
Interim Positions.....	5
Grant-Funded Positions.....	6
Employee Evaluations.....	6
Salary Increase Methods.....	6
Record Keeping.....	6
Starting Salary Determination.....	6-7
Education on the Job .....	7
Promotion/Demotion.....	7
Transfer/Reclassification.....	7
Upgrade.....	8
Temporary Assignments.....	8
Workweek.....	8
Volunteers .....	8
<b>EXECUTIVE, ADMINISTRATIVE and PROFESSIONAL .....</b>	<b>9-11</b>
Exempt Status.....	10
Part-time Professional Positions.....	10
Annual and Multi-Year Contracts.....	10
Employee Evaluations .....	10
Instructional Supplements.....	10
Reporting Requirements.....	10
Artist in Residence.....	10
<b>Executive, Administrative and Professional Salary Schedule .....</b>	<b>11</b>
<b>FACULTY.....</b>	<b>12-18</b>
Starting Salary Determination.....	13
Contract Lengths for Instructional Faculty .....	14
Level Placement.....	14
Credentialing Criteria.....	14
Faculty Evaluations.....	14
Education on the Job .....	14

**Table of Contents** **page 2**

**Instructional Salary Schedule ..... 15**

- Duty Day .....15
- Instructional Load Credit.....15-16
- Overload Credit.....16
- Release Time.....16
- Summer Term Compensation for Full-time Faculty.....16
- Substitute Compensation.....17
- Non-Credit Compensation.....17
- Travel-Time Compensation for Instruction at Temporary Off-Site Location.....17-18
- Independent Study.....18
- Online Learning Course Instruction.....18
- Online Course Development Compensation.....18

**ADJUNCT, OVERLOAD and SUPPLEMENTAL COMPENSATION .....19-20**

- Adjunct and Overload Compensation.....20
- Professional Duty Compensation.....20
- Adjunct and Overload Contract Compensation.....20
- CLAST Review Sessions.....20

**CAREER .....21-23**

- Employment Authorization.....22
- Non-exempt Status, Overtime Eligibility.....22
- Part-time Career Positions.....22
- Employee Evaluations.....22
- Career Overtime Procedures.....22
- Career Salary Schedule..... 23**

**MISCELLANEOUS EMPLOYMENT .....24-25**

- Employment of Day Labor and Personnel Service Contracts.....25
- Other Employment.....25
- Testing Supervisors and Testing Proctors.....25
- Supplemental Pay for Student Club Advisors.....25

**EMPLOYEE CATEGORIES and COLLEGE-PAID FRINGE BENEFITS .....26-27**

- Employee Categories.....27
- Eligibility for Fringe Benefits Paid by the College Based on Employee Category.....27

**APPENDIX A** FKCC Organizational Charts .....28-34

## **INTRODUCTION**

The Florida Keys Community College Salary Schedule is established annually pursuant to State Board of Education Rule 6A-14.0261, Florida Statute 1001.64(18) and College Board Rule 5.210. The President recommends the Salary Schedule to the Board of Trustees at the June Board Meeting, and once adopted, it becomes the sole instrument used to determine employee compensation. Personnel records of the College contain evidence of the methods used in calculating compensation for each employee.

## **OBJECTIVES**

This Salary Schedule is designed to meet the following objectives:

- Comply with State and Federal compensation regulations;
- Utilize available resources to meet College goals within a framework of equitable compensation practices;
- Ensure fair treatment of employees through internal consistency;
- Enhance the ability to attract and retain qualified faculty and staff;
- Provide a clear and concise reference for fair compensation decisions.

## **ACCREDITATION**

Florida Keys Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate Degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Florida Keys Community College.

## **EQUITY STATEMENT**

Florida Keys Community College is committed to providing equal access/equal opportunity. The College does not discriminate on the basis of color, race, sexual orientation, religion, gender, age, national origin, marital status or disability in admission to, or employment in, its education programs or activities. FKCC complies with the Florida Educational Equity Act and with Title IX of the Education Amendments of 1972. Inquiries concerning application and implementing regulations may be referred to the College's Equity Coordinator, Joanne Tinker, Office 1512, Human Resources, 5901 College Road, Key West Florida 33040, (305) 809-3248 or to the Office for Civil Rights of the U.S. Department of Education.

This Salary Schedule may be viewed online at <http://www.fkcc.edu/hr/index.htm>.

---

---

# GENERAL PROVISIONS

---

---

## GENERAL PROVISIONS

### **EFFECTIVE DATE**

The 2011-2012 Salary Schedule is effective fiscal year July 1, 2011 through June 30, 2012.

### **SALARY COMPUTATION**

Salary computation for exempt positions such as Faculty, Executives, Administrators, and Professionals is annualized and rounded up to the nearest dollar. Salary computation for non-exempt positions such as Career employees is based on hourly rate rounded up to the sixth decimal place.

### **SALARY INCREASES**

Annual salary increases may be recommended to the Board of Trustees and are dependent upon State funding and other revenues. There are no guaranteed salary increases for any position or classification of positions. Employees are eligible:

- \* If employed on July 1, or if employed in regular positions that run from one academic year to the next academic year.

An annual salary increase may be given as a one-time lump sum payment, or added to the employee's base salary. A salary increase given as a one-time lump sum payment is not eligible for payout calculation if the employee should leave the College before the next fiscal year, and is eligible for Florida Retirement System contributions.

Regular part-time and temporary employees are subject to wage increases only under special circumstances.

### **ADDITION OF POSITIONS AND JOB CLASSIFICATIONS**

Additional job titles, job descriptions and classifications may be developed as needed based upon the recommendation of the appropriate Dean, Provost or Vice President and Human Resources, with the approval of the President. It is not necessary for the Board to approve new job descriptions. The Human Resources Office maintains job descriptions.

### **MAXIMUM OF SALARY RANGE**

When an employee reaches the maximum in salary range, only a non-recurring adjustment will be paid as a lump sum when approved by the Board of Trustees. This type of adjustment is not added to the employee's base salary. Supplemental payments and payments for instruction, when not part of regular duties, are in addition to regular earnings, and may allow an employee to exceed assigned salary range.

### **PRESIDENT'S AUTHORITY**

The President is authorized to hire and to terminate contractual and non-contractual employees. The hiring of part-time employees is authorized by the President or designee. New hire recommendations, employee terminations and adjustments to pay are brought regularly to the Board of Trustees for approval.

### **NON-FACULTY EMPLOYMENT FOR LESS THAN 12 MONTHS**

A full-time, non-faculty employee may be hired in a regular position on a contractual basis for a period of less than 12 months, subject to the President's approval. These employees are eligible for all benefits available to 12 month employees, with leave prorated.

### **INTERIM POSITIONS**

A person may be appointed to an interim position by the President and approved by the Board of Trustees as necessary. Interim assignments may not last longer than two years.

## **GRANT-FUNDED POSITIONS**

When a new position is grant-funded, a job description is developed by the supervisor and Human Resources. Based on the duties, HR places the position at the appropriate classification on the Salary Schedule; the salary may be specified by the grant. The College has no obligation to fund the position beyond the grant period. College funding beyond the grant period is determined by business necessity and other factors. Employees holding a grant-funded position are required to record grant-funded hours separately from College-funded hours on timesheets.

## **EMPLOYEE EVALUATIONS**

At a minimum, all employees will be evaluated annually prior to the close of the fiscal year. Employees with performance evaluations indicating a need for improvement are eligible for salary increases only if recommended by the Supervisor, and Provost, Vice President or Dean, and approved by the President.

## **INCREASE METHODS**

- Across-the-Board
- Cost of Living
- Promotion/Transfer
- Reclassification
- Education on the Job
- Salary Range Adjustment
- Merit Award – should the College adopt a performance plan.

Additional adjustments may be made for market conditions, increased work or related factors determined by the President.

## **RECORD KEEPING**

The Human Resources Office maintains employee compensation documentation for payment and audit purposes.

## **STARTING SALARY DETERMINATION**

Executive, Administrative, Professional, and Career employees, when recommended by the President or designee and approved by the Board of Trustees, are hired at the appropriate level and range for a position. The hiring rate for employees is the minimum in the salary range plus up to 10% and may be adjusted if necessary for pay equity relative to other salaries in that pay level or grade. A salary that exceeds this range may be paid to recognize additional education and/or experience, or to recognize hiring-market conditions, if recommended by Human Resources and the President, and approved by the Board of Trustees.

For all levels, copies of transcripts or certificates are required prior to hiring approval and official transcripts are required within 30 days of hire date. The College recognizes the value of education and experience in employment for new hires using the following guidelines:

### **Initial Salary Placement**

- Executive, Administrative and Professional Personnel – Salary is determined by the level of responsibility held by the position and by the years of verifiable experience evaluated as being applicable to the position. Generally, starting salary is limited to not more than 10% above the minimum salary for the position. Both the educational and experience requirements must be met before a percentage increase is awarded above the minimum, and may be adjusted if necessary for pay equity or market demand. Exceptions may be made with the President's approval.
- Career Personnel – Career personnel are employed at a minimum pay level for the position. The President may approve exceptions when an applicant's education and experience related to the position substantially exceed the minimum requirements for the position.
- Instructional Personnel – Salary is determined by highest verifiable academic degree held and years of

verifiable instructional or other directly related work experience. Generally, starting salary is limited to not more than 10% above the minimum salary for the position. Both the educational and experience requirements must be met before a percentage increase is awarded above the minimum, and may be adjusted if necessary for pay equity or market demand. Exceptions may be made with the President’s approval.

**Compensation Procedures for Rehired Employees**

Former employees who have left the service of the College, and are rehired into the same pay level within 1 year of the date they terminated with the College, may receive the same salary in effect when they left, (unless prevented by budget constraints) or receive the minimum salary for the classification plus recognition for education or experience up to 10%.

**EDUCATION ON THE JOB**

Non-instructional employees who acquire additional related education while employed with the college are eligible to receive a salary increase to base pay. Executive, Administrative, Professional, and Career employees who receive an additional degree while on the job will receive an annualized education increase effective in the payroll following receipt of the official transcript by the Human Resources Office.

(See Faculty section for Education on the Job for Faculty.)

DEGREE RECEIVED	SALARY INCREASE
Doctorate	\$2,500
Master's	\$2,000
Bachelor's	\$1,500
Associate's	\$1,000

**PROMOTION**

Promotion is reassignment to a position of higher skills, responsibility and salary range. A promotion occurs when a qualified employee is moved from a position in one pay grade to another position which is a higher salary grade or level.

The promoted employee will receive a salary increase to at least the minimum rate of the new pay range or five percent, whichever is greater. The salary may be adjusted for pay equity relative to other salaries in that pay level or grade. Exceptions may be made with the President’s approval.

**DEMOTION**

A demotion occurs when an employee is transferred to a position in a lower grade or level. Whether the demotion is voluntary or involuntary an appropriate salary will be recommended by the Director, Human Resources and approved by the President.

**RECLASSIFICATION / ORGANIZATIONAL CHANGES**

When a position is reclassified to a higher or lower salary level or grade, adjustments to salary may be handled in the same manner as a promotion or demotion. Departmental or institutional reorganizations may be recommended and submitted for consideration during the budget process each year. Exceptions to this rule will only be made with the approval of the President.

**TRANSFER**

Employees transferred to a position in the same classification or to a different position with the same pay range are not eligible for an increase.

## **UPGRADE**

A position upgrade occurs when the duties and responsibilities of the position are substantially changed and the position is moved to a higher salary grade or level. The employee in the original position prior to the upgrade may or may not move with the position.

## **TEMPORARY ASSIGNMENTS**

### **Position Assignment to a Higher Level**

Employees may be required to assume the duties and responsibilities of a higher-level vacant position on a temporary basis. When assigned to a position in this manner for a period of more than 5 days, on the sixth day the employee's salary will be determined as though the employee was promoted to the pay level of the higher position. The President may assign a different salary level as appropriate. This temporary assignment will be for a specified period of time, not to exceed twelve months, and requires the approval of the Provost, or appropriate Vice President, and the President. When the temporary assignment is finished, the employee will return to their previous duties at their previous compensation level.

### **Extra Duty Assignments**

Non-instructional employees who assume additional responsibilities/duties within the same level of their current position because of an increase in workload of the department may be assigned supplemental pay. For payment to be awarded appropriate documentation of projects, responsibilities or duties which go above and beyond the employees current job description, is required as is the approval by the employee's supervisor, Vice President and President.

This work is considered extra work to be calculated at the employee's current hourly wage for the hours worked on this assignment. The supervisor determines the appropriate total number of hours the new duties require of the employee and documents such. Requests for compensation for additional duties will not be approved without supporting documentation and reasons for the request.

NOTE: If an employee is non-exempt and the duties require additional hours, which bring the employee beyond 40 hours per week, then the non-exempt employee is entitled to overtime pay.

## **WORK WEEK**

The regular work week is defined as Monday through Sunday. For full-time Executive, Administrative, Professional, Career and Instructional employees the work schedule normally consists of thirty-seven and one-half hours in this work week. The regular work day for Administrative, Professional, Career and Instructional employees is seven and one-half hours per day, not including (a half-hour) lunch. General Business hours of the College are 8:30am to 5:00pm.

The President may authorize a change in employees' schedules as deemed necessary for the efficient operation of the College.

## **VOLUNTEERS**

For liability purposes, volunteers are required to submit a complete packet of application materials and new hire paperwork must be completed. All paperwork and materials will remain on file in the Human Resources Office. All volunteers must be recommended by the department supervisor and approved by the appropriate Vice President or Provost and the President.

**EXECUTIVE, ADMINISTRATIVE, and PROFESSIONAL**

## EXECUTIVE, ADMINISTRATIVE and PROFESSIONAL

### **EXEMPT STATUS**

Executive, Administrative and Professional positions are exempt from the Fair Labor Standards Act overtime provisions.

### **PART-TIME PROFESSIONAL POSITIONS**

The standard work schedule for part-time Professional employees is 30 hours or less per week. Individual work schedules are determined by the supervisor. Schedules may vary on a week-to-week basis depending on the needs of the department.

Part-time Professional positions are placed in the appropriate pay grade for the position at the time of appointment. Appointment of part-time Professionals is recommended by the President and approved by the District Board of Trustees. Pay is determined by the grade in which the position has been classified and is typically set at the minimum pay level for the position. Exceptions may be made for education and experience above that of the required qualifications, with the President's approval.

### **ANNUAL and MULTI-YEAR CONTRACTS**

A contract will not create the expectancy of employment beyond the term of the contract. Executive, Administrative and Professional employees are appointed to annual 12-month contracts that begin July 1, and end June 30, of each fiscal year. The President may recommend to the Board of Trustees that Executive, Administrative and Professional employees be given multi-year contracts, not to exceed three years. The President's contract is negotiated with and approved by the Board of Trustees for a maximum of four years.

### **EMPLOYEE EVALUATIONS**

#### **Probationary Evaluation**

Executive, Administrative and Professional employees are on a probationary period for the first six months of employment. The immediate supervisor evaluates job performance at the end of this period, and recommends: 1) removal from probation and continuation of employment; 2) extension of the probationary period up to an additional three months or 3) termination of employment. The probationary period may not extend beyond a period of nine months. Employees who transfer to another position are subject to probationary review.

#### **Annual Evaluation**

Executive, Administrative and Professional employees participate in an annual evaluation, before the April Board meeting, with their immediate supervisor. The supervisor makes contract recommendations for the employee on the evaluation form for approval by the President. Final approval is determined by the Board of Trustees (BOT) no later than the June BOT meeting.

### **INSTRUCTIONAL SUPPLEMENTS**

Executive, Administrative and Professional employees who teach courses not included in their job description are paid according to the Adjunct, Overload and Supplemental compensation rates.

### **REPORTING REQUIREMENTS**

Placement on the Executive, Administrative and Professional Salary Schedule does not necessarily indicate such positions are reported to the State Board of Education as an Administrative position. Positions are reported as instructed by the State Board of Education.

### **ARTIST IN RESIDENCE**

The duties of the Artist in Residence are listed in the job description, and may include, proposing and managing a particular project that benefits the College, teaching master classes and/or workshops, presenting a series of lectures, conducting research, or any other approved duties. Compensation is negotiated between the Artist and the College, and is supported by student fees or other revenues generated from this position.

**EXECUTIVE, ADMINISTRATIVE and PROFESSIONAL  
2011-2012 SALARY SCHEDULE\***

<b>LEVEL</b>	<b>POSITION TITLE</b>	<b>ANNUAL SALARY RANGE*</b>
<b>EXECUTIVE LEVEL J</b>	President	Board of Trustees Negotiated
<b>LEVEL I</b>	Provost Vice President, Business & Administrative Services	\$81,756 - \$136,311
<b>ADMINISTRATIVE LEVEL H</b>	Dean, Allied Health & Nursing Dean, Arts & Sciences Dean, Marine Sciences & Technology Dean, Student Affairs & Accreditation Director, Human Resources	\$72,976 - \$121,626
<b>LEVEL G</b>	Centers Director Controller Director, Academic Affairs Director, Purchasing & Plant Operations Director, Information Technology Grant Administrator – Grant Funded Technical Director – Grant Funded	\$65,113 - \$108,522
<b>LEVEL F</b>	Director, College & Public Relations Director, Continuing Education & Workforce Director, Enrollment Services Director, Financial Aid Director, Learning Resource Center Director, Residence Life Director, Student Advisement & Engagement Executive Director, FKCC Foundation Executive Director, President's Office	\$58,098 - \$96,831
<b>PROFESSIONAL LEVEL E</b>	Director, Dive Program Director, Maintenance Director, Institutional Effectiveness Director, Institutional Research Director, Marine Engineering /Technology	\$51,839 - \$86,398
<b>LEVEL D</b>	Coordinator, QEP Director, Public Safety Institute Director, Distance Learning Director, Student Recruitment & Retention Manager, Business Services	\$46,254 - \$76,782
<b>LEVEL C</b>	Assistant Director, Enrollment Services Assistant Director, Financial Aid Assistant Director, Human Resources Assistant Director, Information Technology Assistant Director, Learning Resource Center Instructional Designer Program Director, Aquatics	\$41,271 - \$68,786
<b>LEVEL B</b>	Academic Advisors Coordinator, Addictions Program (PT) Coordinator, Academic Affairs Coordinator, Emergency Medical Services Program (PT) Coordinator, Business & Admin. Services Program Coordinator; CROP Supervisor Web Services	\$36,825 - \$61,375
<b>LEVEL A</b>	Coordinator, Advertising & Publications Coordinator, Criminal Justice (FT/PT) Coordinator, Allied Health & Nursing Instructional Technology Specialist	\$32,857 - \$54,763

**\*Salary Ranges may be adjusted contingent upon budget constraints.**

---

---

# FACULTY

---

---

## FACULTY

### STARTING SALARY DETERMINATION

The minimum of each instructional salary range is set by level of education and is the base salary amount for faculty meeting the degree level. Related experience increases faculty's starting salary to a maximum of 10% and may be adjusted if necessary for pay equity relative to other salaries in that pay level. A starting salary that exceeds this range may be paid to recognize additional experience and/or certifications, or to recognize hiring market conditions, when recommended by Human Resources and approved by the President.

### STARTING SALARY - EXPERIENCE FACTORS GUIDELINES

- A. Each year of full-time post secondary teaching and experience in field or discipline beyond the job requirement (up to ten years maximum) will increase instructional base salary by one percent (up to ten percent maximum). Increments will be calculated at one percent of the base salary for each allowable year, and may be adjusted if necessary for pay equity relative to other salaries in that pay level or grade.
- B. Candidates whose expertise is needed in critical or highly specialized areas may be employed at the discretion of the President with additional increments for experience, which will be documented in the employee's personnel file.
- C. Credits, experience, and/or degrees not applicable to instructional assignments may be disregarded in determining placement on the Salary Schedule.
- D. Faculty who do not hold the listed degree for a specific level, but hold certifications and/or experience that credentials them to teach at that level will be paid at the level they are credentialed to teach, with the approval of the Provost, Vice President Academic Affairs and the President. Program areas where this may occur are the Dive program, Marine Engineering and the Arts.
- E. Nursing Faculty:
  - Master's degree in Nursing with one or more professional certifications is placed at Level II.
  - Bachelor's degree in Nursing with one or more professional certifications is placed at Level III.
  - Bachelor's degree in Nursing with no professional certifications is placed at Level IV.
  - Placement at all levels is subject to 10% for additional experience, as specified above.
  - Nursing Instructors teaching clinical courses are paid in a 3:1 ratio (3 credit hours for every 1 credit hour taught).

Occasionally, instructors are called upon to assist a primary instructor, or are listed as a second instructor for safety reasons, i.e. in the Diving Department. These instructors are paid a portion of the credits or an additional credit assigned to that course, with the approval by the Provost, Vice President Academic Affairs.

**NOTE:** Instructors with a Juris Doctorate degree are paid at Level I. Instructors with a Florida CPA are paid at Level II. Instructors with a Masters Fine Arts degree are paid at Level II.

TYPE OF EXPERIENCE	LENGTH of EXPERIENCE	INCREMENT for EXPERIENCE
Full-time teaching Community College, College or University	1 year	1 %
Full-time teaching Technical Center	1 year	1 %
Full-time teaching Secondary School *	2 years	1 %
Related work experience	2 years	1 %

\*One increment for each year of experience may be given for Secondary school teaching in a field of study directly related to the instructor's assignment. Part-time teaching experience will be prorated.

## **CONTRACT LENGTHS FOR INSTRUCTIONAL FACULTY**

Salaries on the Instructional Salary Schedule are based on three contract lengths:

- A. A 9-month contract (164 days) consists of the assignment of two terms:
  - Fall Term/Term I 81 duty days
  - Spring Term/Term II 83 duty days
- B. A 10-month contract (193 days) consists of the assignment of the following terms:
  - Fall Term/Term I 81 duty days
  - Spring Term/Term II 83 duty days
  - Summer Term/Term III 29 duty days \*
- C. An 11-month contract (213 days) consists of all three of the following terms:
  - a. Fall Term/Term I 81 duty days
  - b. Spring Term/Term II 83 duty days
  - c. Summer Term/Term III 49 duty days \*

\*Summer Term: 10-month faculty members are required to be on-campus for 29 duty days or 217.5 hours. 11-month faculty members are required to be on-campus for 49 duty days or 367.5 hours. Faculty members teaching in a summer term must meet with the appropriate Dean to schedule summer work hours.

A duty day is defined as a contractual work day. Full-time Instructional contracts consist of a 37.5 hour work schedule, which includes 5 discretionary hours. Days worked beyond contract periods must be approved in advance in writing by the Provost or appropriate Dean, for payment.

## **LEVEL PLACEMENT**

Initial placement on the Instructional Salary Schedule is based on the highest degree(s) held by the instructor or the level the instructor is credentialed to teach. For all levels, copies of transcripts or certificates are required prior to hiring approval and official transcripts are required within 30 days of hire date.

## **CREDENTIALING CRITERIA**

Florida Keys Community College (FKCC) is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), to award the Associate Degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of FKCC. Human Resources personnel review transcripts to determine compliance with FKCC credentialing guidelines and make credentialing recommendations to the Provost/Vice President Academic Affairs and the President. The final determination on Faculty credentials lies with the Instructional Division.

## **FACULTY EVALUATIONS**

### **Probationary Evaluation**

Faculty members are on a probationary period for the first term of employment. The immediate supervisor evaluates job performance at the end of this period, and recommends: 1) removal from probation and continuation of employment; 2) extension of the probationary period up to an additional three months or 3) termination of employment. The probationary period may not extend beyond a period of one academic term.

### **Annual Evaluation**

Faculty members participate in an annual evaluation, before the June Board meeting, with their immediate supervisor. The supervisor makes contract recommendations for the employee on the evaluation form for approval by the President. Final approval is determined by the Board of Trustees (BOT) no later than the June BOT meeting.

## **EDUCATION ON THE JOB**

Faculty members are placed at an upgraded degree level when the requirements for an additional degree are completed, and an official transcript is on file with the Human Resources Office. When a Faculty member completes an additional degree, the base annual salary is increased by the difference between the minimum pay of the original degree level and the minimum pay of the new degree level. The level change is effective in the payroll following receipt of the official transcript by the Human Resources Office.

## FACULTY SALARY SCHEDULE\*

Education		9-Month		10-month		11-month	
LEVEL	DEGREE	164 Days Minimum	164 Days Maximum	193 Days Minimum	193 Days Maximum	213 Days Minimum	213 Days Maximum
I	Doctorate	\$52,164	\$86,936	\$61,388	\$102,309	\$67,750	\$112,911
II	Master's + 30	\$49,298	\$82,164	\$58,015	\$96,693	\$64,028	\$106,713
III	Master's HighlyTech. <sup>1</sup>	\$46,587	\$77,650	\$54,825	\$91,381	\$60,513	\$100,850
IV	Bachelor's	\$44,027	\$73,382	\$51,812	\$86,358	\$57,175	\$95,307
V	Associate's	\$41,606	\$69,347	\$48,963	\$81,610	\$54,043	\$90,067

<sup>1</sup>Instructors who teach highly technical vocational programs requiring a high degree of professional skill and experience in the field.

\* **Salary Ranges may be adjusted contingent upon budget constraints.**

### FACULTY DUTY DAY

- A. College recognized holidays and closures are not considered Faculty duty days. A duty day is a contractual work day. Full-time faculty members are required to work on campus seven and one-half hours each day, thirty-seven and one-half hours per week (see paragraph regarding summer term on page 17). Office hours are scheduled so students have a reasonable opportunity to meet with Faculty. Adjustments to approved schedules must be authorized in advance by the appropriate Dean and Provost, Vice President Academic Affairs.
- B. Full-time Faculty are required to schedule a minimum of twenty-five hours each week, consisting of 15 classroom contact hours, student advising and office hours. Remaining duty hours to fulfill the required 37.5 hours a week (see paragraph regarding summer term on page 14 C.) shall be spent conducting college business (which includes but is not limited to preparation for classes, meeting and committee participation, grading assignments etc.).
- C. Overload class hours are in addition to the minimum on campus hours required.

Contract Length	REQUIRED Weekly Hours	DESCRIPTION
9, 10 and 11 month	37.5 hours	15 teaching contact hours + 10 office hours + 5 discretionary* hours + 7.5 on-campus hrs

\*Discretionary hours are designed to give the opportunity to conduct college business off campus. College business includes but is not limited to: grading assignments, planning & preparation, community service...etc.

### INSTRUCTIONAL LOAD CREDIT

- A. Full-time Faculty members' instructional load per Fall and Spring term is five classes, without laboratories, of three credit hours each, or 15 credit hours. For each class taught with less than three credit hours, the full instructional load per term will be 15 credit hours, or as close to 15 credit hours as possible. 10 and 11-month Faculty members are required to teach 6 credits in the Summer term.
- B. In the event that fulltime faculty does not meet the required instructional load the Provost, Vice President Academic Affairs may approve one of the following to complete the Faculty's full load assignment:
  - Assignment of an additional course.
  - Development of an online course.

- Teach an online course.
- "Banking" of the deficient load by adding an additional course in the subsequent term.
- Other assignments, i.e. conducting a faculty or staff workshop, conducting student review workshops, teaching in Continuing Education, tutoring, completing institutional research, recruiting, handbook revisions, etc. The Faculty supervisor, will establish an outcomes contract reflecting time and contact hours equivalent to a 3 credit course, and evaluate the assignment at the end of the term.

Supporting documentation of augmented duties will be included with the Faculty Load Letter.

- C. On occasion Faculty members who lack complete load assignment will be assigned other duties that fall within their job description. This type of assignment is approved on a case by case basis and must be approved by the Provost.
- D. For combined courses (C) and laboratory courses (L), the credit hours assigned to classroom hours are considered separately from the credit hours assigned to laboratories. For example, one hour load credit is given for one credit hour of class taught. One hour of load credit is given for every two hours of laboratory, unless special conditions allow for a different ratio. The Provost, Vice President Academic Affairs may approve deviation from this ratio.
- E. When two or more courses are cross-listed by the same instructor, these classes are considered one class for instructional salary purposes.
- F. Independent study is not part of assigned instructional load credit for computing salary.  
(Independent Study)

## **OVERLOAD CREDIT**

When courses assigned to a full-time instructor for either Term I or Term II exceed 15 credit hours the excess load credit is considered an overload. Overload compensation will be calculated on additional credit hours taught beyond the standard 15 credit hour load.

Payment is made according to the Overload rate outlined in the Adjunct and Overload Compensation section, and is limited to two courses per Faculty member, at the discretion of the Provost. In unusual circumstances, when the College finds it necessary, the Provost may approve a deviation from the two course overload limit.

## **RELEASE TIME**

Full-time faculty who serve as a Program Director will receive 3 credits of release time dependent upon the size and complexity of the area of discipline. Program Directors have a job description with expectations, duties and outcomes kept on file in the Human Resources Office.

## **SUMMER TERM COMPENSATION FOR FULL-TIME FACULTY**

9-month faculty are not required to teach during Term III (Summer); however, if they do teach in the third term, it is supplemental to base salary and is paid at the adjunct rate based on education level. 10 and 11-month faculty are required to teach 6 credits during Term III (Summer), in addition to assigned administrative duties, as part of their regular load and are paid at the adjunct rate for overload, based on education level.

## **SUBSTITUTE COMPENSATION**

Full-time faculty is not typically authorized to substitute teach during regularly scheduled work hours. If substitute instruction is needed during the faculty's regularly scheduled work hours, the faculty's class, campus and/or office hours are rearranged with the approval of the appropriate Dean, or the Provost.

<b>LEVEL</b>	<b>DEGREE</b>	<b>CLASSROOM Contact Hours</b>
I	Doctorate	\$37.00 per hour
II	Masters + 30	\$33.67 per hour
III	Master's/Highly Technical <sup>1</sup>	\$33.67 per hour
IV	Bachelor's	\$30.87 per hour
V	Associate's	\$29.00 per hour

<sup>1</sup>Instructors who teach highly technical vocational programs requiring a high degree of professional skill and experience in the field.

## **NON-CREDIT COMPENSATION**

### **Continuing Education, Recreation & Leisure, Criminal Justice**

A. Per Classroom Contact Hour:

Level I: \$15.00 / hour for instructors teaching Recreation and Leisure courses.

Level II: \$28.00 / hour for instructors teaching Enrichment & Lifelong Learning courses.

Level III: \$35.00 / hour for instructors teaching Technical and Professional courses and Community Education.

Level IV: In cases where an instructor teaches more than 180 hrs per term (four - 45hr courses) an additional \$5 per hour may be given with the approval of the President.

Level V. \$50.00 / hour for instructors teaching highly specialized and/or critical hard to hire non-credit courses, with the approval of the President.

Criminal Justice: \$25.00 / hour for instructors. \$28.00 / hour for instructors of advanced and specialized training.

Nursing: \$30.00 /hour for instructors. \$32. 00 / hour for instructors of advanced and specialized training.

B. When highly specialized and/or critical non-credit courses are taught, a rate above each specified level may be paid to qualified personnel with the approval of the President.

## **TRAVEL-TIME COMPENSATION FOR INSTRUCTION AT TEMPORARY OFF-SITE LOCATION**

A. All travel-time compensation must be requested and approved in writing prior to the 1<sup>st</sup> day of class for which the compensation is requested.

B. Compensation applies to full-time faculty and adjuncts teaching credit and non-credit courses.

C. Compensation is paid for teaching at an off-campus temporary location which is: 1) greater than 30 minutes driving time (one way) from official employment site or 2) greater than 30 minutes driving time (one-way) from home. Driving time is computed using an average speed of 45 mph at \$6.67 per hour.

D. Mileage is paid at the Board approved mileage rate from center to center, or the distance from the instructor's home to the teaching center (whichever amount is less). There is no per diem for meals and lodging.

**IF OFFICIAL EMPLOYMENT SITE IS KEY WEST:**

<b>Destination</b>	<b>Mileage</b>	<b>One way Travel time</b>	<b>Return trip travel time</b>	<b>Compensation</b>
Middle Keys Center	45 miles	1 hour	1 hour	2 hrs X 15 meetings= 30 hrs 30 hrs @ \$6.67 = <b>\$200.01</b>
Upper Keys Center	90 miles	2 hours	2 hours	4 hrs X 15 meetings = 60 hrs 60 hrs @ \$6.67 = <b>\$400.20</b>
Site in Upper Keys at MM 112	112 miles	2.5 hours (112/45= 2.5 hrs)	2.5 hours	5 hrs X 15 meetings = 75 hrs 75 hrs @ \$6.67 = <b>\$500.25</b>

- E. Compensation does not apply to travel to an instructional site outside of Monroe County.
- F. Compensation is not paid for an instructor commuting between place of residence and the official employment site as part of regular teaching load.
- G. This policy applies to regularly scheduled classes meeting a specified number of times at an approved location. It does not apply to field trips.
- H. Compensation is paid at the completion of the scheduled class.

**INDEPENDENT STUDY**

Requests for independent studies are reviewed on a case by case basis by the Provost. Independent Study is given in those exceptional cases when a student needs a required class to fulfill a requirement. Compensation for independent studies will be limited to \$100 per student taught.

Any qualified instructor, whether full-time or part-time, may teach independent study courses. For full-time faculty members who teach an independent study, but do not have a full load for a specified term, the independent study will be considered part of their regular instructional load duties, and no additional compensation will given. Any instructor teaching an independent study for a class they are currently already teaching will only receive compensation for that independent study if the class size is equal or greater than the state standardized class size.

**ONLINE LEARNING COURSE INSTRUCTION**

Compensation for Online Courses is based on course credit load. Adjunct Online Learning Course Instruction is paid using the Adjunct Salary Schedule. Level of compensation is based on the highest degree(s) held by the instructor or the level the instructor is credentialed to teach. For load purposes a standard course is three credits.

**ONLINE COURSE DEVELOPMENT COMPENSATION**

Compensation for online course development is \$500 per course and will be paid on the biweekly payroll following the completion of the development of the course as prescribed in the Online Course Development Standards.

## **ADJUNCT, OVERLOAD and PART-TIME COMPENSATION**

## ADJUNCT, OVERLOAD and PART-TIME COMPENSATION

### ADJUNCT AND OVERLOAD CONTRACT COMPENSATION

Adjunct and overload compensation is paid monthly. Adjuncts and Full-time employees teaching overload are notified of payment dates on the Employment Contract Payment Form. Dates are also available in the Human Resources Office and on the network J: drive, under Human Resources.

### ADJUNCT and OVERLOAD COMPENSATION<sup>1, 2</sup>

Overload for College employees and Adjunct instructors:

Any increases to Adjunct Pay Rates are effective on Faculty's first duty day for the Fall Term.

Adjunct, Overload and Part-time Salary Schedule			
LEVEL	DEGREE	RATE	Classroom Contact Hour Rate*
I	Doctorate	\$555 per credit hour	\$37.00 per hour
II	Master's + 30 credit hours	\$505 per credit hour	\$33.67 per hour
III	Master's/Highly Technical <sup>3</sup>	\$505 per credit hour	\$33.67 per hour
IV	Bachelor's	\$463 per credit hour	\$30.87 per hour
V	Associate's Degree/ Asst. Instructor	\$435 per credit hour	\$29.00 per hour

\*15 Classroom Contact hours per credit. Part-time Instructor rate.

### ADJUNCT PERFORMANCE EVALUATIONS

Adjunct instructors will be evaluated on performance at least annually.

### PROFESSIONAL DUTY COMPENSATION

Professional duty compensation is \$17.50/hour<sup>4</sup>. This may be paid as a supplement to full-time and part-time, regular and temporary College employees, and to Adjunct instructors who work on a finished product such as a report, project, consulting services, or other "hourly duty" responsibilities. Time sheets are required to document hours worked.

#### NOTE:

Instructors with a Juris Doctorate degree are paid at Level I. Instructors with a Florida CPA are paid at Level II. Instructors with a Masters Fine Arts degree are paid at Level II.

-----  
<sup>1</sup>A reduced rate may be paid for class size of less than 15 students, subject to the approval of the President.

<sup>2</sup>Two laboratory hours equates to one credit hour for payment purposes. The Provost, Vice President Academic Affairs must approve deviation from this ratio.

<sup>3</sup>Instructors who teach highly technical vocational programs requiring a high degree of professional skill and experience in the field.

<sup>4</sup>Hourly rate of compensation may vary depending on the services, and when recommended by Human Resources and approved by the President, the rate may be in excess of \$17.50 per hour.

---

---

# CAREER

---

---

## CAREER

### EMPLOYMENT AUTHORIZATION

Full-time, Part-time and Temporary Career employees are placed at the appropriate grade and range for a position. The Board of Trustees must approve full-time employment. The President is authorized by the Board of Trustees to employ part-time and temporary Career employees.

### NON-EXEMPT STATUS, OVERTIME ELIGIBILITY

Non-exempt Career employees are paid overtime or receive compensatory time for work performed over 40 hours per week. This includes total hours worked for course preparation time. Payment of overtime or compensatory time is made in accordance with the Fair Labor Standards Act. Overtime provisions for public employees are reflected in College Procedure 52.4.

### PART-TIME CAREER POSITIONS

The standard work schedule for part-time Career employees is 30 hours or less per week. Individual work schedules are determined by the supervisor. Schedules may vary on a week-to-week basis depending on the needs of the department.

Part-time Career positions are placed in the appropriate pay grade for the position at the time of appointment. Appointment of part-time Career employees is recommended by the President and approved by the District Board of Trustees. Pay is determined by the grade in which the position has been classified and is typically set at the minimum pay level for the position. Exceptions may be made for education and experience above that of the required qualifications, with the President's approval.

### EMPLOYEE EVALUATIONS

#### Probationary Evaluation

Full-time, part-time and temporary employees are under a probationary period for the first six months of employment. Their immediate supervisor evaluates job performance at the end of this period, and recommends to the Executive/Administrative supervisor: 1) removal from probation and continuation of employment; 2) extension of the probation period for up to an additional 90 days; or 3) termination of employment. The probationary period may not extend beyond a total of nine months. Employees who transfer to another position are subject to probationary review.

#### Annual Evaluations

Career employees participate in an annual evaluation with their immediate supervisor during the month of April of each fiscal year.

### CAREER OVERTIME PROCEDURES FOR EMPLOYEES WHO PERFORM OVERTIME AT TWO OR MORE JOBS AT DIFFERENT RATES OF PAY

For employees who work more than 40 hours per week overtime payment or compensatory time is due. Method of overtime calculation for multiple jobs at different hourly rates of pay:

**Step 1:** Gross Wages / All hours worked = Weighted Average Rate

**Step 2:** Weighted Average Rate / 2 \* Hours Worked over 40 hrs per week = Total Overtime Pay

**Example:** An employee works 37.5 hours per week in a regularly established position making \$10.00 per hour. The employee then works ten hours a week in a grant funded position making \$12.00 per hour. The employee is working 7.5 overtime hours. Payment calculation is as follows:

$$\begin{aligned}
 \$375.00 + \$120.00 &= \$495 \text{ gross wages} / 47.5 \text{ total hours worked} = \$10.42 \text{ (Weighted Average Rate)} \\
 \$10.42 / 2 &= \$5.21 * 7.5 \text{ hours of overtime} = \$39.08 \text{ (Total Overtime Pay)} \\
 \$39.08 \text{ overtime pay} &+ \$495.00 \text{ gross wages} = \$534.08 \text{ (Total Pay)}
 \end{aligned}$$

## CAREER 2011-2012 SALARY SCHEDULE\*

<b>Grade</b>	<b>Position Title</b>	<b>Hourly Range</b>
<b>7</b>	Assistant to the Dean, Marine Science and Technology Assistant to the Director, Academic Affairs Assistant to the Director, Student Advisement & Engagement Assistant to the Director, Continuing Education & Workforce Human Resources Specialist Payroll Specialist	<b>\$16.23 - \$27.04</b>
<b>6</b>	Technical Assistant Laboratory Specialist, Marine Propulsion (PT) Program Specialist, College Reach Out Program (PT) Camp Director, Aquatics (PT)	<b>\$15.02 - \$25.03</b>
<b>5</b>	Accounts Payable Specialist Accounts Receivable Specialist Admin. Assistant, Criminal Justice Laboratory Assistant, Biology/Chemistry (PT) Laboratory Assistant, Marine Eng., Photography, Nursing (PT) Senior Enrollment Services Specialist Senior Financial Aid Specialist	<b>\$13.90 - \$23.17</b>
<b>4</b>	Enrollment Services Specialist Financial Aid & Support Services Specialist Library Specialist Maintenance Specialist	<b>\$12.87 - \$21.45</b>
<b>3</b>	Evening Assistant (PT) Staff Assistant, Facilities Staff Assistant, Middle Keys Center Staff Assistant, Upper Keys Center Swimming Skills Coordinator (PT)	<b>\$11.91 - \$19.86</b>
<b>2</b>	Maintenance Worker Student Support Specialist (PT) Swim Coach (PT)	<b>\$11.03 - \$18.38</b>
<b>1</b>	Clerical Assistant Lifeguard (PT)	<b>\$10.21 - \$17.01</b>

**\*Hourly Ranges may be adjusted contingent upon budget constraints.**

---

---

# MISCELLANEOUS EMPLOYMENT

---

---

## MISCELLANEOUS EMPLOYMENT

### EMPLOYMENT OF DAY LABOR AND PERSONNEL SERVICE CONTRACTS

Individuals employed on day labor projects, or employed to perform services requiring special skills, training or experience, on a part-time or temporary basis, are paid in accordance with skills, training or experience required, at no less than the current minimum wage.

### OTHER EMPLOYMENT

Employment of Student Assistants, College Work Study Students, and Artist's Models is approved by the President or designee, and does not require Board of Trustees Action.

- A. **Student Assistants:** paid at the minimum range of a similar type position on the Career Salary Schedule. Human Resources compensation recommendations are based on experience, qualifications and skills required of the position.
- B. **CROP Tutors:** \$10.00/hour.
- C. **Artist's Models:** \$15.00/hour.
- D. **College Work Study Students:** all programs and rates dependent on Financial Aid funding.
  - a. **Federal Work Experience Program (FWEP):** \$10.21 - \$15.00/hour
  - b. **Perkins Grant Programs:** \$10.21/hour
  - c. **College Work Study** - \$10.21/hour
- E. **Disabled Students Services:** \$15.00 to \$35.00/hour, depending on level of specialization.
- F. **Student Activities Tutor:** \$15.00/hour.
- G. **Diving Technical Advisors:** \$17.50 /hour. \$25.00 /hour if supported by a grant such as the Army Corp of Engineers.

### SUPPLEMENTAL PAY FOR STUDENT CLUB ADVISORS

Student clubs are chartered in the Fall term or Spring term. Club advisors are paid \$250 per term. Payment is made at the end of each term.

---

---

# **EMPLOYEE CATEGORIES COLLEGE-PAID FRINGE BENEFITS**

---

---

## EMPLOYEE CATEGORIES and COLLEGE-PAID FRINGE BENEFITS

### EMPLOYEE CATEGORIES

- A. **Regularly Established, Non-Instructional Position** - Employment exceeding six consecutive months or total intermittent employment exceeding 2080 hours.
- B. **Temporary Position** - Employment not to exceed six consecutive months.
- C. **Full-time** - Executive, Administrative, Professional, Career, and Instructional Faculty employment requires 37.5 regularly scheduled hours per week.
- D. **Part-time** - Position requiring 30 hours or less per week.

### ELIGIBILITY FOR FRINGE BENEFITS PAID BY THE COLLEGE BASED ON EMPLOYEE CATEGORY

- A. **Full-time, Regularly Established Position** - 7.65% of compensation for Social Security/Medicare, 4.91% of compensation for the Florida Retirement System<sup>1</sup>, \$578 Plan 3562, \$569.00 Plan 3359, \$494 Plan 3565, per month for Health Insurance<sup>2</sup>, and \$.30 per thousand of compensation per month for Life Insurance and AD&D.
- B. **Part-time, Regularly Established Position** - 7.65% of compensation for Social Security/Medicare, and 4.91% of compensation for the Florida Retirement System.
- C. **Full-time, Temporary Position** - 7.65% of compensation for Social Security/Medicare.
- D. **Part-time, Temporary Position** - 7.65% of compensation for Social Security/Medicare.
- E. **Designated Senior Management Service Class Position** – 7.65% of compensation for Social Security/Medicare, 6.27% of compensation for the Florida Retirement System.

#### NOTE:

Insurance rates subject to change effective January 1, 2012.

Florida Retirement System rate is the same for both Pension and Investment Plan Participants.

---

<sup>1</sup> 4.42% for Deferred Retirement Option Program (DROP) participants.

<sup>2</sup> \$115.00 for HDV plan (Dental, Vision & Hospital Indemnity) participants.

---

---

# Appendix A

---

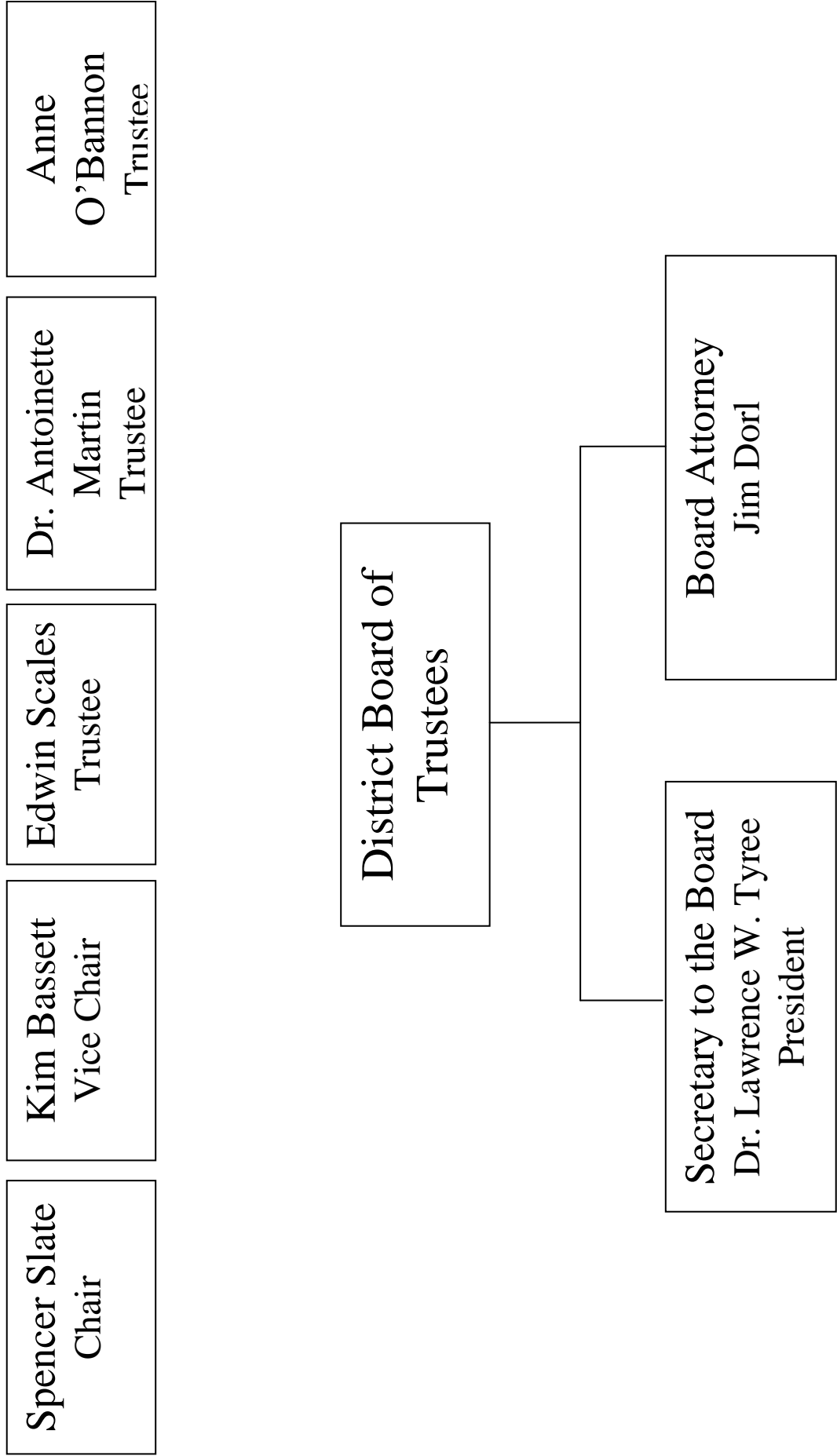
---

## **FKCC Organizational Charts**

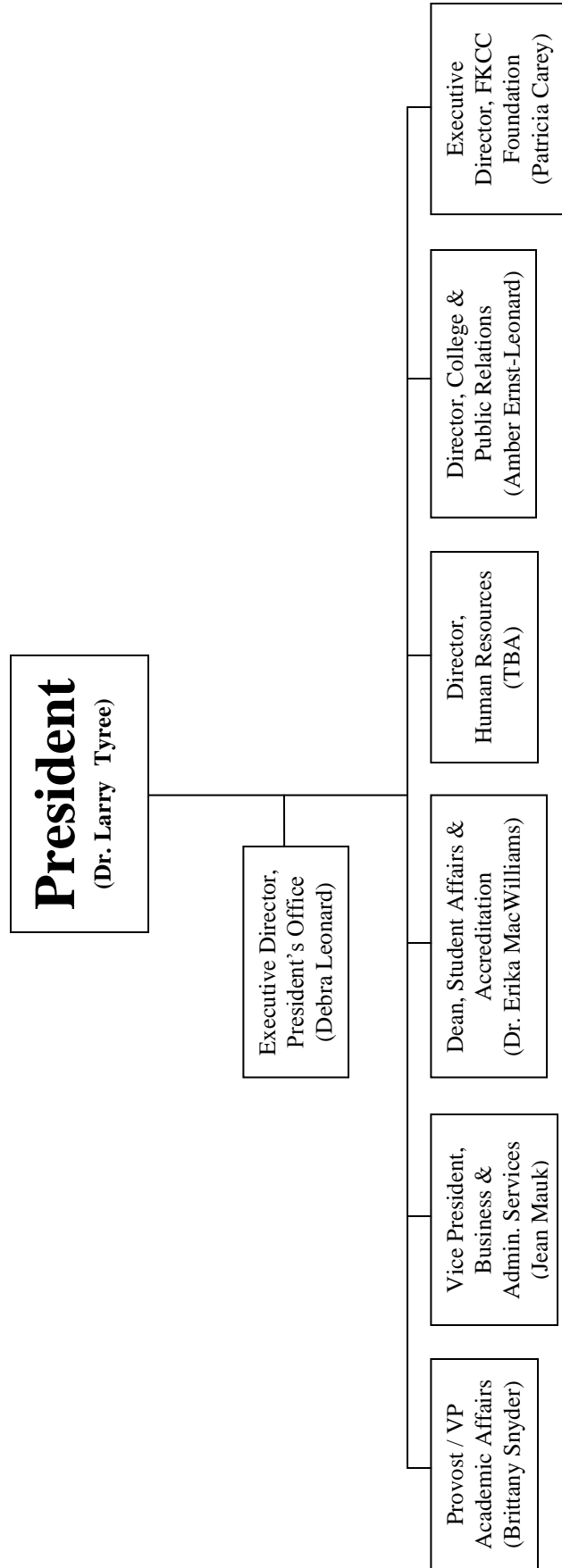
# FKCC 2010-11 Organizational Charts

## Florida Keys Community College

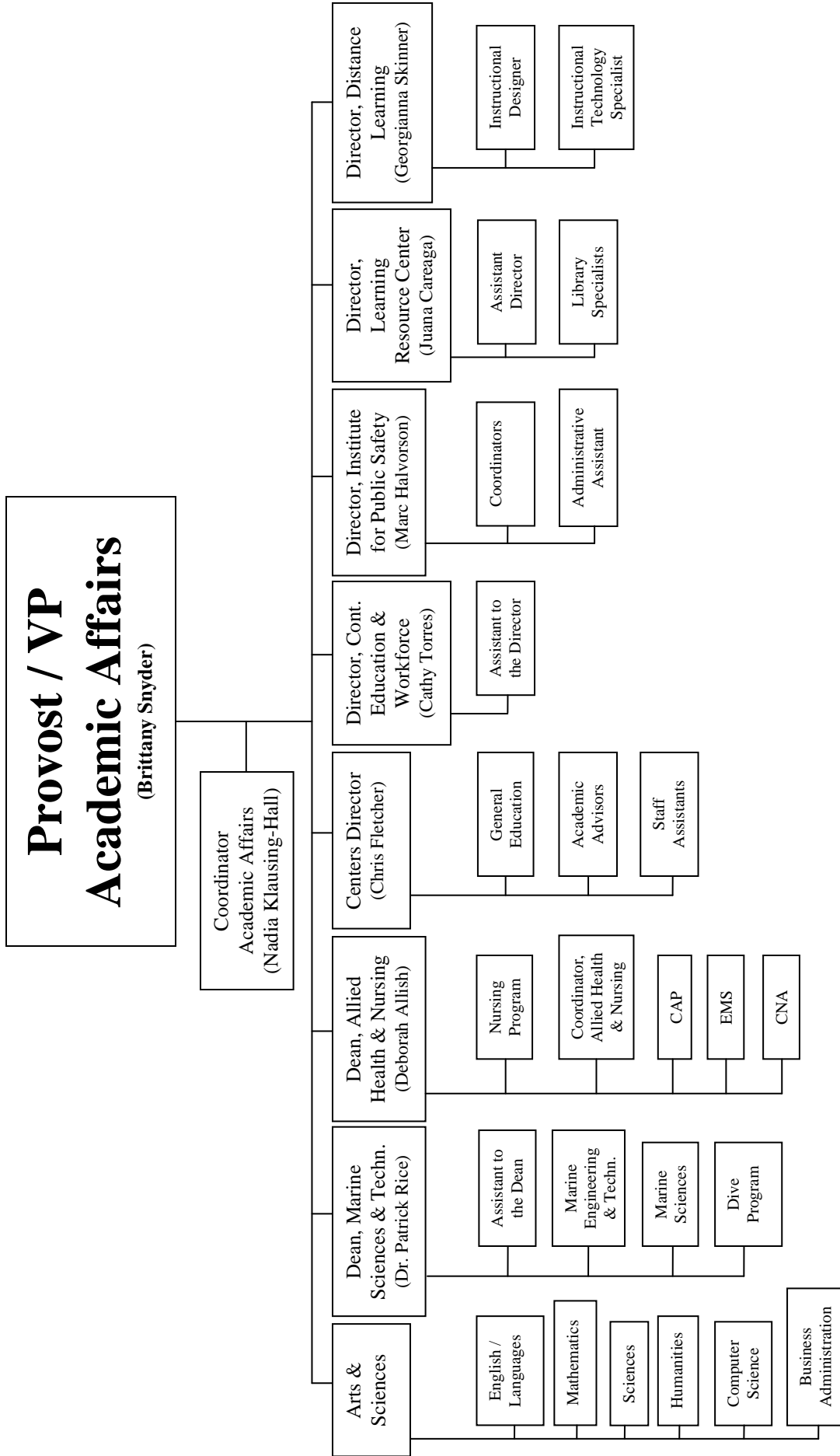
### District Board of Trustees



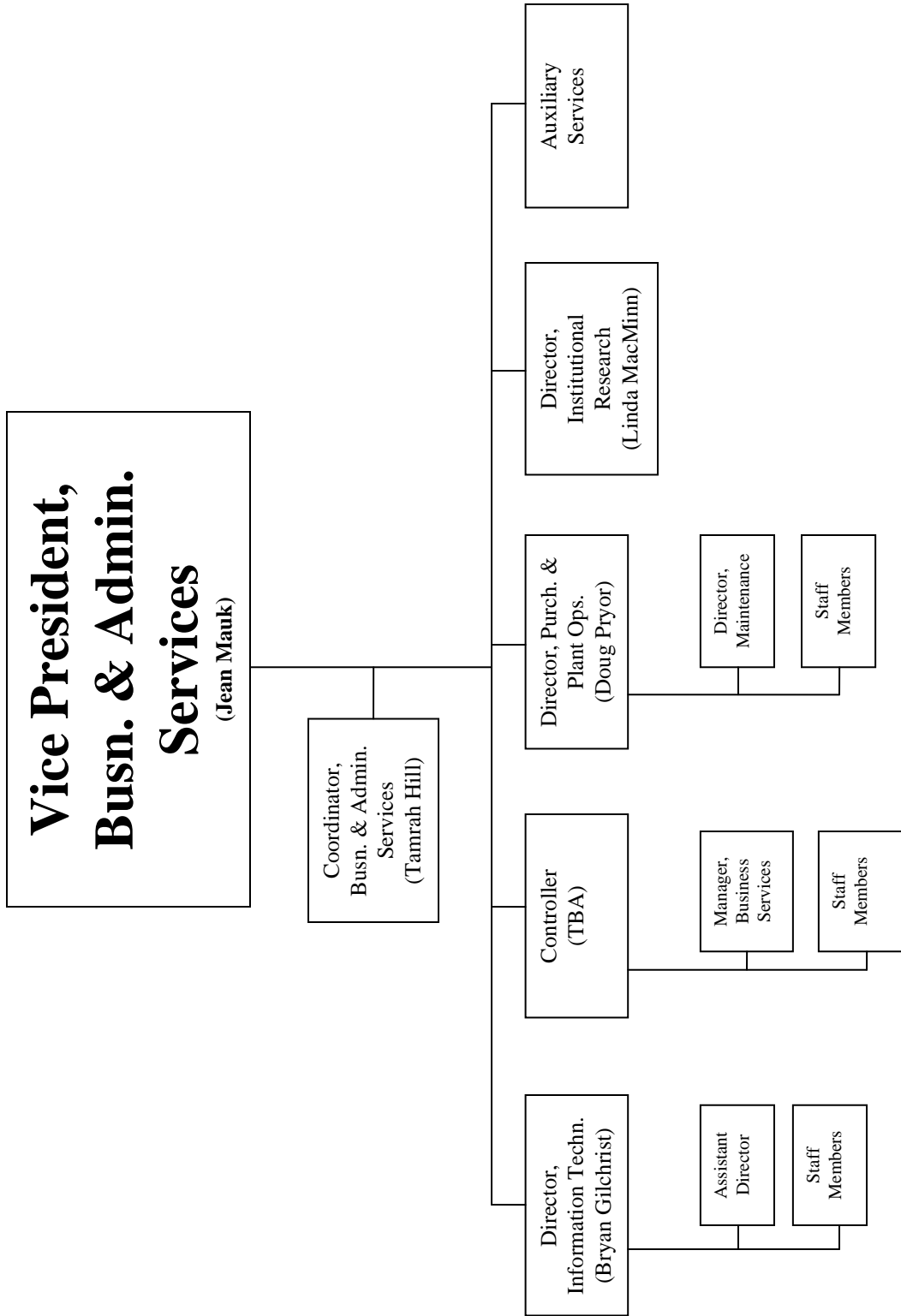
# FKCC 2010-11 Organizational Charts



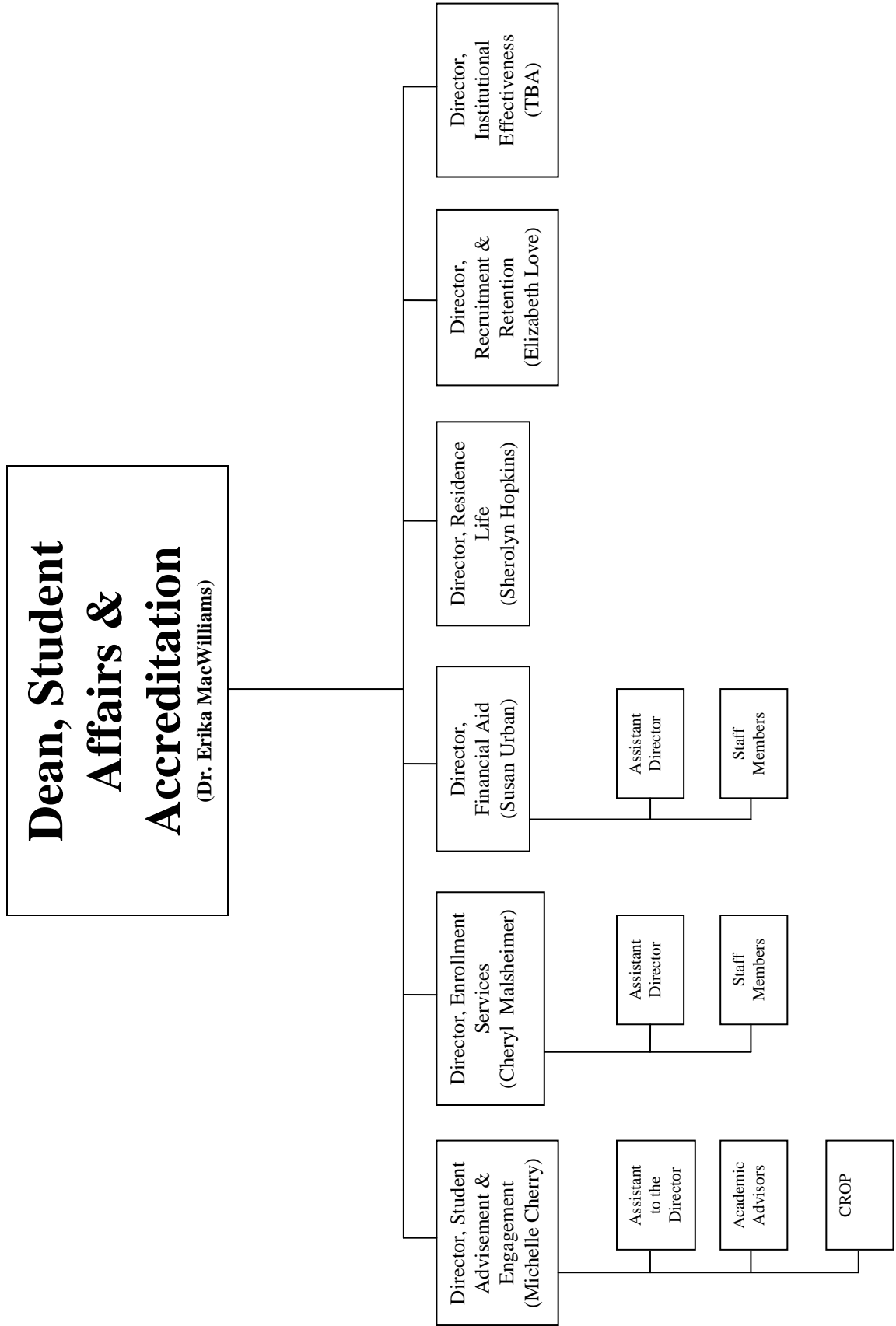
# FKCC 2010-11 Organizational Charts



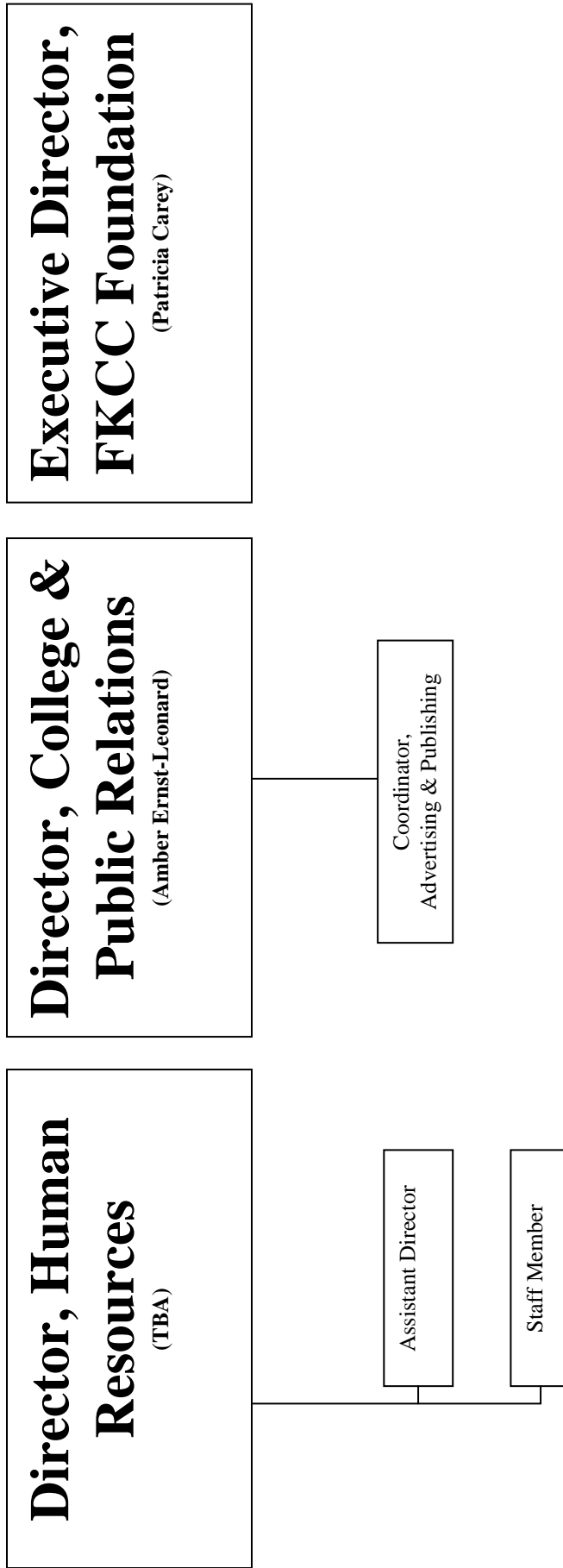
# FKCC 2010-11 Organizational Charts



# FKCC 2010-11 Organizational Charts



# FKCC 2010-11 Organizational Charts





Dr. Lawrence W. Tyree, President

District Board of Trustees

Spencer Slate  
Kim Bassett  
Ed Scales  
Dr. Antoinette Martin  
Anne O'Bannon

Florida Keys Community College is committed to providing equal access/equal opportunity. The College does not discriminate on the basis of color, race, sexual orientation, religion, gender, age, national origin, marital status or disability in admission to, or employment in, its education programs or activities. FKCC complies with the Florida Educational Equity Act and with Title IX of the Education Amendments of 1972. Inquiries concerning application and implementing regulations may be referred to the College's Equity Coordinator, Joanne Tinker, Office 1512, Human Resources, 5901 College Road, Key West Florida 33040, (305) 809-3248 or to the Office for Civil Rights of the U.S. Department of Education.