

# Wage & Salary Schedule



EDISON STATE  
COLLEGE

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2011-2012

**Updated 5/2/2011**  
**For submission with fiscal year**  
**2012 Budget**

Edison State College is an Equal Access, Equal Opportunity institution. Programs, activities and facilities of the College are available to all on a non-discriminatory basis, without regard to race, color, religion, sex, age, disability, marital status, or national origin. Questions pertaining to educational equity, equal opportunity or equal access should be addressed to the Associate Vice President of Human Resources.

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Previous Schedule Presented to the District Board of Trustees with Budget on 5/25/2010

## President's Attributes and Compensation Philosophy

The Edison State College District Board of Trustees believes that attracting and retaining a President (CEO) of the highest caliber is imperative to the future vitality of the College. In an era when higher education institutions face a myriad of challenging issues—student success and accessibility, financial uncertainties, the infusion of technology, and cultivating donor relations—the CEO must demonstrate competence, agility, creativity, and successful experience.

The Board realizes that the CEO of Edison State College must possess a contemporary set of skills to interface with both external and internal constituencies. These attributes include a blend of visionary leadership and tangible skills such as: employing excellent judgment and communication skills; providing moral and ethical leadership; adeptly cultivating a team; acting decisively; and demonstrating political savvy. Routinely the CEO must build consensus with multiple stakeholders, show a tolerance for ambiguity, demonstrate legislative savvy, support multicultural initiatives, and develop partnerships and coalitions. The Board of Trustees believes that an executive with this unique range of attributes should be appropriately and competitively compensated.

To attract and retain a high caliber CEO, an attractive compensation package is needed. This is influenced by several factors: the supply of competent and successful CEOs is diminishing due to retirements; successful CEOs are often solicited for positions at other institutions; and, the loss of an effective CEO can be costly and difficult for the College and the community.

The Edison State College District Board of Trustees recognizes its role in attracting and supporting a CEO, and applies the following guiding principles to the College and its direct support organizations.

- Employ a peak-performing CEO
- Attract, retain, and nurture a successful CEO who advances Edison State College and its community
- Create an environment that enables the CEO to be effective
- Provide top tier compensation consistent with the expectation of top tier individual and College performance
- Develop a contractual relationship that reinforces the contributions of the CEO
- Design a compensation package that discourages the CEO from pursuing more lucrative opportunities; the package should encourage the CEO to remain motivated and committed to the College long term
- Establish performance expectations for the CEO as identified in the Master Plan
- Conduct routine performance evaluations for the CEO.

Adopted by District Board of Trustees 4/22/08

## Employee Skills and Compensation Philosophy

### Executive Employees

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

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

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

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

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

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

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

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

### Faculty

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

Faculty members must have the academic credentials needed to successfully perform in the classroom as well as the motivation and desire to help students achieve their goals. Faculty

members must possess two important attributes—the knowledge of scholarship in their chosen field and the ability to communicate knowledge in a manner that best suits students’ learning styles. In addition, faculty should be willing to represent Edison State College in service activities that promote the College’s mission in the community.

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

### **Staff**

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

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

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

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

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

Adopted by District Board of Trustees 4/22/08

## Wage and Salary Schedule Introduction

Edison State College is committed to the concept of equal access/equal opportunity in hiring individuals upon the basis of their qualifications, suitability, and abilities. The College will not discriminate on the basis of race, national origin, gender, age, marital status, sexual orientation, or disability in its employment practices or in the granting of salaries to employees.

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

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

The Schedule recognizes the Edison College Faculty Federation Union (ECCFFU) “...as the exclusive bargaining agent for all full-time personnel on the faculty salary schedule to include (1) teaching faculty, (2) counselors, and (3) Learning Resources faculty...” (Article 1, ECCFFU Agreement). Salaries for full-time faculty, therefore, are treated in this Schedule by reference to the Agreement between the District Board of Trustees and the ECCFFU. Appendix B of the Agreement as amended by the District Board of Trustees for fiscal year 2007-08 has been added as Section II. Instructional - A. Full-Time Faculty.

It is the responsibility of the Chairman, District Board of Trustees to recommend the approval of the compensation package and to execute a contract with the President of Edison State College on an annual basis. Maximum salaries for positions will be adjusted by the Consumer Price Index annually.

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

Note: Initial employment salaries for non-faculty positions may exceed the entry-level minimum salary as authorized by the President, or designee, of the College.

## Executive/Administrator Salary Schedule

### **Executives**

<b><u>Job Code</u></b>	<b><u>Title</u></b>	<b><u>Minimum Salary</u></b>
1133	Campus President	\$112,472.00
1127	Vice President, Academic Affairs	\$112,472.00
1141	Vice President, Financial Services	\$112,472.00
1136	Vice President, Strategic Initiatives	\$112,472.00
1128	Vice President & Provost, Hendry Glades Center	\$112,472.00
1129	Vice President, Human Resources	\$112,472.00
1145	Edison State College Foundation, Vice President Development	\$ 87,000.00

### **Instructional Administrators**

<b><u>Job Code</u></b>	<b><u>Title</u></b>	<b><u>Minimum Salary</u></b>	<b><u>Maximum Salary</u></b>
2102	Lee Campus Vice President Instruction/District Dean of Arts & Sciences	\$95,000.00	\$156,408.00
2100	Dean of Instruction	\$85,000.00	\$139,944.00
2119	Dean, Edison Online	\$85,000.00	\$139,944.00
2104	Dean, Student Services	\$85,000.00	\$139,944.00
2127	Dean, School of Education & Charter Schools	\$85,000.00	\$139,944.00
2128	Dean, Program Development & Baccalaureate Initiatives	\$85,000.00	\$139,944.00
2249	Dean, Continuing Education & Workforce Program Development	\$85,000.00	\$139,944.00
2117	Dean, School of Nursing and Department of Health Professions	\$85,000.00	\$139,944.00
2115	Campus Dean	\$80,000.00	\$133,770.00

2118	Campus Academic Dean	\$75,000.00	\$123,480.00
2120	Associate Dean Health Professions/Director, Nursing	\$65,000.00	\$107,016.00
2112	Associate Deans – Instructional Math & Sciences Arts & Humanities Business & Technology College Preparatory First Year Experience & Academic Success Public Safety Programs	\$65,000.00	\$107,016.00
2256	Director, Counseling & Ombudsman	\$60,000.00	\$ 98,784.00
2135	Director, Academic Advising	\$60,000.00	\$ 98,784.00
2250	Associate Dean, Continuing Education	\$57,000.00	\$ 93,845.00

### **Institutional Administrators**

<b><u>Job Code</u></b>	<b><u>Title</u></b>	<b><u>Minimum Salary</u></b>	<b><u>Maximum Salary</u></b>
3104	Dean, Institutional Research, Effectiveness & Planning	\$85,000.00	\$136,000.00
3138	Chief Information Officer for Technology	\$80,000.00	\$131,712.00
3190	Director, Facilities Planning & Development	\$80,000.00	\$131,712.00
3115	General Counsel	\$80,000.00	\$131,712.00
2121	Associate Deans – Institutional Enrollment Management/Student Affairs Enrollment Management	\$60,000.00	\$ 98,784.00
3204	Director, Grants Development	\$60,000.00	\$ 98,784.00
3208	Director, Communications & Marketing	\$60,000.00	\$ 98,784.00
3210	Registrar	\$60,000.00	\$ 98,784.00
3222	Director, Student Financial Aid	\$60,000.00	\$ 98,784.00
3212	Director, Governmental Relations	\$60,000.00	\$ 98,784.00
3216	Director, Accounting Services	\$60,000.00	\$ 98,784.00
3217	Director, Budget & Financial Planning	\$60,000.00	\$ 98,784.00
3226	Director, Student Life	\$55,000.00	\$ 90,552.00
3227	Director, Public Safety	\$55,000.00	\$ 90,552.00
3201	Director, Procurement Services	\$55,000.00	\$ 90,552.00

## Professional and Career Service Staff

Professional and career service staff positions at Edison State College are assigned a pay grade with corresponding salary ranges as outlined below.\*

<u>Pay Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
30	\$60,000.00	\$78,000.00	\$98,784.00
29	\$55,879.41	\$72,643.24	\$91,999.87
28	\$52,716.42	\$68,531.35	\$86,792.31
27	\$50,206.12	\$65,267.95	\$82,659.34
26	\$47,815.35	\$62,159.96	\$78,723.19
25	\$45,538.43	\$59,199.96	\$74,974.46
24	\$43,369.93	\$56,380.91	\$71,404.26
23	\$41,304.70	\$53,696.11	\$68,004.05
22	\$39,337.81	\$51,139.15	\$64,765.76
21	\$37,464.58	\$48,703.95	\$61,681.68
20	\$35,680.55	\$46,384.72	\$58,744.46
19	\$33,981.48	\$44,175.92	\$55,947.10
18	\$32,363.31	\$42,072.31	\$53,282.96
17	\$30,822.20	\$40,068.86	\$50,745.67
16	\$29,354.48	\$38,160.77	\$48,329.21
15	\$27,956.64	\$36,343.64	\$46,027.82
14	\$25,800.00	\$33,540.00	\$42,477.12
13	\$24,150.00	\$31,395.00	\$39,760.56
12	\$22,000.00	\$28,600.00	\$36,220.80

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

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

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

<u>Job Title</u>	<u>Job Code</u>	<u>FLSA</u>	<u>Pay Grade</u>	<u>Minimum</u>	<u>Maximum</u>
Academic Advisor	3492	E	16	\$29,354.48	\$48,329.21
Academic Support Preceptor	4342	NE	13	\$24,150.00	\$39,760.56
Accounting Manager	3410	E	22	\$39,337.81	\$64,765.76
Accounting Specialist	4480	NE	15	\$27,956.64	\$46,027.82
Accounts Payable/Receivable Clerk	4595	NE	14	\$25,800.00	\$42,477.12
Adjunct Services Coordinator	3264	E	19	\$33,981.48	\$55,947.10
Administrative Assistant	3465	E	16	\$29,354.48	\$48,329.21
Administrative Specialist	4405	NE	15	\$27,956.64	\$46,027.82
Applications Support Specialist	3545	E	25	\$45,538.43	\$74,974.46
Assessment Assistant	4474	NE	14	\$25,800.00	\$42,477.12
Assessment Services Manager	3435	E	22	\$39,337.81	\$64,765.76
Assistant Course Designer	4385	NE	14	\$25,800.00	\$42,477.12
Assistant Director, Student Financial Aid	3436	E	24	\$43,369.93	\$71,404.26
Assistant Director, Human Resources	3136	E	30	\$60,000.00	\$98,784.00
Associate Director, BSN Programs	3103	E	30	\$60,000.00	\$98,784.00
Associate Director, Nursing	3102	E	27	\$50,206.12	\$82,659.34
Associate Registrar	3347	E	21	\$37,464.58	\$61,681.68
Auxiliary Services Specialist	4483	E	18	\$32,363.31	\$53,282.96
Baccalaureate Specialist	3344	E	16	\$29,354.48	\$48,329.21
Budget Analyst	3331	E	19	\$33,981.48	\$55,947.10
Bursar	3499	E	23	\$41,304.70	\$68,004.05
Business Manager, Facilities	3489	E	17	\$30,822.20	\$50,745.67
Campus Bursar	4120	NE	15	\$27,956.64	\$46,027.82
Campus Director, Administrative Services	3209	E	26	\$47,815.35	\$78,723.19
Campus Director, Learning Resources	3232	E	26	\$47,815.35	\$78,723.19
Campus Student Information Technician	4353	NE	14	\$25,800.00	\$42,477.12
Cashier	4585	NE	13	\$24,150.00	\$39,760.56
Clinical Coordinator, EMS Program	3401	E	24	\$43,369.93	\$71,404.26
Clinical Coordinator, HIM	3274	E	24	\$43,369.93	\$71,404.26
Clinical Coordinator, Nursing	2345	E	24	\$43,369.93	\$71,404.26
Clinical Coordinator, Radiologic Technology Program	2350	E	24	\$43,369.93	\$71,404.26
Clinical Coordinator, Respiratory Care Program and Cardiovascular Technology (CVT)	3404	E	24	\$43,369.93	\$71,404.26
Clinical Supervisor, Nursing Lab	3276	E	24	\$43,369.93	\$71,404.26
Coastal Training Specialist, Rookery Bay	3474	E	21	\$37,464.58	\$61,681.68
College Information Specialist	4352	NE	14	\$25,800.00	\$42,477.12
Computer Support/Instructional Assistant	4453	NE	14	\$25,800.00	\$42,477.12
Construction Manager	3330	E	28	\$52,716.42	\$86,792.31
Continuing Education Specialist	3099	NE	15	\$27,956.64	\$46,027.82
Coordinator, Academic Services	3317	E	20	\$35,680.55	\$58,744.46
Coordinator, Academic Success Center	3417	E	22	\$39,337.81	\$64,765.76
Coordinator, Admissions & Enrollment	3392	E	20	\$35,680.55	\$58,744.46

Coordinator, Alumni Relations	3213	E	21	\$37,464.58	\$61,681.68
Coordinator, Assessment & Student Success	3242	E	23	\$41,304.70	\$68,004.05
Coordinator, Baccalaureate Programs	3248	E	23	\$41,304.70	\$68,004.05
Coordinator, Biological Monitoring Services	3470	E	20	\$35,680.55	\$58,744.46
Coordinator, Campus Technology	3590	E	19	\$33,981.48	\$55,947.10
Coordinator, Career Services	3316	E	22	\$39,337.81	\$64,765.76
Coordinator, Continuing Education	3390	E	19	\$33,981.48	\$55,947.10
Coordinator, Curriculum & Catalog Systems	3098	E	24	\$43,369.93	\$71,404.26
Coordinator, Development	3329	E	24	\$43,369.93	\$71,404.26
Coordinator, Donor Relations	3328	E	24	\$43,369.93	\$71,404.26
Coordinator, Education Field Experiences	3241	E	24	\$43,369.93	\$71,404.26
Coordinator, EMT	2342	E	25	\$45,538.43	\$74,974.46
Coordinator, Learning Services	3389	E	19	\$33,981.48	\$55,947.10
Coordinator, Nursing (10.5 month position)	2320	E	25	\$45,538.43	\$74,974.46
Coordinator, Online Development & Training	3548	E	22	\$39,337.81	\$64,765.76
Coordinator, Plant Operations	3400	E	21	\$37,464.58	\$61,681.68
Coordinator, Project HOPE	3315	E	21	\$37,464.58	\$61,681.68
Coordinator, Retention & Student Success	3249	E	23	\$41,304.70	\$68,004.05
Coordinator, Student Services	3418	E	20	\$35,680.55	\$58,744.46
Coordinator, Student Success Programs	3376	E	23	\$41,304.70	\$68,004.05
Coordinator, Students with Disabilities	4610	E	17	\$30,822.20	\$50,745.67
Coordinator, Technology Special Projects	3255	E	29	\$55,879.41	\$91,999.87
Course Designer, Edison Online	3549	E	20	\$35,680.55	\$58,744.46
Custodian/General Maintenance Worker	4145	NE	12	\$22,000.00	\$36,220.80
Data & Records Technician	4185	NE	18	\$32,363.31	\$53,282.96
Database Administrator, Lead	3510	E	29	\$55,879.41	\$91,999.87
Dental Clinic Assistant	4482	NE	14	\$25,800.00	\$42,477.12
Dental Clinical Associate	3321	E	21	\$37,464.58	\$61,681.68
Dental Clinic Supervisor	4103	E	27	\$50,206.12	\$82,659.34
Desktop Manager	3544	E	23	\$41,304.70	\$68,004.05
Desktop Support Technician	4452	NE	14	\$25,800.00	\$42,477.12
Desktop Systems Administrator	3333	E	21	\$37,464.58	\$61,681.68
Director, Academic Success Center	3251	E	26	\$47,815.35	\$78,723.19
Director, Development	3111	E	29	\$55,879.41	\$91,999.87
Director, Development Major Gifts	3378	E	29	\$55,879.41	\$91,999.87
Director, Gallery and Special Collections	3360	E	27	\$50,206.12	\$82,659.34
Director, Student Success Programs	3377	E	26	\$47,815.35	\$78,723.19
Director, Student Support Services	3225	E	23	\$41,304.70	\$68,004.05
Director, Upward Bound	3224	E	23	\$41,304.70	\$68,004.05
Dispatcher/Public Safety Technician	3484	NE	14	\$25,800.00	\$42,477.12
Dual Enrollment Specialist	3252	E	19	\$33,981.48	\$55,947.10
Education Specialist, Rookery Bay	3471	E	19	\$33,981.48	\$55,947.10
eLearning Specialist	4384	NE	14	\$25,800.00	\$42,477.12
eStudio Achievement Coach	4339	NE	12	\$22,000.00	\$36,220.80
Executive Assistant	3460	E	18	\$32,363.31	\$53,282.96

Executive Assistant to the District President	3106	E	23	\$41,304.70	\$66,087.51
Facilities Database/Systems Manager	3320	E	22	\$39,337.81	\$64,765.76
Facility Planner/Building Official	3205	E	28	\$52,716.42	\$86,792.31
Financial Aid & Academic Advising Specialist	3479	NE	16	\$29,354.48	\$48,329.21
Financial Aid Coordinator	4130	NE	15	\$27,956.64	\$46,027.82
Financial Aid Operations Specialist	4375	NE	18	\$32,363.31	\$53,282.96
Financial Aid Services Supervisor	3419	E	18	\$32,363.31	\$53,282.96
Financial Aid Specialist	4360	NE	15	\$27,956.64	\$46,027.82
Financial Aid Work Study Program Assistant	4486	NE	12	\$22,000.00	\$36,220.80
Fixed Asset Accountant	3494	E	18	\$32,363.31	\$53,282.96
Geographic Information Systems (GIS) Specialist, Rookery Bay	3473	E	21	\$37,464.58	\$61,681.68
Grant/Project Accountant	3553	E	21	\$37,464.58	\$61,681.68
Gulf Alliance Educator, Rookery Bay	3475	E	20	\$35,680.55	\$58,744.46
Health and Science Lab Manager	3379	E	18	\$32,363.31	\$53,282.96
Horticulturist	4142	NE	15	\$27,956.64	\$46,027.82
Human Resources Associate	4370	NE	15	\$27,956.64	\$46,027.82
Human Resources Representative	3395	E	17	\$30,822.20	\$50,745.67
Human Resources Specialist	3352	E	20	\$35,680.55	\$58,744.46
Instructional Assistant	4575	NE	14	\$25,800.00	\$42,477.12
IT Manager, Network & Security	3339	E	30	\$60,000.00	\$98,784.00
Legal Services Specialist	4138	NE	15	\$27,956.64	\$46,027.82
Learning Resources Aide	4570	NE	12	\$22,000.00	\$36,220.80
Learning Resources Assistant	4380	NE	14	\$25,800.00	\$42,477.12
Learning Resources Associate	4102	NE	16	\$29,354.48	\$48,329.21
Maintenance Mechanic	4365	NE	14	\$25,800.00	\$42,477.12
Maintenance Technician	4140	NE	15	\$27,956.64	\$46,027.82
Manager, Academic Services	3427	E	22	\$39,337.81	\$64,765.76
Manager, Auxiliary Services	3324	E	26	\$47,815.35	\$78,723.19
Manager, Banner Applications	3318	E	30	\$60,000.00	\$98,784.00
Manager, Facilities	3345	E	24	\$43,369.93	\$71,404.26
Manager, Student Recruitment	3414	E	26	\$47,815.35	\$78,723.19
Manager, Web Services	3256	E	28	\$52,716.42	\$86,792.31
Marine Mechanic, Rookery Bay	4143	NE	15	\$27,956.64	\$46,027.82
Network Administrator	3543	E	28	\$52,716.42	\$86,792.31
Network Technician	3540	E	21	\$37,464.58	\$61,681.68
Office Assistant	4473	NE	12	\$22,000.00	\$36,220.80
Officer	4155	NE	17	\$30,822.20	\$50,745.67
Online Website Technician	4726	NE	13	\$24,150.00	\$39,760.56
Payroll Analyst	3448	E	19	\$33,981.48	\$55,947.10
Payroll Manager	3422	E	23	\$41,304.70	\$68,004.05
Payroll Specialist	4187	NE	15	\$27,956.64	\$46,027.82
Program Director, Bio-fuels	3230	E	25	\$45,538.43	\$74,974.46
Program Director, Cardiovascular Technology (CVT)	3230	E	25	\$45,538.43	\$74,974.46
Program Director, Dental Hygiene/Assisting	3230	E	25	\$45,538.43	\$74,974.46

Program Director, Emergency Services Program	3230	E	25	\$45,538.43	\$74,974.46
Program Director, Health Information Management	3230	E	25	\$45,538.43	\$74,974.46
Program Director, Radiologic Technology	3230	E	25	\$45,538.43	\$74,974.46
Program Director, Respiratory Care	3230	E	25	\$45,538.43	\$74,974.46
Programmer/Web Developer	3334	E	21	\$37,464.58	\$61,681.68
Program Specialist	4255	NE	15	\$27,956.64	\$46,027.82
Program Support Specialist	3372	E	17	\$30,822.20	\$50,745.67
Public Information Specialist	3387	E	19	\$33,981.48	\$55,947.10
Public Safety Technician	4160	NE	14	\$25,800.00	\$42,477.12
Purchasing Specialist	4476	NE	15	\$27,956.64	\$46,027.82
Receiving and Distribution Clerk	4500	NE	12	\$22,000.00	\$36,220.80
Receiving and Distribution Supervisor	4171	E	17	\$30,822.20	\$50,745.67
Reports Coordinator/Programmer	3206	E	28	\$52,716.42	\$86,792.31
Research Analyst	3426	E	20	\$35,680.55	\$58,744.46
Science Lab Technician	4440	NE	15	\$27,956.64	\$46,027.82
Senior Accountant	3239	E	24	\$43,369.93	\$71,404.26
Senior Desktop Support Tech	3551	E	20	\$35,680.55	\$58,744.46
Senior Director of Development	3388	E	30	\$60,000.00	\$98,784.00
Senior Executive Assistant	3455	E	19	\$33,981.48	\$55,947.10
Senior Programmer Analyst	3361	E	28	\$52,716.42	\$86,792.31
Senior Staff Assistant	4465	NE	15	\$27,956.64	\$46,027.82
Senior Switchboard Operator	4590	NE	13	\$24,150.00	\$39,760.56
Sergeant, Public Safety	3326	NE	20	\$35,680.55	\$58,744.46
Staff Assistant	4470	NE	14	\$25,800.00	\$42,477.12
Student Admissions Specialist	3367	E	15	\$27,956.64	\$46,027.82
Student Life Specialist	3366	E	15	\$27,956.64	\$46,027.82
Student Services Specialist	4510	NE	14	\$25,800.00	\$42,477.12
Student Services Supervisor	4170	E	20	\$35,680.55	\$58,744.46
Student Services Systems Technician	4441	NE	14	\$25,800.00	\$42,477.12
Student Support Services Specialist	3488	E	15	\$27,956.64	\$46,027.82
Supervisor, Cashiering Services	3441	E	18	\$32,363.31	\$53,282.96
Switchboard Operator	4589	NE	12	\$22,000.00	\$36,220.80
System Wide Monitoring Program Mgr, Rookery Bay	3472	E	20	\$35,680.55	\$58,744.46
Technology and Applications Administrator	3552	E	24	\$43,369.93	\$71,404.26
Technology Support Specialist	4455	NE	18	\$32,363.31	\$53,282.96
Telecom Specialist	4723	NE	16	\$29,354.48	\$48,329.21
Testing Specialist	4350	NE	14	\$25,800.00	\$42,477.12
Training & Volunteer Specialist, Rookery Bay	4456	NE	16	\$29,354.48	\$48,329.21
Transfer Articulation Systems Specialist	4515	NE	14	\$25,800.00	\$42,477.12
Transfer Transcript Evaluator	4355	NE	15	\$27,956.64	\$46,027.82
UNIX Administrator	3542	E	28	\$52,716.42	\$86,792.31
Upward Bound Coordinator	3391	E	18	\$32,363.31	\$53,282.96
User Support Analyst	3500	E	29	\$55,879.41	\$91,999.87

## Edison Collegiate High School

### Charlotte Campus

#### Administrators

<u>Job Code</u>	<u>Title</u>	<u>Minimum Salary</u>
2500	Principal	\$81,000.00
3720	Assistant Principal (232 Duty Days)	\$65,000.00

#### Instructional & High School Staff

3705	Guidance Counselor**	\$45,000.00
3465	Administrative Assistant	\$29,354.48
4597	Office Assistant	\$22,000.00
3710	Classroom Teacher (196 Duty Days)	\$37,440.00
3710A	Classroom Teacher PT { *paid per class/per semester }	*\$2,250.00- Bachelors *\$2,500.00- Masters *\$2,750.00- PhD
4596A	Tutor	\$10.20

### Lee Campus

#### Administrators

<u>Job Code</u>	<u>Title</u>	<u>Minimum Salary</u>
2500	Principal	\$81,000.00

#### Instructional & High School Staff

3705	Guidance Counselor**	\$45,000.00
3465	Administrative Assistant	\$29,354.48
4597	Office Assistant	\$22,000.00
3710	Classroom Teacher (196 Duty Days)	\$37,440.00
3710A	Classroom Teacher PT { *paid per class/per semester }	*\$2,250.00- Bachelors *\$2,500.00- Masters *\$2,750.00- PhD
4596A	Tutor	\$10.20

\*\*Guidance Counselors work a minimum of 206 duty days. Number of duty days for each collegiate high school is determined by the school administration.

## OPS Temporary Positions

Temporary and On-Call positions are established to meet a workload of a temporary, casual or seasonal nature and are filled on an as-needed basis. Employees in temporary OPS positions do not receive benefits except those required by statute or regulation.

<u>Job Code</u>	<u>Title</u>	<u>Minimum Rate</u>
4101	Clinical Associate	\$20.06 (Varies by Department)
PROCT	Test Proctor	\$12.50
4592A	Upward Bound Teaching Assistant	\$10.20
4593A	Writing Center Tutor	\$10.20
9103A	Peak Partner (On-Call)	\$10.00
8100A	Student Assistant	\$7.75

## Full-Time Instructional Faculty

### A. NEW FACULTY NINE-MONTH CONTRACT SALARY FOR SEMESTERS FALL AND SPRING (For those faculty whose full-time contracts began on or after August 16, 2010):

SCHEDULE I: Bachelor's Degree (Occupational areas only).....Base of \$44,517.48

SCHEDULE II: Master's Degree .....Base of \$46,420.53

SCHEDULE III: Master's Degree plus 30 approved Semester Hours  
beyond Master's or 45 approved Quarter Hours\*...Base of \$48,321.87

SCHEDULE IV: Master's Degree plus 60 approved Semester Hours  
beyond Master's or 90 approved Quarter Hours\* ....Base of \$52,127.12

SCHEDULE V: Doctorate .....Base of \$53,268.84

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

1. The faculty member is placed on one of the five schedules above according to academic degree earned. The degree must be in the subject area to be taught.
2. \$200 is allowed an incoming faculty member for each year of verifiable teaching experience (10 years maximum), and this total is added to the base on the appropriate schedule.

### B. RETURNING INSTRUCTIONAL FACULTY NINE-MONTH CONTRACT FOR SEMESTER FALL AND SPRING (for those faculty whose full-time contracts began prior to August 16, 2010):

For 2010-2011, returning faculty member's 2009-2010 contracted salary for nine (9) months (exclusive of any supplemental, substitute, overload, or unique or special contracts for instructional support services above and beyond the faculty member's usual contracted services to the College) will be increased by 4.0% on current salary or \$2,151.00, whichever is greater.

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

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\*These hours must be approved by the Executive Vice President as appropriate. Verification of these hours must be accomplished prior to September 15. Verification shall be on the basis of official transcripts. The placement on a different schedule will be effective retroactively to the beginning of the contract year (the beginning of the Fall Semester for teaching faculty as listed in Section A of the Full-Time Faculty Salary Schedule.) Placement verified after the September 15 date will not be effective until the beginning of the next contract year. Once a faculty member is qualified in his or her subject area, any additional graduate hours may be counted for placement on Schedule III (Master's degree plus 30 graduate semester hours) and Schedule IV (Master's degree plus 60 graduate semester hours).

C. RETURNING LEARNING RESOURCES FACULTY AND COUNSELORS ASSIGNED TO A BASIC CONTRACT OF 193 DUTY DAYS (for those faculty whose full-time contracts began prior to June 30, 2010):

For 2010-2011, the returning Learning Resources Faculty member or Counselor's 2009-2010 contracted salary for one hundred ninety-three (193) duty days (exclusive of any supplemental, substitute, overload, unique or special contracts for instructional support services above and beyond the faculty member's usual contracted services to the College) will be increased by 4% on current salary or \$2,151.00, whichever is greater.

D. NEW LEARNING RESOURCES FACULTY AND COUNSELORS ASSIGNED A BASIC CONTRACT OF 193 DAYS (For those faculty whose contract began on or after July 1, 2010):

Salary Amount = 9-month salary as described in Section A divided by the number of duty days in a 9-month contract (166 duty days) x the total number of duty days to be worked (193 duty days).

1. \$200 is allowed to an incoming Learning Resources Faculty member and Counselor for each year of verifiable teaching or related academic experience (10 years maximum), and this total is added to the base on the appropriate schedule.

E. SUPPLEMENTAL DAYS CONTRACT SALARY (DAYS CONTRACTED BEYOND THE PROFESSOR'S NORMAL CONTRACT PERIOD BUT LESS THAN A FULL SEMESTER (Effective 08/16/2010):

Salary Amount = 9-month salary divided by the number of duty days (166) in the 9-month contract x the total number of supplemental days to be worked.

F. SALARIES FOR FULL-TIME PROFESSORS USED AS SUBSTITUTES AND FOR SUPPLEMENTAL INSTRUCTIONAL HOURS (effective 08/16/10):

Bachelor's	=	\$31.30 per contact hour
Master's	=	\$33.10 per contact hour
Master's +30	=	\$34.88 per contact hour
Master's +60	=	\$36.76 per contact hour
Doctorate	=	\$38.57 per contact hour

G. OVERLOAD PAY (effective 08/16/2010):

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

<u>Degree</u>	<u>*Per Instructional Hour</u>
Bachelor's	\$687.48
Master's	\$768.06
Master's + 30	\$800.70
Master's + 60	\$813.96
Doctorate	\$847.62

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

H. INDEPENDENT STUDY, INDIVIDUAL PRACTICA AND INDIVIDUAL COOPERATIVE INTERNSHIPS (Effective 08/16/2010):

Full-time professors will be paid \$200.00 per student up to \$1,200 for a group of six students. Any practica taught in groups of seven or more would be compensated according to the existing wage & salary schedule. These hours will not count toward total faculty load hours.

I. HONOR'S RESEARCH

The Project Advisor will be paid \$350.00 per student. The full-time faculty member who is appointed as the Honor's Coordinator will be released from one course for the semester of the appointment.

J. DEPARTMENT CHAIR

Full-time faculty members who are appointed as Faculty Chairs will be paid a \$1,500.00 stipend for the semester of the appointment.

## Part-Time Instructional Faculty

### A. SALARIES FOR PART-TIME CREDIT INSTRUCTORS (effective Spring 2011)

1. Part-time instructors are paid on a per-course basis. The amount of pay per course is determined by (a) the degree held by the instructor, and (b) the number of contact hours normally expected per course. For part-time instructors load hours per course refers to the total number of hours per term the instructor is normally expected to meet each class. Normally, 16 contact hours equal one load hour.

<u>Per Assigned Load Hour</u>		<u>Total Salary for 3-Hour Course</u>	
Doctorate	= \$847.62	Doctorate	= \$2,542.86
Master's	= \$768.06	Master's	= \$2,304.18
Bachelor's	= \$687.48	Bachelor's	= \$2,062.44

Faculty with less than a Bachelor's degree will be paid at the Bachelor's degree level.

2. The College may also wish to contract with part-time instructors for periods of time shorter than a full term. Such contracts will be based on (a) the degree held by the instructor, and (b) the actual number of contact hours to be worked.

Doctorate	= \$52.98 per contact hour
Master's	= \$48.00 per contact hour
Bachelor's	= \$42.97 per contact hour

### B. SALARIES FOR SUBSTITUTE INSTRUCTORS (effective Spring 2011)

Doctorate	= \$36.95 per contact hour
Master's	= \$33.25 per contact hour
Bachelor's	= \$31.37 per contact hour

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

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

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

Example: The course is scheduled to be taught 2 times per week for 16 weeks = 32 sessions. Each class is 75 minutes. The contract amount is \$2,169.00. The faculty member taught 21 sessions.

- 1) Total minutes scheduled for this course are 32 sessions x 75 minutes = 2,400 minutes.
- 2) Total minutes faculty member taught is 21 sessions x 75 minutes = 1,575 minutes.
- 3)  $1,575 \div 2,400 = 65.6\%$
- 4) The faculty member would be paid  $\$2,169.00 \times .656 = \$1,422.86$ .

D. SUBSTITUTES FOR ABOVE COURSES ARE PAID AS FOLLOWS:

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

E. AUTHORIZED REASSIGNMENTS

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

F. INDEPENDENT STUDY, INDIVIDUAL PRACTICA AND INDIVIDUAL COOPERATIVE INTERNSHIPS (Effective 8/15/05):

Adjunct professors will be paid \$200.00 per student up to \$1,200 for a group of six students. Any practica taught in groups of seven or more would be compensated according to the existing wage and salary schedule. These hours will not count toward total faculty load hours.

## Non-Credit Instruction

### A. RECREATIONAL, VOCATIONAL, AND LEISURE TIME INSTRUCTION

An instructor/consultant for one of these courses will be paid per contact hour on a sliding scale that provides the College the ability to generate revenue at least equal to the full cost of such instruction. The specific cost for each class must be specified in the contract for that class.

### B. CONTINUING WORKFORCE EDUCATION INSTRUCTION

An instructor for one of these courses will be paid in accordance with the Part-time Instructional Salary Schedule for part-time credit instructors.

### C. SPECIAL FEES FOR EDISON STANDARDIZED TEST PREPARATION AND ADMINISTRATION

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

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

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

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

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

2. CLAST Review Instructor \$26.00 per contact hour

## Benefits Schedule

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

**10. EDUCATION BENEFITS:**

**Tuition Scholarships** allow eligible employees or dependents (as defined by policy) to take some Edison State college credit classes free of charge. The scholarship also applies to employees taking some non-credit classes.

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

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

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