

# Lake Sumter

COMMUNITY COLLEGE

Leesburg ~ Clermont ~ Sumterville



## CLASSIFICATION & SALARY SCHEDULE 2009—2010

# CLASSIFICATION & SALARY SCHEDULE 2009 – 2010

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All employees are employed at the will and pleasure of the College and may be terminated at any time. The Salary Schedule is not intended to create or be interpreted as a contract of employment, or to give any employees any right to or expectancy of continued employment or employment in any particular job or capacity. Salaries described herein are contingent upon the financial capability of the College as approved by the Board.

## **EMPLOYEE CATEGORY DEFINITIONS**

### **General**

Employees can be classified as either exempt or non exempt per FLSA. HR, per FLSA, has classified each employee as noted in Banner and on their job description.

#### **Non-Exempt Status**

Employees classified as non-exempt under the Fair Labor Standards Act are entitled to overtime pay at time and one-half of regular pay or earned compensatory time for a workweek of greater than 40 hours.

#### **Exempt**

Employees classified as exempt under the Fair Labor Standards Act are not entitled to overtime pay or earned compensatory time.

### **Administrator**

Administrators are employed on a contract basis for the purpose of performing broad supervisory functions. Administrator salaries range from grade MA8 – MA12.

### **Managerial**

Managerial employees are employed for the purpose of performing academic support, student service and institutional support activities. Managerial salaries range from grade MA1 – MA7.

### **Professional**

Professional employees are in three classifications: Administrative salary range levels PA1 – PA10, Craft/Trades salary range levels PCT1 – PCT5, and Technical salary range levels PT1 – PT10.

### **Instructional Faculty**

Instructional Faculty employees are employed on a 164-day contract and have more than 50% instructional duties. Instructional faculty has five ranks: Instructor, Assistant Professor, Associate Professor, Professor and Senior Professor.

### **Non-Instructional Faculty**

Employees in non-instructional faculty (Librarians) positions are employed on a 220-day contract and have 50% or less instructional duties. For salary treatment non-instructional faculty has the same ranks as instructional faculty

### **Grant Funded Position**

Grant-funded positions shall be classified as regular full-time, regular part-time or temporary, as defined above. The College will adhere to established salary schedules, classification plans and hiring procedures when appointing grant personnel. Persons employed in grant positions will not receive a salary increase if there are insufficient funds in the grant. Grant funded positions can be eliminated at any time because the funding is not guaranteed.

### **Regular Full-Time Position**

Staff and non-instructional faculty positions will be classified as regular full-time if requiring 37½ hours of work per week and are established with the expectation of being in continuous existence in excess of six months.

Instructional positions will be classified as regular full-time if requiring 35 hours of work per week and are established with the expectation of being in continuous existence in excess of six months. These positions require approval by the President and District Board of Trustees and are eligible for all employment benefits including health, dental and life insurance, retirement and FICA, workers' compensation and leave according to state regulations and local Board rules. These positions must be classified and compensated according to approved salary schedules in the college budget.

### **Regular Part-Time Position**

Professional Administrative, Managerial, Administrator and Non-instructional positions will be classified as regular part-time if requiring 20 to 32 hours of work per week and are established with the expectation of being in continuous existence in excess of six months.

These positions require approval by the President and District Board of Trustees and employees filling them are eligible for retirement, workers' compensation, FICA, unemployment benefits and vacation leave according to state regulations and local Board rule. These positions are classified and compensated according to approved salary schedules in the college budget.

### **Student Assistant**

Eligibility is limited to any student enrolled in six (6) or more credit hours at LSCC in each fall or spring term or a total of six (6) or more hours during the summer terms. The maximum number of hours a Student Assistant may work in a week is 20. Student Assistant salary is at least equal to the current Federal Minimum Wage.

### **Temporary Staff**

Temporary full-time staff employees are not eligible for sick or vacation leave, but may be eligible for FRS benefits after working six (6) months. Temporary part-time staff employees are not eligible for sick or vacation leave, but may be eligible for FRS benefits after working 2,080 hours.

### **Temporary Position - Instructional or Non-Instructional**

A position will be classified as temporary if established with the expectation of continuing less than six months. These positions do not require Board approval, but do require "funds availability" approval. Persons employed in a temporary status are eligible for workers' compensation, FICA and unemployment compensation.

Persons employed in temporary positions that become "regular" positions shall be required to apply and be considered for the regular vacancy along with all other applicants.

### **Full-Time Temporary Faculty**

A faculty position will be classified as temporary full-time if established for a minimum of a full semester and requiring 35 hours of work per week. These positions do not require Board approval, but do require "funds availability" approval. Persons employed as full-time temporary faculty shall serve no longer than two academic years; be eligible for FICA, worker's and unemployment compensation; and not be eligible for health, dental or accrue paid leave. Retirement shall be included only if the position was formerly an established regular full-time position.

Persons employed in full-time temporary faculty positions that become "regular" positions shall be

required to apply and be considered for the regular position vacancy along with other applicants. If the position has tenure track assigned, a full-time temporary faculty who is hired into a regular full-time faculty position will not have his/her LSCC temporary employment time counted toward tenure track.

### **Acting and Interim Position Assignments**

The President in accordance with Florida Statutes has the authority to appoint personnel to acting and interim positions. An “acting” position shall be assigned for a timeframe of 5 months or less and the employee assumes 75-100% responsibility of the position as defined by the job description duties/responsibilities. The term “Acting” is prefixed to the position’s title.

An “interim” position shall be assigned for longer than 5 months and the individual assumes 100% responsibility of the position as defined by the job description. An employee is appointed to an interim position by the President and approved by the Board. The term “interim” is prefixed to the position’s title.

### **Work Study Student**

The Financial Aid office approves and qualifies a student for the Work Study Program for part-time employment with the College. The Financial Aid office determines the number of hours a Work Study Student may work in a week. A Work Study Student’s salary is at least equal to current Federal or Florida State Minimum Wage.

## BENEFITS

<u>Status</u>	<u>Retirement</u>	<u>Health / Dental / Life</u>	<u>Sick</u>	<u>Vacation</u>
Regular FT & Regular Grant 240 Duty Days	Yes	Yes	Yes	Yes
Regular FT & Regular Grant Less Than 240 Duty Days	Yes	Yes	Yes	No
Regular PT & Regular Grant 20 or 32 hours per Week	Yes	No	No	Yes (4 Hours per Month)
Faculty FT	Yes	Yes	Yes	No
Temporary FT, PT *	No	No	No	No
Temporary Professional Administrative (after 2,080 hours)	Yes	No	No	No

Grant funded positions will receive vacation and health/dental benefits if there are sufficient funds in the grant.

\*Partial of full benefits may be awarded for special hard-to fill—positions at the discretion of the President.

### Compensation for Additional Degree or Hours

The following compensation amounts will be awarded to employees for the respective accredited educational accomplishment. The awarded amount will be added to the employee's base salary effective the month the employee submits the official documentation of the degree or hours completed. See Procedure 5.02 for eligibility requirements and details.

Awarded Amounts:

- \$250 to base salary for acquiring an Associate's degree
- \$500 to base salary for acquiring a Bachelor's degree
- \$1000 to base salary for acquiring a Master's degree
- \$500 to base salary for acquiring 18 additional credits in a discipline/field (Faculty Only)
- \$2000 to base salary for acquiring a Doctorate Degree

### Cellular Devices Base Salary Adjustments

Specific positions require the employee to own and use a cellular device to execute position duties. The following cellular usage rates per year are added to the respective employee's base salary. (Note: the salary ranges depicted on pages 20-30 do not include these cellular device salary adjustments.)

Cellular Usage Tier 1 = \$300  
 Cellular Usage Tier 2 = \$540  
 Cellular Usage Tier 3 = \$1020

## SPECIALIZED ACTIVITIES

### Part-Time Professional Temporary

The following positions will be funded as indicated below. Rates are per clock hour.

Counselors	\$ 10-\$16 per hour
Librarians	\$ 10-\$16 per hour
Musical Accompanists (Professional)	Minimum Wage - \$10 per hour
Non-Credit Instructors	\$ Varies per hour
Test Proctors	\$ 7 per hour
Test Supervisors	\$ 10 per hour
Tutors:	
Two Year College Degree	\$ 7.50 per hour
Four Year College Degree & Above	\$ 12-\$18 per hour

### Specialized Areas

The following is a pre-approved list of stipends by the Board of Trustees.

Assistant Athletic Coach	\$ 5,000 per year/per sport
Department Chair	\$ 4,300 per year
Head Athletic Coach	\$ 7,000 – \$ 11,000 per year/per sport
On-Site Center Coordinator	\$ 3,000 – \$4,600
Recreation/Fitness Coordinator	\$ 7,000 – \$10,000 per year
SGA Advisors, Coaches & Directors	\$ 800 – \$6,000 per duties/responsibilities assigned
Special Advisors	\$ 3,400 – \$5,000 per year

**NOTE:** All retirees participating in the Florida Retirement System will pay a 1.45% FICA tax.

The President may add other specialized areas as appropriate.

In cases of critical skills or specialized areas, the president may approve an hourly rate increase.

Faculty who assume additional responsibilities, such as department chairs, may be granted release time by the President.

## General Information

### Increases in Pay

Provided there are funds available, an employee shall be eligible for either an annual performance award or an annual salary increase based on satisfactory results of his or her annual performance evaluation or satisfactory completion of her/his probationary performance period. If performance is less than satisfactory, an employee will not be eligible for a salary increase unless the employee's salary is at the minimum of a pay range, and there is an adjustment to the pay range minimum.

Pay increases are made typically to an employee's base salary. However, if an employee's salary is at or near the maximum salary point for the position, the employee will receive the increase as a lump sum rather than a base salary increase.

While no COLA salary increase is planned for 2009-10 the Salary Plan does include a provision for consideration of a one time performance incentive payment for employees who receive a satisfactory or higher rating on their annual evaluation. The President will review the college financial situation in May of 2010 and make a recommendation to the DBOT based on the college's funding situation at that time.

### Cost of Living Adjustment (COLA) Salary Increase

Provided there are funds available and an employee has a satisfactory or higher performance review, an employee can receive a COLA Salary increase. These increases typically are provided to employees at the start of the fiscal year. However, based upon revenue the College may elect to postpone such increases until mid-fiscal year. Employees will be eligible for a mid-fiscal year increase provided they are on payroll before July 1.

### Authority

The President as empowered by the District Board of Trustees and LSCC Rules and Procedures can authorize position upgrades/reclassifications; salary schedule changes; salary increases; special payments and overtime; and hiring, movement, and dismissal of all employees and contractors.

### Salary Increases and Upgrades

With the exception of an annual COLA salary increase and subject to budgetary constraints, an employee will receive an increase to the salary only if: the employee's position is upgraded and the employee remains in the position; the employee is promoted into a position at a higher salary grade or level.

A position upgrade occurs where 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. Requests for position upgrades are considered once a year.

# **Personnel Classifications**

## Instructional & Non-Instructional Personnel

### Adjunct Instructors

#### Adjunct Pay per Credit Hour

Adjuncts will be paid according to the degree level of the class taught.

Example: An adjunct has a Master's degree in English and a Ph. D. in Biology. The class taught is English. The adjunct will be paid \$500 per credit hour as follows:

Associate Degree	- \$395	Bachelors Degree	- \$458
Masters Degree	- \$500	Doctorate Degree	- \$540

Adjunct - Temporary part-time personnel. Credit classes only.

Adjunct payroll checks are mailed the day before payday.

Two classes (6–8 credit hours). Vice President of Academic Affairs or President must approve excess.

#### For Lab Hours

1 hour of credit for 2 hours of Lab times the appropriate adjunct rate

#### Independent Study

\$25 per credit hour per student for a term.

#### Substitute Teaching Salary Schedule

The pay for substitute teachers shall be at the hourly adjunct clock rate. A one-credit course meeting once a week for 15 weeks has 15 clock hours in a semester.

Example 1 At the Masters level, the adjunct pay would be \$500.00 per credit hour.

Adjunct rate	-	<u>\$500</u>	=	\$33.33
No. clock hrs.	-	15		

A three-credit course meeting three times a week for 15 weeks has 45 clock hours in a semester.

Example 2 At the Masters level, the adjunct pay would be \$500.00 per credit hour or \$1,500.00 for the semester.

Adjunct rate	-	<u>\$1500</u>	=	\$33.33
No. clock hrs.	-	45		

#### Television Courses

Adjunct Instructors teaching television courses will receive pay per credit hour as follows:

Bachelors Degree-.....	\$458
Masters Degree-.....	\$500
Doctorate Degree-.....	\$540

## Faculty

The 2009 - 2010 Salary Schedule for regular Instructional & Non-Instructional Personnel is presented on page 21. The faculty contract period shall extend from the first duty day of the fall term through the last duty day of the spring term. The specific dates to be worked during this contract period shall be as determined by the President or his designee. The Board of Trustees, upon recommendation from the President, may defer any change in compensation and method of payment established at the beginning of a fiscal year to a later time during that fiscal year.

Six semester hours may be required of faculty for Summer A or B terms.

With the approval of the Vice President non-instructional faculty (librarians) are eligible to be paid at the part-time Professional Temporary Librarian rate for working non-duty days.

### Equivalent Semester Hours

Instructors who have an excessive student contact hour load will receive overload pay. Contact hours in the primary teaching load (excluding TV courses) will be converted to semester hour equivalents as follows:

<u>Contact Hours</u>	<u>Semester Hour Equivalent</u>
451 to 480	1
481 to 510	2
511 and above	3

Equivalents may be determined and approved by the Vice-President of Academic Affairs or the College President.

### How to Calculate Contract Period/Teaching Load

1. For any days worked over the normal contract period, employees will be paid at their daily rate of pay.
2. A full-time teaching load is equated to 15 credit hours per term (fall or spring). Student contact hours and specific assigned duties may be used in determining load when approved by the College President.
3. When classes do not meet minimum enrollment requirements, instructors may be requested to combine classes (in related areas) and may be given credit on teaching load for just one class.

### How to Calculate Overload Compensation

Full-time instructors teaching credit classes in excess of the stated full-time semester hour load will receive overload pay per credit hour as follows:

Bachelors Degree - \$436                      Masters Degree - \$476                      Doctorate Degree - \$514

### For Lab Hours

1 hour of credit for 2 hours of Lab times the appropriate overload rate

### For Summer Terms

Faculty will be paid at the rate of \$2,000 for a three (3) credit course up to six credits. After six credits, the appropriate overload rate will apply.

### Independent Study

\$25 per credit hour per student for a term.

### Co-Op

\$100 per student not based on credit hours

### Levels of Experience

For hiring and placement purposes, the assigned level is determined by the prior years of related instructional experience, position needs and budget limitations. All experience must be verified by the Human Resources Department and level ratings approved by the College President. Where “critical skills” services are necessary, the President may allow an increase to the beginning salary by an amount not to exceed twenty percent (20%).

### Substitute Teaching Salary Schedule

The pay for substitute teaching shall be at the hourly overload clock rate. A one-credit course meeting once a week for 15 weeks has 15 clock hours in a semester.

Example 1 At the Masters level, the overload pay would be \$476.00 per credit hour.

Overload rate -  $\frac{\$476}{15} = \$31.73$   
No. clock hrs. - 15

A three-credit course meeting three times a week for 15 weeks has 45 clock hours in a semester.

Example 2 At the Masters level, the overload pay would be \$476.00 per credit hour or \$1,374.00 for the semester.

Overload rate -  $\frac{\$1428}{45} = \$31.73$   
No. clock hrs. - 45

### Television Courses as Overload

Instructors teaching television courses will receive pay per credit hour as follows:

Bachelors Degree - \$436                      Masters Degree - \$476                      Doctorate Degree - \$514

### Awarding of Stipends

An instructional employee may receive a special stipend payment for both performing duties and responsibilities or for the completion of special projects which are in addition to the employee's normal duties. Stipends are awarded by the President when funds are available. Stipends shall be calculated based upon the value of the added assigned work (duties, tasks or projects) using appropriate market data. The actual stipend award however shall be assigned in relationship to other existing stipends amounts and available funds.

### Awarding of Instructional Release Time

An instructional employee may receive instructional release time during Fall and/or Spring semesters for performing time-bounded special duties or completing special projects as deemed necessary by Academic Affairs Vice President and approved by the President. Instructional release time shall not exceed nine credit hours a semester. Release time may be exercised in conjunction with a stipend for situations where the compensated value of the duties or projects is higher than the value of compensated instructional time. When such a situation occurs, then following calculation will be used to establish the value of the release time awarded to enable the identification of an appropriate stipend.

Instructional release time is in course credit hours converted to work hours based upon the 1148 hours computed from 7 hour day times the 164 instructor contract days. The release time work hours' value is computed by taking those hours times the respective faculty member's hourly gross salary rate. A portion of the 20 hours/wk that's non-instructional is used in support of the 15 hours of instructional hours and needs to be added to the instructional release hours to accurately determine the total value of release time. So for each hour of instructional hour released .75 will be used, i.e. 6 instructional hours released equals 4.5 hrs, of the 20 non-instructional hours.

Example: Lorrie Smith, Instructor, to be given 6 hours/wk of instructional release time for a special project. Lorrie's annual 164 day contract gross salary is \$36,266. The hourly rate is \$31.59.

In support of those 6 hours is an additional 4.5 hours from the 20 non-instructional hours.

**Total calculated release hours/wk is 10.5.**

<b>Total wkly Release Hours</b>	<b># of wks in C-Year</b>	<b>Total Hrs Released</b>	<b>Smith's Instructor Hrly Rate</b>	<b>C-Year Value of Release</b>	<b>Per Semester Value of Release</b>
10.5	32.8	344.4	31.59	\$10,880	\$5,440

## Faculty Rank & Promotion Plan

(Excerpts – Please see formal FR&P Plan at [www.lsc.edu/frp](http://www.lsc.edu/frp))

### Candidate Eligibility for Faculty Rank Promotion Consideration

To be an eligible candidate for rank promotion a faculty member must be:

- on continuing contract
- rated at satisfactory or higher on her/his last performance review
- completing his/her last year in the current rank (*as designated in the Plan, See “Faculty Ranks”, below*).

Candidates must officially apply for promotion consideration. (See “FR&P Plan: Request for Application Consideration Form”, Appendix A, page 28-31). Candidates must complete and submit a professional portfolio. The portfolio must provide evidence of the candidate’s performance in meeting the Categories of Criteria set forth in the FR&P plan. Documentation of performance used in the portfolio can be for the last seven (7) years maximum. (See “FR&P Plan: General”, page 8-12 for details). There is no quota on how many faculty members can be promoted in a given FR&P Program year. However, the understanding by faculty and administration is that FR&P system may not accommodate a large number of candidates because of all the processing work. Should a large number of candidates file the FR&P Committee and Administration would need to assess the situation and manage the situation as appropriately as possible. Such might necessitate employing seniority as a means to determine candidates for each rank.

### Faculty Ranks

LSCC’s Faculty Rank system is comprised of 5 ranks. Each rank has a specific number of assigned service years before a faculty member in that respective rank may apply for promotion. A faculty member may apply in the last year assigned to the rank – he/she does NOT have to complete fully the last year before applying.

#### Ranks

1. Instructors/Staff Librarians
2. Assistant Professors/Assistant Librarians
3. Associate Professors/Associate Librarians
4. Professors/Librarians
5. Senior Professors/Senior Librarians

### **FR&P Compensation Model**

The following information from the FR&P Plan, Section Five, details how ranked faculty will be compensated. There are three components of the Compensation Model:

1. Salary Ranges for each Rank
2. Minimal Cost of Living Increase
3. Pay Increase amounts (by formula) for promotions to another rank.

### Key Strategic Intents of Compensation Model

- The rank salary ranges are subject to change every two years pending the results of market salary studies.
- The annual wage increase or cost of living adjustment as noted in this model is based upon an absolute minimum funded model. More funding may be possible and such will be attempted each year. The wage increase or cost of living adjustment will be in alignment with what staff receives.
- Equity reviews and appropriate adjustments will occur each year as necessary. Such may occur for an individual at either her/his promotion time or at the general yearly compensation event.

## **Professional, Managerial & Administrator Personnel**

The 2009 - 2010 Salary Schedules for regular Professional, Managerial & Administrator Personnel are presented on pages 22 - 30. All salaries are quoted for the fiscal year July 1, 2009 - June 30, 2010. All employees are paid for the number of duty days they are scheduled to work in a fiscal year. Ranges are used to reflect the duties, responsibilities, knowledge and skills required by the position. The Board of Trustees, upon recommendation from the President, may defer any change in compensation and method of payment established at the beginning of a fiscal year to a later time during that fiscal year.

### Work week

The normal work week will be thirty-seven and one-half (37½) hours. The normal workday for Professional Administrative personnel will be seven and one-half (7½) hours a day, not including lunch. The President may authorize a change in employees' schedules as deemed necessary for the efficient operation of the College.

### Beginning Rate of Pay

Newly hired non-instructional employees with minimal experience, generally, will be paid at the minimum salary of the applicable pay range. In cases of "critical skills" positions, or where the applicant's training, experience and/or qualifications are above those required for the position, the President or his designee may hire new employees above the minimum, but not to exceed the mid-point, of the range.

### Classes during Working Hours

The College encourages all employees to pursue a formal education. However, this objective should be balanced against each department's work requirements in order to provide proper services to our students and staff. Advance permission to sign up for a class during the scheduled workday may be granted by the supervisor, subject to certain guidelines. If the desired course is offered in the evening or on a weekend, it should be taken during non-working hours. A course may be taken, with supervisory approval, during an employee's lunch hour. (Lunch period is any hour between 11 a.m. and 2 p.m.) Any working hours lost while in class shall be made up during the workweek, and no compensatory time shall be allowed for the make-up work. Employees who foresee a conflict between work schedules and classes should consult with their supervisor prior to the registration period.

### Compensatory Time

Full-time non-exempt employees may be granted compensatory time.

1. The compensatory time shall be at a rate of one (1) hour between 37½ to 40 hours worked in a week, and one and one-half (1½) hours for each hour worked beyond forty (40) hours within the workweek.
2. Compensatory time must be agreed upon in advance by the employee and the supervisor, both when it is earned and when it is used. Compensatory time should be used within a reasonable time, generally limited to no more than 30 days.
3. Compensatory time shall be used prior to other categories of leaves (personal, vacation, sick).
4. Exempt employees and faculty are not eligible for compensatory time.
5. An employee may not accumulate more than 240 hours of compensatory time.
6. For Professional Administrative employees, each workweek stands alone for purposes of compensatory time calculation. One cannot average two workweeks together (e.g. fifty hours one workweek and thirty hours the next).
7. The College workweek extends from 12:01 a.m. Sunday through 12:00 midnight Saturday.

### Computation of Pay

1. The annualized salary will be between the minimum and the maximum of a range.
2. Compute the daily rate by dividing the number of days the position is scheduled to work on an

annual basis into the annualized salary. See Duty Day Calendar page 33.

3. Multiply the daily rate by the number of duty days remaining in that fiscal year. This represents total pay for the fiscal year ending June 30.
4. Determine the number of days worked in the initial month of employment and multiply by the daily rate.
5. Subtract the first month's pay from the total pay calculated for the fiscal year ending June 30. Take the remainder and divide this figure by the number of months remaining in the fiscal year to arrive at the monthly gross pay.
6. For any employee working less than a 240 day year, salary is determined by multiplying the daily rate of pay by the number of working days.
7. For any approved days worked over the normal contract period, employees will be paid at their daily rate of pay.

Where an employee begins employment after the July 1st date, the first month's salary covers days worked only. The salary for the remaining months will be divided into equal monthly payments based on the number of months left in the fiscal year.

EXAMPLE: New Employee Working Less Than 240 Days Prior to July 1st.  
 \$20,000 Annualized Salary on a 240 Day Schedule  
 Employee Begins Work 10/13/2009

Step 1 - Daily Rate of Pay ~ \$20,000/240	\$ 83.33
Step 2 - Remainder of Days in Fiscal Year ~ \$83.33 x 169	\$ 13,916.11
Step 3 - October Gross Pay ~ \$83.33 x 14 (Oct. duty days)	\$ 1,166.62
Step 4 - Gross Pay (November through June) ~ \$13,916.11 - \$1,166.62	\$ 12,749.49
Step 5 - Monthly Gross Pay (Nov. through June) ~ \$12,749.49/8	\$ 1,593.69

The following procedure is followed in computing final gross pay:

1. Determine number of days employee worked during fiscal year.
2. Multiply number of days by daily rate. (This is the total gross earned for employee during the fiscal year.)
3. Compare total gross earned with total amount to be paid to employee that fiscal year.
4. Adjust final paycheck to ensure total earned equals total paid.

EXAMPLE: For an employee beginning work on October 13, 2009, and leaving on April 7, 2010

	<u># Duty Days</u>		<u>Daily Rate</u>	<u>Earned</u>	<u>Paid</u>
Oct	14	@	\$ 83.33	\$ 1166.62	\$ 1166.62
Nov	19	@	"	1583.27	1593.69
Dec	13	@	"	1083.29	"
Jan	19	@	"	1583.27	"
Feb	20	@	"	1666.60	"
Mar	18	@	"	1499.94	1458.26
Apr	<u>5</u>	@	"	<u>416.65</u>	<u>- 0 -</u>
	108			\$ 8,999.64	\$ 8,999.64

### Demotions

Demotions occur when the employee is moved from one position to another within a lower salary grade or level, and typically will include a reduction in pay.

### Hours Worked

"Hours worked" is the time for which a non-exempt employee is entitled to be compensated. Vacation leave and sick leave (including personal leave) are counted as hours worked in computing compensatory hours. Vacation leave and sick leave (including personal leave) are not counted when computing paid overtime hours at a rate of time and one half (1½) for each hour worked beyond 40 hours in a week.

### Night Shift

A night shift is defined as a shift in which 50 percent or more of the time worked is between 5:00 p.m. and 8:00 a.m. A non-exempt employee working a night shift will be paid a night shift differential of 15 cents per hour. In the event the employee no longer works on the night shift, the differential will no longer be paid, and the employee will be paid the base rate.

## **Temporary/Interim Promotions**

A temporary or interim promotion occurs when a qualified staff employee is moved from her/his current position to the next higher salary grade or level within the same department for a specific timeframe. Approval must be granted by the appropriate Vice President and President.

### **Temporary/Interim Promotion to the next salary grade or range**

If the employee assumes all responsibilities for the higher grade or level, then the employee will receive compensation either:

- 1) at the base rate of the new grade/level,
- OR,**
- 2) at the midpoint percentage rate of the new grade (as calculated by the current position's midpoint percent)

whichever is higher.

Example: The employee's salary range is \$19,716 to \$29,968 with a midpoint of \$24,842. The employee's current salary within that range is \$23,500 or 95% of the midpoint. 95% of the new position's midpoint of \$26,084 (salary range was \$20,701 to \$31,466) would be \$24,780. This \$24,780 would become the temporarily promoted employee's new salary.

**NOTE:** If the employee is a staff employee and would assume only a partial set of all the responsibilities of the new grade or level, then the employee would NOT be temporarily promoted. In this situation the employee will maintain her/his present salary and receive a stipend for the additional responsibilities. See "Special Payments: Extra Pay for Additional Responsibilities."

### **Temporary/Interim Promotion up 2+ levels/grades**

If the employee assumes all responsibilities for the new salary grade/level that is two or more grades above, then the employee will receive at minimum the base rate of the new salary grade/level. If the employee's current salary is higher than the base rate of the new position, then an increase of 4% to the current base will establish the new salary.

If the employee assumes ONLY a partial set of responsibilities for the new grade or level that is two or more grades above, then the employee will receive compensation based upon the following calculation: Percentage of total responsibilities to be assumed multiplied to the base rate of the new salary grade. Documentation of the responsibilities to be assumed must be signed by the supervisor and attached to the Position Requisition.

Example: 80% of the Director Financial Aid's responsibilities will be assumed. The calculation for the employee's new salary is:  $80\% \times \$44,100 = \$35,280$ .

### **Internal Promotions**

LSCC recognizes the importance and value of "promoting from within." Before a position vacancy will be posted HR and the appropriate hiring supervisor will jointly verify if a qualified internal candidate is eligible for the promotion. Eligibility requires that the individual have the appropriate minimum qualifications AND has been developed officially and successfully for the open position. Official development is determined by an employee completing successfully the HR certified Career Path Development Plan (CPDP) for the appropriate position.

Career Path Development Plans are: created by individual departments for their respective positions; approved by the respective department's VP; and, certified by HR. Career Path Development Plans are prescribed and sequenced development tasks to be successfully completed for a specific position. See your supervisor to determine if career paths exist.

Upon successful completion of the entire and appropriate Career Path Development Plan the supervisor will provide the employee with a final and complete evaluation of the process. The approving supervisor completes the process by creating a memo stating the accomplishment of the incumbent and recommending her/him for potential promotion (given an opening). This memo is sent to the appropriate Director or VP and a copy filed with HR.

When an appropriate job vacancy occurs, the approving supervisor will submit to HR a completed Employment Action Form or Position Requisition with the following documentation:

- 1) Memo of Accomplishment (per Step 5 of the CPDP)
- 2) Completed Career Development Path Plan.

After all approvals HR will complete the Position Requisition and finalize the employee's promotion and new salary.

### **Promotions (Permanent)**

A promotion occurs when a qualified employee is moved from one position to another within a higher salary grade or level. Calculating the appropriate salary is governed by two different situations: 1) promotion to one salary grade or level above, or 2) promotion to two or more salary grades/levels above.

### **Promotion to next salary grade or level**

Determine first the midpoint of the employee's current salary range. (To determine midpoint: subtract the base rate from the top rate, divide by 2, and then add that number to the base rate.)

If the current salary is below the midpoint, then determine the % of salary to the midpoint. Take this % and multiply it times the midpoint of the new salary range. The outcome of this calculation will be considered the new salary relative to its position in that level's group of salaries. Therefore, the final determined salary may be adjusted by HR for pay equity.

Example: The employee's current salary range is \$19,716 to \$29,968 with a midpoint of \$24,842. The employee's current salary within that range is \$23,500 or 95% of the midpoint. 95% of the new position's midpoint of \$26,084 (salary range was \$20,701 to \$31,466) would be \$24,780. This \$24,780 would be the promoted employee's new salary.

If the current salary is above the midpoint, then multiply the employee's current salary by 5%. The outcome of this calculation will be the new salary rate for the promotion.

### **Promotion up 2+ salary grades or levels**

The new salary will be the base rate of the new salary classification. If the employee's current salary is above the base rate of the new salary classification, then a 5% increase added to base will be the new salary and adjusted, if necessary, for pay equity relative to other salaries in that pay group.

### **Reclassification/Organizational Changes**

Where 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. Reclassifications are considered once a year.

### **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.

### **Special Payments or Stipends for Additional Responsibilities**

An employee may receive a special payment for performing duties and responsibilities, in addition to the employee's normal duties, in either one of three situations: 1) assuming the responsibilities of a specialized limited activity; 2) assuming additional responsibilities of a classified position in a higher pay range because of the position being vacant, or; 3) assuming additional responsibilities/duties within level because of an increase in workload of the employee's department. For the special payments to be awarded both of these situations require appropriate documentation and the approval of the employee's supervisor, VP and President. Calculating the special payment is different for each situation, as outlined below.

**Situation 1:** This situation is a special time bound activity based assignment such as Department Chair, Student Activity Directors and Coaches. Payment is based on an amount set by Cabinet.

**Situation 2:** This situation is considered a special assignment that must be made for a specified period of time and does not constitute a temporary promotion. In order for special payment to be approved, documentation supporting the reasons for the special payment and the additional responsibilities must be attached to the request.

**Situation 2 Calculation for Special Payment:** Determine the percentage of responsibilities being assumed by the employee from the total responsibilities of the higher position. (# of responsibilities to be assumed divided by the total number of responsibilities of the higher position). Multiply this percent by the base salary for the higher position. This number is the total value rate of those specific responsibilities. Take this total value rate and multiply by percentage of the typical day the individual will perform those responsibilities. This percentage cannot be higher than 50%. This final computation will be the annual stipend which can be divided by 12 for the monthly amount.

**Example:** The supervisor determines that a Specialist I-Finance employee will assume 50% (maximum amount) of the responsibilities of the Specialist II-Finance position (base salary \$20,701). 50% multiplied by \$20,701 = \$12,787. The supervisor also determines the employee will perform these responsibilities 30% of each day typically. 30% multiplied by \$12,787 = \$3,836 annual stipend or \$320 per month.

**Situation 3:** This situation is considered extra work to be calculated at the employee's current hourly wage for the hours worked to complete such. The supervisor determines the appropriate TOTAL number of hours the new duties required within the employee's tour and documents such. In order for special payment to be approved, documentation supporting the reasons for the special payment and the additional responsibilities must be attached to the request. (**NOTE:** if an employee is non-exempt and the duties require additional hours beyond the tour above 40 hrs, then the employee is entitled to overtime pay.)

**Situation 3 Calculation for Special Payment:** The appropriate number of hours necessary for the employee to complete the extra duties must be determined by the supervisor. This number is projected forward for the total number of days the employee will perform the duties during her/his

tour to arrive at the total amount of hours. Multiply this total number of hours by the employee's hourly rate to arrive at the value for the special payment.

Example: The supervisor determines 4 extra duties will be assigned to an employee for 3 months (60 days). These 4 extra duties take 3 hours total to complete each day. 3hrs. p/day X 60 days = 180 hours total. 180 hrs X \$9.60 (employee's hourly rate) = \$1,728.

### **Student Assistants and Work Study Students**

1. The current rate of pay for a student employed under these programs is \$7.25 per hour.
2. The Financial Aid office determines the number of hours a Work Study Student may work per week. These hours may not exceed 20 hours per week.
3. A financial needs analysis will be required of all persons employed under the Work Study Program.
4. Only qualifying persons in financial need will be employed in the Work Study Program.
5. The maximum number of hours a Student Assistant may work per week is 20.

### **Temporary Employees**

Temporary employees are not paid from the salary schedule and will be paid a competitive hourly rate determined by the President or his designee. Temporary employees do not earn compensatory time, and are paid for additional hours as budget allows. All temporary employees not retired from the Florida Retirement System must pay a 7.65% FICA tax. Those retired will pay a 1.45% FICA tax. This payment will be by payroll deduction at the time of compensation for work completed. Students are excluded from paying FICA.

### **Acting and Interim Position Assignments**

An "acting" position shall be assigned for a timeframe of 5 months or less and the employee assumes 75-100% responsibility of the position as defined by the job description duties/responsibilities. The employee shall receive a stipend that is calculated by using the base hourly rate of the new position factored by the percentage of responsibilities assumed.

An "interim" position shall be assigned for longer than 5 months and the individual assumes 100% responsibility of the position as defined by the job description. For a position above the employee's current grade the employee receives the base salary of the position's level OR 5% increase if the present salary is above the base of the interim appointed position.

# **2009 - 10 Salary Schedules**

**2009- 10 Faculty Rank Salary Ranges**  
(164 days for Instructional, 220 days for Non-Instructional)

<b>Rank</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Instructor or Staff Librarian *	\$34,000	\$42,500	\$51,000
Assistant: Professor or Librarian	\$36,000	\$45,000	\$54,000
Associate: Professor or Librarian	\$38,000	\$48,000	\$58,000
Professor or Librarian	\$40,000	\$53,500	\$67,000
Senior: Professor or Librarian	\$44,000	\$58,500	\$73,000

\* Based on entry level of Masters Degree or higher.  
(If entry level is a Bachelors Degree the salary range is \$27,900 - \$34,000)

Annual Minimal Cost Of Living Increase Goal

<b>Rank</b>	<b>2% of Midpoint (of Salary Range)</b>
1. Instructor or Staff Librarian	\$ 850
2. Assistant: Professor or Librarian	\$ 900
3. Associate: Professor or Librarian	\$ 960
4. Professor or Librarian	\$ 1,070
5. Senior: Professor or Librarian	\$ 1,170

Salary Increases for Rank Promotions

A faculty member being promoted to another rank will either receive a 3% increase of the new rank's midpoint OR the base rate of that new rank – whichever is the greater. The 3% increase per rank midpoints would be:

**To Assistant Professor** 3% Midpt. \$1,350 increase  
**To Associate Professor** 3% Midpt. \$1,440 increase  
**To Professor** 3% Midpt. \$1,605 increase  
**To Senior Professor** 3% Midpt. \$1,755 increase

## Managerial - Administrator Salary Levels and Ranges

Level/ Salary Range	Title	Days
MA1 24,100 – 37,837 (Midpoint=30,969)		
MA2 26,000 – 40,820 (Midpoint=33,410)	Campus Recreation/Head Volleyball Coach	240
	Coordinator English Tutoring	240
	Coordinator Math Tutoring	240
	Coordinator Post-Secondary Transition/Baseball Coach	240
	Coordinator Recruitment/Coach	240
	Coordinator Sports Information – Head Softball Coach	240
MA3 28,200 – 44,556 (Midpoint=36,378)	Accountant	240
	Career Advisor	240
	Coordinator/Advisor Nursing Transition	240
	Coordinator Reach Out Program	240
	Coordinator Special Events-Foundation	240
	Executive Assistant to the President	240
	Financial Aid Advisor	240
	Head Athletic Trainer	240
	Manager Benefits	240
	Manager Foundation Financials	240
	Manager Learning Center	240
	Nursing Recruiter	240
MA4 29,500 – 46,315 (Midpoint=37,908)	Academic and Career Advisor	240
	Advisor Student Affairs	240
	Advisor Student Affairs & Retention	240
	Advisor Student Affairs SL	240
	Manager Financial Aid Scholarship	240
	Manager Human Resources	240
	Manager Learning Center Project Development	240
	Manager Purchasing	240
	Manager Talent Search Program	240
	Manager Talent Search Program South Lake	240
	Manager Talent Search Program Sumter	240
	Manager Workforce Services and Tech Prep Program	240
	Special Assistant to the President	240
	Staff Accountant/Bursar	240
	Staff Accountant	240

<b>Level/ Salary Range</b>	<b>Title</b>	<b>Days</b>
MA5 34,100 – 53,537 (Midpoint=43,819)	Assistant Director Financial Aid	240
	Assistant Registrar	240
	Manager Dual Enrollment	240
	Manager Minority Reach Out Program	240
	Manager Payroll	240
	Manager Sumter Student Affairs	240
	Manager Training Services	240
	Manager Upward Bound Program	240
	Manager Workforce Education Programs	240
	Manager Workforce Readiness/Job Placement	240
	Staff Supervisor Building & Grounds	240
MA6 37,800 – 59,346 (Midpoint=48,573)	Assistant Director Student Life	240
	Senior Manager Campus Services SL	240
	Senior Manager CNA Program	240
	Senior Manager Institutional Research/Projects	240
	Senior Manager OSD	240
	Senior Manager Sports & Fitness Program	240
MA7 40,500 – 63,585 (Midpoint=52,043)	Assistant Director Business Resources	240
	Assistant Director Business Services	240
	Assistant Director Electrical Distribution	240
	Assistant Director Human Resources	240
	Assistant Director Student Success	240
MA8 45,200 – 70,964 (Midpoint=58,082)	Director Athletics	240
	Director Budget and Accounting	240
	Director College Relations	240
	Director Distance Learning	240
	Director EUI & BCE	240
	Director Institutional Research	240
	Director Learning Center	240
MA9 52,000 – 81,640 (Midpoint=66,820)	Director Admissions/Registrar	240
	Director Business Resources	240
	Director Facilities	240
	Director Financial Aid	240
	Director Library Services	240
	Director Nursing	240
	Director Outreach Programs & Transition Services	240
	Director Student Development	240

<b>Level/ Salary Range</b>	<b>Title</b>	<b>Days</b>
MA10 62,600 – 98,282 (Midpoint=80,441)	Assistant Vice President of Student Affairs	240
	Chief Information Officer	240
	Controller	240
	Dean of Career and Technical Programs	240
	Dean of General Education and Transfer Programs	240
	Executive Director Human Resources	240
	Executive Director Institutional Advancement/Foundation	240
	Executive Director Planning and Research	240
MA11 70,000 – 109,900 (Midpoint=89,950)	Vice President Academic & Student Affairs	240
	Vice President Business Affairs	240
MA12 75,000 – 117,750 (Midpoint=96,375)		

## Professional Administrative Salary Levels and Ranges

Level/ Salary Range	Title	Days
PA1 16,500 – 27,500 (Midpoint=22,000)	Administrative Specialist	240
	Administrative Specialist P/T	240
	Administrative Specialist (D) P/T	240
	Administrative Specialist Nursing South Lake P/T	240
	Administrative Specialist Sumter	240
	Senior Administrative Specialist Sumter P/T	240
PA2 18,000 – 30,900 (Midpoint=24,450)	Senior Administrative Specialist (D)	240
	Senior Administrative Specialist (E)	240
	Senior Administrative Specialist Mailroom	240
	Senior Administrative Specialist Sumter	240
	Specialist Shipping & Receiving	240
	Specialist Upward Bound	240
PA3 18,800 – 32,000 (Midpoint=25,400)	Administrative Staff Assistant	240
	Administrative Staff Assistant BCE	240
	Administrative Staff Assistant BRC	240
	Administrative Staff Assistant Nursing	240
	Administrative Staff Assistant South Lake	240
	Administrative Staff Assistant South Lake P/T	240
	Senior Administrative Specialist	240
	Senior Administrative Staff Assistant Business Affairs	240
	Specialist Accounting	240
	Specialist Admissions/Records	240
	Specialist Career Development	240
PA4 19,400 – 33,000 (Midpoint=26,200)	Senior Specialist Accounting	240
	Senior Specialist Human Resources	240
	Senior Specialist Nursing	240
	Program Assistant Talent Search and Upward Bound	240
	Program Assistant Student Development	240
PA5 20,200 – 34,000 (Midpoint=27,100)	Program Specialist Financial Aid	240
	Program Specialist Financial Aid SL	240
	Program Specialist Planning & Research	240
	Program Specialist Testing	240
	Program Staff Assistant Athletics	240
	Senior Staff Assistant Arts & Sciences	240
	Senior Staff Assistant Business & Technologies	240
	Senior Staff Assistant Planning & Research	240
	Senior Staff Assistant Sumter	240
	Staff Specialist – Academic Affairs	240
Student Life Assistant	240	

<b>Level/ Salary Range</b>	<b>Title</b>	<b>Days</b>
PA6 21,500 – 35,000 (Midpoint=28,250)	Senior Program Specialist Accounting	240
	Senior Program Specialist Admissions/Records	240
	Senior Program Specialist Financial Aid	240
	Senior Staff Assistant – Foundation	240
	Specialist Grants Accounting	240
PA7 22,800 – 37,000 (Midpoint=29,900)	Master Program Specialist Accounting	240
	Master Program Specialist Enrollment & Reporting	240
PA8 23,400 – 38,500 (Midpoint=30,950)	Master Program Specialist Duplicating/Shipping/Receiving	240
	Senior Staff Assistant South Lake	240
PA9 25,000 – 40,500 (Midpoint=32,750)	Officer Admissions/Records	240
	VP Staff Assistant Academic Affairs	240
	VP Staff Assistant Business Affairs	240
	VP Staff Assistant Student Affairs	240
	Senior Staff Specialist Nursing	240
	Senior Staff Specialist Facilities Support/Reports	240
PA10 25,900 – 42,000 (Midpoint=33,950)		

## Professional Crafts/Trades Salary Levels and Ranges

Level/ Salary Range	Title	Days
PCT1 17,000 – 28,400 (Midpoint=22,700)	Maintenance Service Worker I Maintenance Service Worker I South Lake Maintenance Service Worker I Sumter	240 240 240
PCT2 18,000 – 30,000 (Midpoint=24,000)	Maintenance Service Worker II	240
PCT3 20,500 – 33,000 (Midpoint=26,750)	Tradesworker	240
PCT4 20,701 – 34,500 (Midpoint=27,600)	Maintenance Service Worker III	240
PCT5 23,964 – 38,000 (Midpoint=30,982)	Supervisor Electrical Systems Supervisor Maintenance	240 240

## Professional Technical Salary Levels and Ranges

Level/ Salary Range	Title	Days
PT1 20,701 – 33,000 (Midpoint=26,851)	Computer Operator	240
	Library Technician	240
PT2 23,000 – 36,110 (Midpoint=29,555)	IT Specialist	240
	Lab Tech	240
	Library Senior Technician	240
	Media & PC Lab Tech	240
	Microcomputer Specialist I	240
PT3 25,140 – 39,470 (Midpoint=32,305)	Business Application Tech	240
	Computer Operator Senior	240
	Help Desk Tech	240
	Library Technical Specialist	240
	Publication/Marketing Tech	240
	Senior Specialist Media	240
	Specialist Help Desk	240
PT4 27,600 – 43,330 (Midpoint=35465)	Assistant Technical Theatre	240
	Com/Telcom Analyst	240
	Computer Technician	240
	Computer Technician PT	240
	Educational Technology Assistant	240
	Help Desk Coordinator	240
	IT Trainer/PC Support	240
	Programmer-Analyst	240
	Science Lab Technician	240
	Web Designer	240
PT5 33,700 – 52,900 (Midpoint=43,300)	Business Analyst I	240
	eLearning Tech/Trainer	240
	Manager Technical Theatre	240
	Manager IT Help Desk	240
	Network Analyst I	240
	Webmaster	240
PT6 37,200 – 58,400 (Midpoint=47,800)	Business Analyst II	240
	Database Programmer	240
	Network Technician	240
	Instructional Technology Specialist	240
	Webmaster Senior	240
PT7 41,000 – 64,370 (Midpoint=52,685)	Database Administrator	240
	Network Administrator	240
	Systems Analyst Senior	240



<b>LEVEL/ SALARY RANGE</b>	<b>TITLE</b>	<b>DAYS</b>
PT8 43,200 – 67,824 (Midpoint=55,512)	Manager Computer Operations	240
	Manager Computer Resource	240
	Manager Network-Telecommunications	240
	Manager Network Design/Support	240
	Manager TV Studio	240
PT9 45,400 – 71,278 (Midpoint=58,339)	Assistant Director IT	240
PT10 48,600 – 76,302 (Midpoint=62,451)	Director Education Tech.	240
	Director IT	240
	Director IT Projects	240
	Director Telecom, Network	240

## **BENEFITS SUMMARY**

### **Health/Dental Insurance**

Regular full-time employees are offered health/dental and term life insurance at no cost to the employee. LSCC's health insurance plan is with BC/BS of Florida. Employees elect through open enrollment in the fall their choice for the health care plan for the new year.

### **Term Life/Supplemental Term Life Insurance**

All regular full-time employees are enrolled in LSCC's Term Life Insurance Group Policy at no cost to the employee. The basic term life insurance benefit consists of 1 times the full-time employee's annual salary, rounded to the next \$1,000, if not already a multiple thereof, not to exceed \$500,000. Supplemental Term Life/AD&D insurance coverage can be obtained at employee's cost.

### **Supplemental Benefits Program**

As a new employee you are eligible to participate in LSCC's supplemental benefit program, which includes Flexible Benefits Plan, Long-Term & Short-Term Disability, Cancer and Universal Life Insurance Plans. Employees may also choose to have a Pre-tax Flexible Spending Account Reimbursement for medical expenses and dependent care.

### **Employee Assistance Program**

The College provides employees with an Employee Assistance Program managed by Horizon Health. Licensed and experienced counselors are available to help you and members of your household deal with such problems as: marital, financial, alcohol/drugs, family relationships, work related stress, general stress, legal referrals, weight loss, child care, elder care, and general emotional/psychological problems or anything else that is causing disruptions in your life. Services are completely confidential, professional and always available.

### **Payroll & Direct Deposit**

Employees are paid once a month on the last working day of the month. We encourage and appreciate your participation in direct deposit.

### **Florida Retirement System (FRS)**

All regular employees have a choice between the FRS pension plan or investment plan. The monthly contribution is paid by LSCC.

### **Optional Retirement Program**

Administrators (Directors, Deans, Vice Presidents and President) and Faculty (includes Counselors and Librarians) have the choice of participating in either one of the Florida Retirement System plans or the Community College Optional Retirement Plan (CCORP). The monthly contribution is paid by LSCC.

### **Investment Annuity Plans**

Employees may enroll at any time in a 403B or 457 tax deferred plan by authorizing a payroll deduction. A list of companies for 403B and 457 plans is available from the Payroll/Benefits Dept.

### **Sick Leave**

Full time employees shall earn one day of sick leave with pay for each calendar month (i.e. 12-month employees 12 days, 9-month faculty 9 days, 11-month faculty 11 days). Employees may use four days (28 hours for faculty and 30 hours for staff) per fiscal year from their sick leave balance as personal leave.

### **Sick Leave Pool**

LSCC has a voluntary Sick Leave Pool to aid participating employees with sick leave during times of extended personal medical illness following depletion of an individual's own accrued sick leave due to extensive medical problems. Any full-time employee is eligible to join the Sick Leave Pool after twelve months of employment with LSCC provided he/she has a balance of at least nine days of sick leave time.

### **Vacation Leave**

All LSCC employees employed on a twelve-month basis are entitled to accrue one-day vacation leave for each calendar month. Part-time employees in twelve-month positions that work 20 or more hours per week shall earn four (4) hours for each calendar month.

After five years of service employees employed on a twelve-month basis are entitled to accrue 1.25 days (9.38 hours) vacation leave each calendar month and after ten years of service are entitled to accrue 1.5 days (11.25 hours) vacation leave for each calendar month.

### **Tuition Waivers**

All regular full-time employees who successfully complete their 90-day probationary period with LSCC are eligible as well as their spouse and dependent(s) for tuition fee waivers for two credit courses per term. The number of students eligible for such scholarships may be limited by available funding. (*Auxiliary Enterprises Rule 6.08*)

All regular full-time employees who successfully complete their 90-day probationary period with LSCC are eligible for at least one fee waiver per term from Saint Leo University for a credit course. LSCC has a limited number of Saint Leo waivers so they are distributed on a first come first serve basis.

### **Staff and Program Development**

Employees who have successfully completed the 90-day college probationary period may apply for reimbursement from SPD funds for course tuition and workshop/seminar attendance/conference fees. Maximum benefits per individual per fiscal year for a regular full-time employee is \$1,500 and for a regular part-time employee is \$500. Please read *Staff and Program Development Rule 6.16* for more detailed information. Each department has a LSCC Rules Manual or they are available online at <http://www.lsc.edu/rpi/>.

### **Institutional Advancement/Foundation**

Employees who have successfully completed the 90-day college probationary period may apply for a \$100 book scholarship. Employees are also eligible to apply for semester scholarships. Please contact the Foundation Department for more information and applications.

**2009 – 2010 DUTY DAY CALENDAR  
FISCAL YEAR JULY 1, 2009 – JUNE 30, 2010**

	Faculty 164 Days	Administrator, Managerial and Professional 240 Days
JULY	0	23
AUGUST	10	21
SEPTEMBER	21	21
OCTOBER	22	22
NOVEMBER	19	19
DECEMBER	10	13
JANUARY	19	19
FEBRUARY	20	20
MARCH	18	18
APRIL	22	22
MAY	3	20
JUNE	0	22
TOTAL	164	240
164 Day Contracts: Aug. 18, 2009 – May 7, 2010		

Campus Closed

Labor Day	Sept 7, 2009
Thanksgiving	Nov 26 - 29, 2009
Winter Break	Dec 15, 2009 – Jan 3, 2010 (Fac)
Winter Break	Dec 18, 2009 – Jan 3, 2010 (Staff)
Martin Luther King's Birthday	Jan 18, 2010
Spring Break	March 8 – 14, 2010
Memorial Day	May 31, 2010