

June 15, 2026

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Changes to Salary Schedule

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**Item Description**

This item requests Board approval of changes to the Salary Schedule.

- The updates to the Salary Schedule include position title updates and added positions.

**Overview and Background**

The College brings forth a request to update the Annual Salary Schedule, 2026 – 2027.

**Past Actions by the Board**

The Board previously approved the revised Salary Schedule effective July 1, 2026.

**Funding/ Financial Implications**

This item is funded by the 2026 – 2027 Operating Budget.

**Recommended Action**

Approve updates to the 2026 – 2027 Salary Schedule as presented.



# TALLAHASSEE STATE COLLEGE

*ANNUAL SALARY SCHEDULE*

202~~5~~6 - 202~~7~~6

Prepared by Human Resources

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## **INTRODUCTION**

The Tallahassee State College's Salary Schedule is established annually pursuant to s.1001.64(18), F.S. The President recommends the Salary Schedule to the College's District Board of Trustees ("Board") at the June Board Meeting and, once adopted, it becomes the sole instrument used to determine employee compensation and supersedes all rules, handbooks and other policies. The Salary Schedule is not intended to create and/or be interpreted as a contract of employment nor does the Salary Schedule give employees the right to or an expectancy of continued employment.

## **PURPOSE**

This Salary Schedule is designed to meet the following objectives:

- Ensure compensation actions are administered in a manner to comply with state and federal legal requirements;
- Enhance the College's ability to attract and retain qualified faculty and staff;
- Ensure fair treatment of employees through internal consistency;
- Provide a clear and concise reference for fair compensation decisions;
- Serve as a guide regarding employee salaries so that the compensation structure remains responsive to changes in the marketplace, the organization and funding availability.

## **ACCREDITATION**

Tallahassee State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. The Bachelor of Science in Nursing (BSN) degree program is accredited by SACSCOC and the Accreditation Commission for Education in Nursing (ACEN).

## **WEBSITE**

This Salary Schedule may be viewed online at:

| [Salary Schedule 2026~~5~~ - 2027~~6~~](#)

## **GENERAL PROVISIONS**

## **Effective Date**

July 1, 202~~6~~<sup>5</sup>

## **Budgeted Personnel Costs**

The budget for salaries and benefits is approved annually by the Board as a major component of the College's Operating Budget. The budgeted costs are based on the annual amount required for each authorized position filled or to be filled. Throughout the year, the President and the Vice President of Administrative Services & Chief Business Officer are responsible for maintaining the salary budget. Funding provisions within this Salary Schedule are subject to the maximum identified by the President. Budgeted compensation for those individuals identified in s.1012.885 and 1012.886, F.S. are considered budgeted from appropriated state funds up to the allowable statutory limit, and any budgeted compensation in excess of said statutory limit considered budgeted proportionally from other college operating revenues sources, such as tuition and fees and other available funds.

## **Salaries**

Salaries established for positions are based on 1.0 full time equivalent (FTE) unless otherwise noted. Salaries are adjusted for .50 or .75 FTE and eligible benefits are prorated as indicated in the College's policy manual.

## **Salary Increases/Changes In Salary**

Salary increases will be determined as part of the annual planning and budgeting process. The President will recommend a salary increase proposal to the Board for approval and will subsequently notify employees of the Board's decision. Salary increases are contingent on availability of funding and are largely dependent upon the allocation of state funds and the College's budget priorities.

Eligible employees must be in good standing and not on a performance improvement plan. Additionally, employees must be in a regularly established position not grant funded, OPS, PSAV or PSC.

Probationary employees are not eligible for salary increases until the first of the following month after non-probationary status is obtained.

## **Pay Dates**

All College employees shall be paid on a monthly basis. Pay dates for all employees shall be the last College business day (Monday - Friday) of each month, unless otherwise established by the Vice President of Administrative Services & Chief Business Officer.

If an error has been noted in regard to wages, compensation, initial or promotional placement and is discovered, the wages of that employee will be adjusted accordingly. In the case of underpayment, the employee's pay rate will be adjusted in the present year. In the event of an overpayment, the College will collect all monies owed via payroll deduction or through the College's collection process if for a former employee. If necessary, the College may utilize a third-party collection agency to collect funds from former employees and any applicable collection fees would be assessed to the former employee's outstanding balance.

## **Addition of Positions and Job Classifications**

Additional job titles, job descriptions and classifications may be developed as needed based upon the recommendation of the appropriate Vice President and Human

Resources, with approval from the President. It is not necessary for the Board to approve new job titles, job descriptions and classifications.

### **Contracts and Grants Personnel**

The College shall adhere to the established classification plan, salary schedules, and appointment procedures when appointing grant personnel. Exceptions to the College's standard practices must be recommended by the Director of Financial Services, Vice President of Administrative Services & Chief Business Officer, Human Resources Director and approved by the President, and documented fully in the personnel files of the concerned employees.

When a new position is grant-funded, a job description is developed by the supervisor and Human Resources. Based on the duties, Human Resources places the position at the appropriate classification on the Salary Schedule; the salary may be specified by the grant. College funding beyond the grant period is determined by business necessity and other factors. Employees holding a grant-funded position are required to record grant-funded hours separately from College-funded hours.

The President may designate specific college closure periods that may/may not coincide with the terms of a specific grant. College funding outside of days identified as regular scheduled holidays or regular workdays identified by the grant-funded position is determined by the terms/conditions of the grant, business necessity and/or other controlling factors.

Board approved salary increases for personnel employed under federal/state grants will be granted only if the increases are budgeted in the grants.

### **Wireless Allowance Plans**

Approved requests for wireless allowance plans may be made at any time during the fiscal year in Workday. Plans are determined on a year-to-year basis and may be rescinded and/or modified by College management. This allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay. It also is not reportable wages for College paid retirement plans. It will be counted as earned income for W-2 purposes.

### **Terminal Pay**

Shall be calculated and determined in accordance with College Policy or the controlling terms and conditions of a contract and/or grant.

### **Other Provisions**

Under special circumstances, the Board reserves the right to employ individuals in established positions not covered by the salary schedule. Any or all provisions of this schedule may be waived upon appropriate action by the Board. Changes to the approved Salary Schedule may only be made by the Human Resources Director with approval from the President or Vice President of Administrative Services & Chief Business Officer.

To attract and/or retain faculty and staff, the College is authorized to make salary adjustments beyond the normal salary schedules when specifically authorized by the President. During the contract year, the President is authorized to offer special contract terms to qualified faculty and staff as additional incentive for recruitment and/or retention of these employees. In instances where the marketplace salary or promotional placement

for certain positions is beyond the maximum of the approved salary range or initial placement on the Salary Schedule, the President may recommend appropriate salary figure. Documentation must be provided to Human Resources by the requesting department that supports the adjustment.

## **SALARY STATEMENT**

The Board determines the President's salary. The President, in turn, determines the salaries of his direct reports. As shown by Appendix B, all Classified Staff positions are assigned to a specific salary range based upon a fully documented assessment and approval from the President and Board.

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

The federal Fair Labor Standards Act (FLSA) provides guidelines on employment status, child labor, minimum wage, overtime pay and record-keeping requirements. FLSA establishes wage and time requirements, sets federal minimum wage that must be paid and mandates when overtime must be paid. Employees not covered by the overtime provisions of FLSA are considered "exempt" (E), those covered by FLSA overtime provisions are "non-exempt" (NE). Federal guidelines require exempt positions earn a minimum of \$35,568 annually and meet additional federal requirements.

Exempt (E) employees are those individuals who are exempt from the overtime provisions of the FLSA because they meet the requirements of the executive, professional, administrative or computer exemption which includes the salary threshold as described above.

Non-exempt (NE) employees are not exempt from overtime provisions of the FLSA. Such employees are entitled to receive overtime for all hours worked beyond 40 in a workweek. Alternatively, provisions for public employers allow for hours in excess of 40 hours per week to be paid in the form of compensatory leave.

### **Essential Personnel**

In the event of extraordinary situations, the college may suspend normal operations and classes in whole or in part. In such instances, staff designated as essential personnel must fulfill duties to: (1) ensure the continuation of critical College operations; (2) attend to the needs of students and other members of the College community; and (3) protect the College's assets. Essential personnel may be exempt or non-exempt under FLSA standards and are designated by the appropriate executive team member.

## **EMPLOYEE CLASSIFICATIONS**

### **Executive, Administrative and Managerial/Professional**

These are high-level strategic planning, policymaking and management positions. The duties of these positions include planning, directing, developing, organizing and utilizing College resources (human, material, financial and facility resources). These positions are considered exempt positions under FLSA standards.

#### **Executive Positions/Senior Management**

The following positions are designated as Senior Management as outlined in the College's Policy and defined by the Florida Retirement System: President (GL Code

51000), Provost and Vice President of Academic Affairs (GL Code 51000), Vice President (GL Code 51000), Associate Vice President (GL Code 51200), Assistant Vice President (GL Codes 51201 and 51202) and Executive Director (GL Code 51000).

### **Administrative Positions**

The following positions are designated as Administrative: Dean (GL Code 51100) and Associate Dean (GL Code 51100). Administrators are designated as Select Exempt for leave purposes as outlined by the College's Policy.

### **Managerial/Professional Positions**

Positions designated as Managerial/Professional (GL Code 53000) are listed by Appendix A. Managerial/Professional positions are designated as Select Exempt for leave purposes as outlined by the College's Policy.

### **Faculty**

These positions are officially designated by the Board as instructional. The primary and predominant activities of such positions involve direct instruction. These positions are considered exempt positions under FLSA standards. These positions are governed under the College's collective bargaining agreement.

### **Non-Teaching Faculty**

The primary duties of such positions involve library or learning resources support services, counseling, academic advisement, career advisement and student support services. These positions are considered exempt positions under FLSA standards. These positions are governed under the College's collective bargaining agreement.

### **Classified Staff/Professional**

The primary duties of such positions may provide oversight of specific operations of the College or provide services of a highly technical nature. Employees in these positions generally have specialized training and experience or certifications that relate directly to the functions of the positions.

### **Classified Staff**

The primary duties of these positions involve performance of support functions essential for the effective operation of the College and other than those designated as Faculty, Non-Teaching Faculty, Executive, Administrative or Managerial/Professional.

### **Time Limited**

This class of positions is created to cover the College's employment need in any classification. Time Limited positions are restricted to serve no more than ten (10) months during the College's fiscal year and benefit restrictions are also associated with this class. These positions may be designated as exempt or non-exempt under FLSA standards and must be approved by the President.

- Other Personal Services (OPS)
- Professional Service Contracts (PSC)
- Adjuncts
- Post-Secondary Adult Vocational (PSAV)
- Work-study Students

- Adult Education
- Continuing Education Instructors

## **ORIGINAL APPOINTMENTS AND STARTING SALARY DETERMINATIONS**

Recommendations for original appointments and starting salaries are made to Human Resources. Formal offers of employment are made by Human Resources, subject to the approval from the President and Board, and in accordance with all applicable laws, rules, and policies.

When the desired effective date of an appointment predates the next regularly scheduled Board meeting, the President or his designee is authorized to tentatively approve the appointment. Final authorization is subject to approval from the Board.

**President** – The starting salary of the President is determined by the Board.

**Executive/Senior Management** - The starting salary for persons in a Vice President, Assistant Vice President or Associate Vice President shall be determined by the President.

**Administrative** - The starting salary for persons selected for an Administrative Position shall be determined by the President on the recommendation of the appropriate Vice President and Human Resources. Consideration shall be given to the applicant's academic credentials, number of years of qualifying professional work experience, professional licensure/certification or other factors that may be pertinent to the position.

**Managerial/Professional** - The starting salary for persons in a Managerial/Professional Position shall be determined by the President on the recommendation of the Human Resources Director and appropriate Vice President or Executive Director.

**Classified Staff** - The starting salary for persons in a Classified Staff Position will be at the base of the salary range. The appointment salary may increase by up to twelve percent (12%) of the base rate by the appropriate Vice President upon the recommendation of the Director of Human Resources if an applicant's qualifications exceed the minimum training and experience requirements. Appointment salaries beyond twelve percent (12%) of the base rate must be approved by the President.

**Faculty and Non-Teaching Faculty** – Matters related to full time Faculty compensation are covered in the Collective Bargaining Agreement. The Collective Bargaining Agreement can be accessed by: [TSC - UFF Contract](#).

### **Verification of Experience and Education**

Previous work-related experience considered in the starting salary determination must be verified by the previous employer(s) on letterhead or on a form provided by the College. Proper verification shall be submitted to Human Resources prior to the employee's appointment and shall include the dates of employment, job title, hours worked weekly, and an authorizing signature.

If verification of previous work-related experience or education is not received by Human Resources prior to hiring, the employment offer may be rescinded.

Starting salary will be determined by employment verifications received at the time of hire.

### **Transcripts/Certificates/Licensures**

For all positions, copies of transcripts, certificates or licenses are required prior to hiring approval and official transcripts are required within thirty (30) days of hire date. If an individual fails to provide an official transcript to Human Resources within 30 days of their original appointment, the employee may cease to receive compensation and necessary action may be taken to terminate the employee.

### **EDUCATIONAL ATTAINMENT/DEGREE CHANGE**

A non-probationary employee who obtains a higher-level degree after being employed beyond the minimum degree required for their position from a regionally accredited institution, shall be eligible to receive a 2% salary increase to their base pay. In addition, an employee who obtains a professional license from the Florida Department of Business and Professional Regulation may be eligible to receive a 2% salary increase to their base pay. Other professional certifications may also be considered upon recommendation by the Department Director and approval by the responsible Vice President, the Vice President of Administrative Services and Human Resources. Provided funds are available in the departmental budget, the salary increase shall be effective the first month following receipt of the official transcript or license by Human Resources. It is the employee's responsibility to submit the official transcript or license to Human Resources.

Official transcripts or licenses shall be placed in the employee's personnel file in Human Resources.

### **TEMPORARY ASSIGNMENTS**

Upon recommendation by the appropriate Vice President or Executive Director and Human Resources, employees may be given a temporary work assignment which encompasses duties and responsibilities of a different and advanced nature for a specified, limited period of time. After working 2 weeks (10 consecutive business days), an employee may be given a pay supplement of up to ten percent (10%) with the approval from the appropriate Vice President or Executive Director and Human Resources. Temporary assignments may be rescinded at any time and do not constitute a promotion. During this limited period of assignment, this pay supplement will not be added to the employee's base pay and will not be included in the calculation of percentage increases to base pay. It also is not reportable wages for College paid retirement plans. It will be counted as earned income for W-2 purposes.

### **Interim Positions**

An employee may be appointed to an interim position by the President. Interim appointments shall not exceed two (2) years.

### **Acting Assignment as Executive or Administrator**

An employee may be designated as "acting" by the President. The acting appointment shall not exceed six (6) months unless authorized by the President.

### **Additional Duties**

An employee may be assigned additional duties due to hard to fill or challenging recruiting efforts (documented by unsuccessful advertisements); or the current incumbent who is responsible for the work is absent due to a serious health condition; or some other situation

creates an undue hardship on the operations of the College. The additional duties stipends shall not exceed two (2) years.

### **Extraordinary Task or Project**

An employee may be assigned a task or project that is beyond the scope of the employee's regular duties.

### **Overlap in Position**

Up to a two (2) month overlap in any position may be allowed in order to facilitate the transition and to provide training for a new employee. Both employees shall receive full benefits during the overlap period.

## **RECLASSIFICATION/ORGANIZATIONAL CHANGES**

When a position is reclassified to a higher or lower salary level or grade, adjustments to salary may be handled in the same manner as a promotion or demotion. Departmental or institutional reorganizations may be recommended and submitted for consideration during the budget process each year. Exceptions to this rule will be determined by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer and approved by the President. Requests for reclassifications shall be made using the Request for Reclassification form as provided by Human Resources.

**Promotion:** Occurs when an employee is appointed to a position in a job classification that has a higher pay grade or level. Upon promotion, the employee will receive either an increase in salary to the minimum of the new pay grade/level or the amount an employee would have been eligible for as a new hire; whichever is greater. In any occurrence whereby an employee is assigned to a higher pay grade or level, the promotional increase should be up to ten (10%) percent.

**Demotion:** Occurs when an employee is transferred to a position in a job classification that has a lower pay grade or level. A demotion may be voluntary or involuntary. For voluntary and involuntary demotions, the employee's salary will be reduced by at least ten (10%) unless otherwise determined by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer and approved by the President. There shall be no salary increase as a result of a demotion. For Classified Staff, the new demoted salary will not exceed the maximum amount of the demoted position's pay grade. When positions are reclassified into a lower pay grade or level and employees are involuntarily moved for non-performance related issues, the employee's salary may remain the same unless otherwise determined by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer and approved by the President.

If an employee is demoted back to a class or pay grade in which they previously served, the employee's salary will be reduced by the aggregate amount of all promotional increases received since holding the class or pay grade.

**Reassignment/Lateral/Transfer:** Occurs when an employee is reassigned to an established position in a job classification with the same pay grade or level. If the reassignment results in a different job location/department, it shall be deemed a transfer.

In either action, there shall be no salary increase or decrease as a result of a lateral or transfer. Reassignments may occur at the discretion of College management.

**Retitle:** Occurs when the title of an established position is changed. There shall be no salary increase or decrease resulting from the retitling of a position.

## **WORK SCHEDULE**

For full-time Executive, Administrative, Managerial/Professional and Classified employees, the work schedule is generally detailed as 40 hours per week. All employees, unless absent for approved purposes, are required to perform their assigned duties during the designated workdays of the College. The President shall establish a standard work week for all personnel predicated on the needs of the College and may authorize departures from the standard workday/work week.

## **FULL-TIME FACULTY**

Matters related to full-time faculty (teaching and non-teaching) compensation are covered in the Collective Bargaining Agreement. The Collective Bargaining Agreement can be accessed by: [TSC - UFF Contract](#).

## **ADJUNCTS (Credit/Contract Hours)**

**1. Credit and Contact Hours:** Adjuncts teaching on a credit/contact hour basis as defined in the District Board of Trustees Policy Manual are hired according to degree and appropriate subject matter credentials. Adjuncts are paid for classroom instruction, office hours, grading and preparation time based on a time formula consistent with full time teaching faculty weekly commitments for the same work.

Adjuncts teaching on a credit/contact hour basis as defined in the District Board of Trustees Policy Manual shall be paid according to the following credit hour rates:

| <b>Academic Credentials</b>                                                 | <b>Credit Hour Rates</b> |
|-----------------------------------------------------------------------------|--------------------------|
| Doctorate                                                                   | \$884                    |
| Master's                                                                    | \$821                    |
| Bachelor's                                                                  | \$745                    |
| Less than Bachelor's with program specific credentials and Associate degree | \$657                    |

**Substitutes:** Substitute instructors shall be paid per class hour for lecture as follows:

| <b>Academic Credentials</b> | <b>Class Hour Rates</b> |
|-----------------------------|-------------------------|
| Doctorate                   | \$31                    |

|                                                                             |      |
|-----------------------------------------------------------------------------|------|
| Master's                                                                    | \$29 |
| Bachelor's                                                                  | \$26 |
| Less than Bachelor's with program specific credentials and Associate degree | \$24 |

If a substitute is needed for more than one day of instruction, the Provost may authorize a supplemental contract paid at the semester credit hour rate for the degree of the substitute calculated on a ratio of days taught by the substitute.

**2. Clinical Hours\*\*:** Adjuncts teaching clinicals, clinically related labs or dental assisting on an hourly basis in credit hour programs, shall be paid according to the following clinical hourly rates. This instruction includes student assessment and feedback as part of the time scheduled. Separate office hours or preparation time are not required.

| Academic Credentials                                                        | Clinical Hour Rates |
|-----------------------------------------------------------------------------|---------------------|
| Doctorate                                                                   | \$53                |
| Master's                                                                    | \$45                |
| Bachelor's                                                                  | \$37                |
| Less than Bachelor's with program specific credentials and Associate degree | \$33                |

**Substitutes:** Substitutes for clinicals and clinically related labs shall be paid according to approved clinical hours as follows:

| Academic Credentials                                                        | Clinical Hour Rates |
|-----------------------------------------------------------------------------|---------------------|
| Doctorate                                                                   | \$46                |
| Master's                                                                    | \$41                |
| Bachelor's                                                                  | \$32                |
| Less than Bachelor's with program specific credentials and Associate degree | \$29                |

**3. Adjunct Advancement Program:** Adjuncts who have completed the Adjunct Advancement Program, received a Certificate of Completion, and have a current Renewal of Certification on file in Human Resources, shall be designated Adjunct Professors. To maintain status as an Adjunct Professor, renewal certification is required each year after initial certification.

**Credit/Contact Hours:** Adjunct Professors teaching on a credit/contact hour basis as defined in the College's Policy Manual, shall be paid according to the following credit hour rates:

| Academic Credentials                                                        | Credit Hour Rates |
|-----------------------------------------------------------------------------|-------------------|
| Doctorate                                                                   | \$1007            |
| Master's                                                                    | \$934             |
| Bachelor's                                                                  | \$849             |
| Less than Bachelor's with program specific credentials and Associate degree | \$752             |

**Clinical Hours\*\*:** Adjunct Professors teaching clinicals and clinically related labs and dental assisting on an hourly basis, shall be paid according to the following clinical hourly rates:

| Academic Credentials                                                        | Clinical Hour Rates |
|-----------------------------------------------------------------------------|---------------------|
| Doctorate                                                                   | \$59                |
| Master's                                                                    | \$52                |
| Bachelor's                                                                  | \$44                |
| Less than Bachelor's with program specific credentials and Associate degree | \$40                |

**4. Retirees:** Returning retirees working as Adjunct Professors teaching on a credit/contact hourly basis as defined in the Policy Manual, shall be paid according to the following credit hour rates:

| Academic Credentials                                                        | Credit Hour Rates |
|-----------------------------------------------------------------------------|-------------------|
| Doctorate                                                                   | \$973             |
| Master's                                                                    | \$904             |
| Bachelor's                                                                  | \$820             |
| Less than Bachelor's with program specific credentials and Associate degree | \$725             |

**5. Pay Adjustments for Absences:** Compensation shall be adjusted for any classes or final exams missed by Adjuncts or Adjunct Professors.

Adjuncts who miss scheduled work hours will have pay reduced for class lectures and office hours as follows:

| Academic Credentials                                                        | Class and Office Hour Rates |
|-----------------------------------------------------------------------------|-----------------------------|
| Doctorate                                                                   | \$31                        |
| Master's                                                                    | \$29                        |
| Bachelor's                                                                  | \$26                        |
| Less than Bachelor's with program specific credentials and Associate degree | \$24                        |

Note: Adjustments are made based on accepted practice for a credit hour 50-minute class equaling 60 clock minutes. Other class times (75 minutes equaling 90 clock minutes) are similarly adjusted.

If a substitute is needed for more than one day of instruction, the /Provost may authorize a supplemental contract paid at the semester credit hour rate for the degree of the substitute calculated on a ratio of days taught by the substitute.

Clinical hour faculty salary will be reduced for the hours missed according to the table in (2) Clinical Hour above.

**\*\*The College may offer additional compensation for positions where specialized credentials or experience are required. Such compensation may be a one-time payment or a temporary increase up to twenty percent (20%) of the hourly rates listed in the table above at the College's discretion.**

#### **ADJUNCTS (Clock Hours)**

- 1. Florida Public Safety Institute:** Adjuncts teaching on a clock hourly basis in non-credit hour program shall be paid according to the following clock hourly rates. This instruction includes student assessment and feedback as part of the time scheduled. This includes Post-Secondary Adult Vocational (PSAV) assignments. Separate office hours or preparation time are not required.

| Academic Credentials | Clock Hour Rates |
|----------------------|------------------|
| Doctorate            | \$53             |
| Master's             | \$45             |
| Bachelor's           | \$37             |

|                                                                             |      |
|-----------------------------------------------------------------------------|------|
| Less than Bachelor's with program specific credentials and Associate degree | \$33 |
| Professional certification or licensure                                     | \$32 |

**Substitutes:** Substitutes for clock hours shall be paid according to approved clock hours as follows:

| Academic Credentials                                                        | Clock Hour Rates |
|-----------------------------------------------------------------------------|------------------|
| Doctorate                                                                   | \$46             |
| Master's                                                                    | \$41             |
| Bachelor's                                                                  | \$32             |
| Less than Bachelor's with program specific credentials and Associate degree | \$29             |

**2. Adult Education:** The maximum permissible rate for adjunct instructors teaching adult education courses on a clock hour basis shall be the following:

| Academic Credentials | Clock Hour Rates |
|----------------------|------------------|
| Doctorate            | \$32             |
| Master's             | \$30             |
| Bachelor's           | \$26             |

**3. Workforce Development:** The permissible rate for adjunct instructors teaching on a clock hour basis shall be the following:

| Credentials                             | Clock Hour Rates |
|-----------------------------------------|------------------|
| Professional certification or licensure | \$40 - \$47      |

Upon the recommendation from the appropriate Vice President or Executive Director and Human Resources, the President may authorize a higher rate of pay for courses where special expertise is required or the market for available instructors dictates.

## DIS COURSES

Instructors teaching courses through directed individual study (**DIS**) methods shall be compensated per student according to the following rates:

| <b>Academic Credentials</b>                                                | <b>1 credit hr</b> | <b>3 credit hrs</b> | <b>4 credit hrs</b> | <b>5 credit hrs</b> |
|----------------------------------------------------------------------------|--------------------|---------------------|---------------------|---------------------|
| Doctorate                                                                  | \$27               | \$81                | \$108               | \$135               |
| Masters                                                                    | \$26               | \$78                | \$104               | \$130               |
| Bachelors                                                                  | \$25               | \$75                | \$100               | \$125               |
| Less than Bachelors with program specific credentials and Associate degree | \$24               | \$72                | \$96                | \$120               |

DIS sections are limited to an enrollment of no more than fifty (50) students per semester.

## **CONTINUING EDUCATION INSTRUCTORS**

The following categories have been determined for the Continuing Education program with a maximum hourly rate determined for each category. The individual qualifications of each employee shall be used to determine the actual salary for the course taught within the guidelines established. These rates of pay may be adjusted for extenuating circumstances or market rates, with appropriate Vice President approval.

Maximum Hourly Rates by Academic Degrees (when appropriate to course taught):

| <b>Academic Credentials</b>             | <b>Maximum Hourly Rates</b> |
|-----------------------------------------|-----------------------------|
| Doctorate                               | \$51                        |
| Masters                                 | \$36                        |
| Bachelors                               | \$32                        |
| Associate                               | \$31                        |
| Professional certification or licensure | \$30                        |

## **CLASSIFIED STAFF/PROFESSIONAL POSITIONS**

Positions assigned to these classifications are designated by their paygrade (in either 100 or 200 series) as referenced in Appendix B. These positions may be designated as exempt or non-exempt under FLSA standards.

### **Shift Differential**

Environmental Service Technicians that have the majority of their work hours assigned to shifts outside of the College's regular business hours shall receive an additional \$2.00 hourly increment to their base pay as a shift differential. The hourly increment will be based on a 2,080-hour work year for full-time employees.

### **Trainee Status**

A Classified Staff employee may be appointed as a trainee in an established position with a higher pay grade due to the following:

- Recruitment/Retention
  - The hiring authority has experienced recruitment difficulty in filling the position or in retaining personnel as evidenced by either a lack of qualified applicants or frequent turnover of staff within the last 24 months.
  - The Classified Staff employee is within one year of meeting the minimum training and experience requirements for the position and has demonstrated that he/she is able to perform most of the assigned duties through the assumption of job responsibilities when the position was vacant, as well as by the receipt of consistent performance appraisal ratings of satisfactory and above.
- Loss of position
  - The Classified Staff position is being deleted due to a change in business process, technology or reorganization.
  - The Classified Staff employee is within one year of meeting the minimum training and experience requirements for the position and has demonstrated that he/she is able to perform most of the assigned duties through consistent performance appraisal ratings of satisfactory and above.
  - The trainee period would be limited to one year. Compensation during this period will be ten percent (10%) below the minimum of the pay grade for the higher classification. The training plan will be developed by the employee's supervisor in consultation with the Director of Human Resources and the proper member of the Executive Team. After finalization, the trainee recommendation should be submitted to the Vice President of Administrative Services & Chief Business Officer.

Upon completion of the one-year trainee period, the Classified Staff employee will be required to serve a six (6) month probationary period.

### **Sworn Law Enforcement**

The original appointment salary for sworn law enforcement positions shall be determined by the Vice President of Administrative Services & Chief Business Officer based on the recommendation of the Chief of Campus Police.

The following classifications are designated as sworn law enforcement:

- Campus Police Officer
- Campus Police Sergeant
- Campus Police Lieutenant
- Chief of Police

Special Risk Membership: In accordance with s.121.0515, F.S., college employees designated as sworn law enforcement personnel are eligible for membership in the Special Risk Class of the Florida Retirement System.

Salary Incentives: An employee in a full-time sworn law enforcement classification shall be given an ongoing monthly supplement for educational attainment in accordance with s.943.22, F.S. and the Criminal Justice Standards and Training Commission as follows:

- **Education** (maximum of \$80 per month)
  - \$80 per month for Bachelors
  - \$30 per month for Associates
- **Training**
  - \$20 per month for every eighty (80) hours completed in courses approved for salary incentives for police officers when not utilized to satisfy mandatory retraining requirements.
- **Combination Education and Training**
  - Maximum \$130 per month

Reserve Officers: Reserve officers are certified sworn law enforcement officers who volunteer law enforcement services to the College in accordance with TSCPD General Orders and may be hired on an Other Personal Services (OPS) basis to fill in when regular officers are unavailable or to provide additional coverage at special events. Compensation for OPS law enforcement services beyond the volunteer hours required by TSCPD General Orders shall be at the rate of at least \$15.45 per hour.

### **Athletics**

The original appointment salary for the Head Coach and Athletic Director positions shall be determined by the President pursuant to a recommendation from the Vice President of Student Affairs.

If the Athletic Director position is filled in a part-time capacity, the part-time Athletic Director will be compensated by salary supplement at a minimum of \$5,000 to a maximum of \$10,000.

Contract Provisions: Employees hired in Head Coach and Athletic Director positions shall be on annual contract. Assistant Coaches may be hired in a 10-month professional services contract.

Athletic employees shall be available for College business at all times throughout the standard work week, as well as outside regular work hours, unless performing authorized travel or other approved absence.

### **Other Classified Staff Provisions**

1. **Timesheet Reporting Period:** The reporting period for some Classified staff that hold a non-exempt role is outlined by Appendix E.

2. **Timesheet Submission:** Non-exempt employees are to submit timesheets on a weekly basis to their supervisor in order to meet payroll deadlines.

If the timesheet is not turned in to the supervisor by the designated Time and Attendance lockout dates, the employee may be required to wait until the next payroll cycle to receive compensation for that reporting period.

## **RETIREES**

For the purpose of extending College retirement benefits other than the Retirement Incentive Plan, a retiree shall be defined as either:

1. An employee who meets the retirement criteria under the Florida Retirement System (FRS) Pension Plans and draws a retirement benefit from FRS; or
2. An employee who is under an ORP retirement plan or FRS Investment Plan and draws a benefit from the TSC-paid ORP or FRS Investment Plan and who has at least eight years of creditable service as defined by FRS.

### **Special Retiree Pay 401a Plan**

Effective November 1, 2000, all employees at time of retirement from the College shall participate in the Special Retiree Pay plan by transferring an IRS-defined amount into a 401a defined contribution account.

The amount transferred into the account is exempt from FICA taxes, and payment of federal withholding taxes is deferred until funds are withdrawn from the plan by the retiree at a later date. If an employee has not reached age 55 or older at the time of separation of service, any funds withdrawn from the 401a account may be subject to a ten (10) percent penalty for early withdrawal in accordance with IRS regulations.

The 401a contribution shall be calculated not to exceed one hundred (100) percent of the total of the employee's salary plus terminal pay up to the maximum allowed by IRS; however, the contribution cannot exceed the amount of the employee's terminal pay. The salary period for calculation will be based on the College's fiscal year (July 1 through June 30).

Complete information about the Special Retiree Pay plan is available in Human Resources.

### **Deferred Retirement Option Program (DROP) - 121.091(13) FS**

The Deferred Retirement Option Program (DROP) is an alternative method for payout of retirement benefits. Any employee who is a vested member of the Florida Retirement System Pension Plan (FRS) and who reaches normal retirement, either by service years or age shall be eligible to participate in DROP.

An employee wishing to elect DROP must provide written notification of intent to their immediate supervisor and Human Resources not less than sixty (60) calendar days prior to the date of DROP retirement.

An employee participating in DROP may elect to be paid for unused annual leave at the employee's current rate of pay, to the extent that the payment does not exceed the maximum payout for annual leave in accordance with District Board of Trustees Policy

Manual. This payment can either be made upon entering DROP or at the conclusion of DROP, but will only be counted in the retirement calculation one time.

Annual leave shall be earned during the DROP period, and unpaid annual leave shall be carried forward until used or paid at termination. Annual leave paid at termination shall not be counted in the retirement calculation if the annual leave was paid upon entering DROP.

Sick leave shall be earned during the DROP period, and unpaid sick leave shall be carried forward until used or paid at termination. All sick leave allowable per 121.091, F.S. up to a maximum of 480 hours shall be paid at termination at the current hourly rate of the employee. Sick Leave is paid out on a percentage scale as follows:

- 0-3 Years 35%
- 4-6 Years 40%
- 7-9 Years 45%
- 10 Years or more 50%, with a max of 480 hours.

When an employee retires and enters the DROP program, the contribution amount into the 401a will be calculated based on fiscal year salary and terminal pay in increments. Contributions are made to the Plan at the end of each fiscal year of the DROP period leading up to your actual retirement date. The contribution amounts are based on salary and percentage of eligible sick leave. In accordance with College policy, employees terminating prior to the end date of their DROP will be paid 100% of their eligible sick leave balance. If an employee is participating in the DROP and the retirement incentive, the retirement incentive payout shall occur as outlined in the retirement incentive sections of the Board-approved Salary Schedule.

Complete information about DROP is available in Human Resources.

### **Retirement Incentive**

If an employee who was hired prior to July 1, 1995, elects to retire within thirty-six (36) months from achievement of normal retirement as defined in 121.091(1), F.S. or 238.07, F.S., the College shall pay up to a maximum of one thousand four hundred forty (1,440) hours of sick leave as allowed by 1012.865(2) (d)(5), F.S. This compensation shall be calculated at the hourly rate of pay at termination.

Any employee not choosing to exercise the above option shall not be eligible for the retirement incentive plan and shall follow the procedures in accordance to the District Board of Trustees Sick Leave Policy Manual.

Retirees exercising the retirement incentive shall receive compensation as follows:

- **First payment:** at the time of retirement, a ten percent (10%) incentive shall be paid based on the salary at retirement for those using the retirement incentive option. This incentive will be deposited into the Special Retiree Pay 401a/403(b) plan in accordance with IRS regulations.
- **Second payment:** that portion of the accumulated sick leave hours which represents zero to four hundred eighty (0 - 480) hours with payment made into the Special Retiree Pay 401a plan five (5) months from termination.
- **Third payment:** that portion of the accumulated sick leave hours which represents four hundred eighty-one to nine hundred sixty (481 - 960) hours with payment made

into the Special Retiree Pay 401a/403(b) plan twenty-six (26) months from termination.

- **Fourth payment:** that portion of the accumulated sick leave hours which represents nine-hundred and sixty-one to one thousand four hundred forty hours (961 - 1,440) with payment made into the Special Retiree Pay 401a/403(b) plan thirty-nine (39) months from termination.

Anyone wishing to retire must provide written notification of intent to their immediate supervisor and Human Resource Director not less than sixty (60) calendar days prior to the date of retirement in order to participate in the retirement incentive.

### **Reemployment Provisions for Retirees**

Retirees shall have retired per 121.091(1) FS or 238.07, FS. Retirees must follow reemployment rules as outlined by FRS prior to returning to employment with an FRS participating employer. Retirees include anyone retiring from the Pension Plan, Investment Plan, DROP Program, or Optional Retirement Plan. Human Resources must be contacted prior to reemployment to confirm eligibility.

## **TIME LIMITED EMPLOYEES**

### **Other Personal Services (OPS)**

Hourly employees are hired to fill temporary positions created to accomplish a specific task within a specific time. These employees work on an "as needed" or "available funds" basis and are compensated on an "hours worked" basis only. An hourly employee does not serve on a contractual basis nor does the authorization form for hire constitute a contract. Hourly employees are classified as Other Personal Services (OPS), including Tutors and Work-Study Students. These employees are non-exempt and covered under the overtime provisions of the FLSA and may work no more than 25 hours a week.

Non-TSC students employed in this category will be subject to the Federal Medicare tax and will be required to contribute to the Alternate FICA Plan. After employees work a minimum of 2,080 hours, they are subject to combined FICA and Medicare taxes, as mandated by state and federal law, and are eligible for employer contributions in the Florida Retirement System (FRS).

### **Work-study Students**

Student personnel may qualify to work under the Federal College Work-Study (FCWS) program for a specified number of hours as determined by the Financial Aid Office. Work-study students are not eligible to receive employee benefits and are exempt from Social Security and Medicare taxes.

The hourly rate for work-study student employees is \$1.25 above the minimum hourly rate set by the Florida Minimum Wage Act.

### **Other Time Limited Provisions**

1. **Timesheet Reporting Period:** The reporting period for OPS and Work-study Student employees is the same as the reporting period for non-exempt staff as outlined by Appendix D.

2. **Timesheet Submission:** OPS and Work-study Student employee are to submit timesheets on a weekly basis to their supervisor in order to meet payroll deadlines.

If the timesheet is not turned in to the supervisor by the designated Time and Attendance lockout dates, employee may be required to wait until the next payroll cycle to receive compensation for that reporting period.

### **Professional Services Contract (PSC)**

Providers working as Professional Service Contractors serve the College in a temporary capacity to complete a specific task within a determined period of time, which may be as little as one day to no more than six (6) months. Professional Services Contracts shall not extend beyond six (6) months without approval by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer. Payments may be one time only or multiple payments as determined by the contract.

### **Contracts & Grants**

Employees working on a contract or grant are considered time limited employees (year-to-year) or as the contract/grant budget allows. Positions in this category are funded by an agency other than the College. The College's grant funded positions are listed in Appendix C.

**APPENDIX A**  
**Pay Grades**

| Grade | Base         |
|-------|--------------|
| 101   | \$33,280.00  |
| 102   | \$34,611.20  |
| 103   | \$35,857.83  |
| 104   | \$37,650.57  |
| 105   | \$39,532.50  |
| 106   | \$41,509.62  |
| 107   | \$43,585.35  |
| 108   | \$45,435.74  |
| 109   | \$47,707.53  |
| 110   | \$50,092.90  |
| 111   | \$52,597.55  |
| 112   | \$55,227.43  |
| 113   | \$57,988.80  |
| 114   | \$59,760.68  |
| 115   | \$62,748.71  |
| 116   | \$65,886.15  |
| 117   | \$69,180.45  |
| 118   | \$74,714.89  |
| 119   | \$80,318.51  |
| 120   | \$86,342.40  |
| 121   | \$94,976.64  |
| 122   | \$101,625.00 |
| 123   | \$109,755.00 |
| 124   | \$118,535.40 |
| 125   | \$132,759.65 |

**APPENDIX B**  
**Managerial/Professional Positions by Alpha**

| Position Title                                             | Pay Grade  | Base                |
|------------------------------------------------------------|------------|---------------------|
| Associate Dean, Academic Affairs                           | 120        | \$86,342.40         |
| Associate Dean, Applied Sciences and Technology            | 120        | \$86,342.40         |
| Associate Dean, Faculty Initiatives                        | 120        | \$86,342.40         |
| Associate Dean, Healthcare Professions                     | 120        | \$86,342.40         |
| Associate Dean, Healthcare Professions & Academic Planning | 120        | \$86,342.40         |
| Associate Dean, Mathematics and Science                    | 120        | \$86,342.40         |
| Associate Dean, Social Science                             | 120        | \$86,342.40         |
| Associate Director, Wakulla Environmental Institute        | 116        | \$65,886.15         |
| Associate Vice President for Administrative Services       | 125        | \$132,759.65        |
| Associate Vice President of Academic Affairs               | 125        | \$132,759.65        |
| Chief Engagement Officer                                   | 117        | \$69,180.45         |
| Chief of Staff                                             | 119        | \$80,318.51         |
| Chief of Campus Police                                     | 122        | \$101,625.00        |
| College Registrar                                          | 117        | \$69,180.45         |
| Dean, Applied Science and Technology                       | 122        | \$101,625.00        |
| Dean, Career and Academic Planning                         | 122        | \$101,625.00        |
| Dean, Communications and Humanities                        | 122        | \$101,625.00        |
| Dean, Enrollment Services                                  | 122        | \$101,625.00        |
| <u>Dean, Library Services and Learning Commons</u>         | <u>122</u> | <u>\$101,625.00</u> |
| Dean, Science and Mathematics                              | 122        | \$101,625.00        |
| Dean, Social Science                                       | 122        | \$101,625.00        |
| Dean, Student Services                                     | 119        | \$80,318.51         |
| Director of Advising                                       | 116        | \$65,886.15         |
| Director of Assessment and Accreditation                   | 117        | \$69,180.45         |
| Director of Athletics and Campus Recreation                | 117        | \$69,180.45         |
| Director of Business and Workforce Development             | 119        | \$80,318.51         |
| Director of Business Process Improvement                   | 119        | \$80,318.51         |
| Director of Career and Academic Planning                   | 122        | \$101,625.00        |
| Director of Instructional Programs                         | 117        | \$69,180.45         |
| Director of Continuing Workforce Education                 | 119        | \$80,318.51         |
| Director of Development                                    | 119        | \$80,318.51         |
| Director of Enterprise Applications                        | 119        | \$80,318.51         |
| Director of Facilities, Planning and Construction          | 122        | \$101,625.00        |
| Director of Financial Services                             | 122        | \$101,625.00        |
| Director of Grants and Special Projects                    | 117        | \$69,180.45         |
| Director of Hospitality                                    | 117        | \$69,180.45         |
| Director of Institutional Research and Planning            | 119        | \$80,318.51         |
| Director of Strategic Communications                       | 119        | \$80,318.51         |
| Director of Student Financial Services                     | 122        | \$101,625.00        |
| Director, Call Center                                      | 116        | \$65,886.15         |
| Director of Hospitality                                    | 117        | \$69,180.45         |

| Director of Human Resources                                                                   | 122       | \$101,625.00 |
|-----------------------------------------------------------------------------------------------|-----------|--------------|
| Position Title                                                                                | Pay Grade | Base         |
| Director of Information Technology Infrastructure                                             | 117       | \$69,180.45  |
| Director of Information Technology User Services                                              | 117       | \$69,180.45  |
| Director of IT Consulting                                                                     | 117       | \$69,180.45  |
| Director of Integrated Marketing                                                              | 117       | \$69,180.45  |
| Director of Learning Commons                                                                  | 117       | \$69,180.45  |
| Director of Library Services                                                                  | 117       | \$69,180.45  |
| Director of Purchasing and Auxiliary Services                                                 | 119       | \$80,318.51  |
| Director of Recruiting and Admissions                                                         | 116       | \$65,886.15  |
| Director of Simulation Programs                                                               | 117       | \$69,180.45  |
| Director of Special Projects and Innovation                                                   | 119       | \$80,318.51  |
| Director of STEM and Honors Program                                                           | 117       | \$69,180.45  |
| Director of Teaching and Learning Academy                                                     | 117       | \$69,180.45  |
| Director of Transfer Services                                                                 | 119       | \$80,318.51  |
| Director of TSC Online                                                                        | 117       | \$69,180.45  |
| Executive Director, Florida Public Safety Institute                                           | 123       | \$109,755.00 |
| Executive Director, Ghazvini Center for Healthcare Education & Dean of Healthcare Professions | 120       | \$86,342.40  |
| Executive Director, Wakulla Environmental Institute                                           | 120       | \$86,342.40  |

The positions listed above are designated as Managerial/Professional (GL Code 53000).

**APPENDIX C**  
**Classified Staff Positions & Pay Grades by Alpha**

| Position Title                                                   | FLSA Status       | Pay Grade      | Base                   |
|------------------------------------------------------------------|-------------------|----------------|------------------------|
| Academic Coordinator                                             | Exempt            | 108            | \$45,435.74            |
| Academy Program Coordinator                                      | Exempt            | 111            | \$52,597.55            |
| Academy Program Coordinator (Firearms)                           | Exempt            | 111            | \$52,597.55            |
| Academy Program Coordinator (First Responder)                    | Exempt            | 111            | \$52,597.55            |
| Academy Program Manager                                          | Exempt            | 112            | \$55,227.43            |
| Accounting Coordinator                                           | Exempt            | 107            | \$43,585.35            |
| Accounting Manager                                               | Exempt            | 115            | \$62,748.71            |
| <del>Accounting Manager, FPSI</del>                              | <del>Exempt</del> | <del>112</del> | <del>\$55,227.43</del> |
| Accounting Specialist                                            | Non-Exempt        | 104            | \$37,650.57            |
| Administrative Assistant                                         | Non-Exempt        | 103            | \$35,857.83            |
| Admissions Navigator                                             | Non-Exempt        | 104            | \$37,650.57            |
| Admissions Specialist                                            | Non-Exempt        | 104            | \$37,650.57            |
| Adult Education Specialist                                       | Exempt            | 107            | \$43,585.35            |
| Adult Learner Enrollment Coach                                   | Non-Exempt        | 106            | \$41,509.62            |
| Advanced and Specialized Instructional Coordinator               | Exempt            | 111            | \$52,597.55            |
| AMTC Program Specialist                                          | Exempt            | 104            | \$37,650.57            |
| Application Developer                                            | Exempt            | 112            | \$55,227.43            |
| Application Specialist                                           | Exempt            | 108            | \$45,435.74            |
| Applications Administrator                                       | Exempt            | 115            | \$62,748.71            |
| Applications Specialist                                          | Exempt            | 108            | \$45,435.74            |
| Assessment Analyst                                               | Exempt            | 107            | \$43,585.35            |
| Assistant Coach                                                  | Exempt            | 103            | \$35,857.83            |
| Assistant Coach/Fitness and Wellness Coordinator                 | Exempt            | 103            | \$35,857.83            |
| Assistant Director Academic Advising                             | Exempt            | 116            | \$65,886.15            |
| Assistant Director of Federal Programs                           | Exempt            | 112            | \$55,227.43            |
| Assistant Director of IT Consulting                              | Exempt            | 116            | \$65,886.15            |
| <del>Assistant Director of State Programs and Scholarships</del> | <del>Exempt</del> | <del>112</del> | <del>\$55,227.43</del> |
| Assistant Director of Student Services                           | Exempt            | 110            | \$50,092.90            |
| Assistant Director, Enterprise Applications                      | Exempt            | 114            | \$59,760.68            |
| Assistant Director, Facilities                                   | Exempt            | 116            | \$65,886.15            |
| Assistant Director, Financial Aid Operations and State Programs  | Exempt            | 112            | \$55,227.43            |
| Athletic Trainer                                                 | Exempt            | 114            | \$59,760.68            |
| Athletics and Campus Recreation Manager                          | Exempt            | 107            | \$43,585.35            |
| Benefits and Retirement Specialist                               | Non-Exempt        | 105            | \$39,532.50            |

| Benefits Manager                                       | Exempt                | 112            | \$55,227.43            |
|--------------------------------------------------------|-----------------------|----------------|------------------------|
| <del>Budget and Cost Analysis Manager</del>            | <del>Exempt</del>     | <del>111</del> | <del>\$52,597.55</del> |
| Business Analyst (Academic)                            | Exempt                | 111            | \$52,597.55            |
| Business Analyst (Admissions)                          | Exempt                | 111            | \$52,597.55            |
| Position Title                                         | FLSA Status           | Pay Grade      | Base                   |
| Business Analyst (Advising)                            | Exempt                | 111            | \$52,597.55            |
| Business Analyst (Financials)                          | Exempt                | 111            | \$52,597.55            |
| Business Analyst (HR)                                  | Exempt                | 111            | \$52,597.55            |
| Business Analyst (State Reporting)                     | Exempt                | 111            | \$52,597.55            |
| Business Analyst (Student Financials)                  | Exempt                | 111            | \$52,597.55            |
| <del>Call Center Representative</del>                  | <del>Non-Exempt</del> | <del>102</del> | <del>\$34,611.20</del> |
| Campus Police Dispatcher, <u>TSC</u>                   | Non-Exempt            | 103            | \$35,857.83            |
| Campus Police Lieutenant, <u>TSC</u>                   | Exempt                | 111            | \$52,597.55            |
| Campus Police Officer, <u>TSC</u>                      | Non-Exempt            | 107            | \$43,585.35            |
| Campus Police Sergeant, <u>TSC</u>                     | Exempt                | 109            | \$47,707.53            |
| Career and Academic Advisor                            | Exempt                | 107            | \$43,585.35            |
| Career and Internship Specialist                       | Non-Exempt            | 106            | \$41,509.62            |
| Career Pathways Specialist                             | Exempt                | 106            | \$41,509.62            |
| <del>Case Manager (Student Services)</del>             | <del>Exempt</del>     | <del>109</del> | <del>\$47,707.53</del> |
| <del>Cashier</del>                                     | <del>Non-Exempt</del> | <del>102</del> | <del>\$34,611.20</del> |
| CJ Instructional Coordinator                           | Exempt                | 111            | \$52,597.55            |
| CJ Instructional Coordinator - Corrections             | Exempt                | 111            | \$52,597.55            |
| CJ Instructional Coordinator, Firefighter Program      | Exempt                | 111            | \$52,597.55            |
| Classification and Compensation Analyst                | Non-Exempt            | 107            | \$43,585.35            |
| College Admissions Recruiter                           | Exempt                | 106            | \$41,509.62            |
| <del>Commercial Vehicle Driving Lead Instructor</del>  | <del>Exempt</del>     | <del>110</del> | <del>\$50,092.90</del> |
| <del>Communications Skills Specialist</del>            | <del>Non-Exempt</del> | <del>105</del> | <del>\$39,532.50</del> |
| <del>Communications Technology Manager</del>           | <del>Exempt</del>     | <del>109</del> | <del>\$47,707.53</del> |
| Computer Technology Lab Manager                        | Exempt                | 108            | \$45,435.74            |
| Building Administrator & Fire/Life Safety              | Exempt                | 116            | \$65,886.15            |
| Coordinator of International Student Services          | Exempt                | 108            | \$45,435.74            |
| Coordinator, Assistant Production                      | Exempt                | 102            | \$34,611.20            |
| Coordinator, Business Solutions                        | Exempt                | 112            | \$55,227.43            |
| Coordinator, Dental Clinic Office                      | Exempt                | 107            | \$43,585.35            |
| Coordinator, Dual Enrollment                           | Exempt                | 107            | \$43,585.35            |
| Coordinator, Emergency Management and Safety           | Exempt                | 107            | \$43,585.35            |
| <del>Coordinator, International Student Services</del> | <del>Non-Exempt</del> | <del>108</del> | <del>\$45,435.74</del> |
| Coordinator, Instruction and Projects                  | Exempt                | 114            | \$59,760.68            |

| Coordinator, Intramural and Assistant Coach            | Exempt            | 103                       | \$35,857.83                               |
|--------------------------------------------------------|-------------------|---------------------------|-------------------------------------------|
| <u>Coordinator, Innovation Hub</u>                     | <u>Exempt</u>     | <u>111</u>                | <u>\$52,597.55</u>                        |
| Coordinator, Simulation Lab                            | Exempt            | 108                       | \$45,435.74                               |
| <del>Coordinator, Student Life and Leadership</del>    | <del>Exempt</del> | <del>107</del>            | <del>\$43,585.35</del>                    |
| <u>Coordinator, Student Activities</u>                 | <u>Exempt</u>     | <u>107</u>                | <u>\$43,585.35</u>                        |
| <u>Coordinator, Student Loans</u>                      | <u>Exempt</u>     | <u>108</u>                | <u>\$45,435.74</u>                        |
| Coordinator, Work Based Learning                       | Exempt            | 107                       | \$43,585.35                               |
| Counseling Center Manager                              | Exempt            | 107                       | \$43,585.35                               |
| Custodial Services Specialist                          | Non-Exempt        | 101                       | \$33,280.00                               |
| Custodial Services Superintendent                      | Non-Exempt        | 103                       | \$35,857.83                               |
| Custodial Services Supervisor                          | Non-Exempt        | 105                       | \$39,532.50                               |
| Digital Communications Specialist                      | Exempt            | 107                       | \$43,585.35                               |
| Position Title                                         | FLSA Status       | Pay Grade                 | Base                                      |
| Digital Media Technician                               | Exempt            | 108                       | \$45,435.74                               |
| <u>Digital Marketing Manager</u>                       | <u>Exempt</u>     | <u>110</u>                | <u>\$50,092.90</u>                        |
| Dining Facilities Manager                              | Exempt            | 112                       | \$55,227.43                               |
| Dining Services Supervisor                             | Non-Exempt        | 104                       | \$37,650.57                               |
| Dual Enrollment Advisor                                | Exempt            | 107                       | \$43,585.35                               |
| <del>Emergency Management and Safety Coordinator</del> | <del>Exempt</del> | <del>107</del>            | <del>\$43,585.35</del>                    |
| Employee Relations and Engagement Manager              | Exempt            | 112                       | \$55,227.43                               |
| Engagement Officer                                     | Exempt            | 109                       | \$47,707.53                               |
| Engineering Technician (Locksmith)                     | Exempt            | 107                       | \$43,585.35                               |
| <u>Enrollment Communication Representative</u>         | <u>Non-Exempt</u> | <u>102</u>                | <u>\$34,611.20</u>                        |
| Equipment Mechanic                                     | Non-Exempt        | 103                       | \$35,857.83                               |
| Event Audiovisual Specialist                           | Exempt            | 105                       | \$39,532.50                               |
| Event Support Specialist                               | Non-Exempt        | 106                       | \$41,509.62                               |
| Events Coordinator                                     | Exempt            | 108                       | \$45,435.74                               |
| Executive Assistant                                    | Exempt            | 107                       | \$43,585.35                               |
| Executive Assistant to the President                   | Exempt            | 108                       | \$45,435.74                               |
| Facilities Administrative Services Manager             | Exempt            | <del>116</del> <u>112</u> | <del>\$55,227.43</del> <u>\$62,748.71</u> |
| Facilities Administrative Services Specialist          | Non-Exempt        | 105                       | \$39,532.50                               |
| Facilities Maintenance Superintendent                  | Exempt            | 111                       | \$52,597.55                               |
| <del>Facilities Manager</del>                          | <del>Exempt</del> | <del>113</del>            | <del>\$57,988.80</del>                    |
| Facilities Services and Operations Specialist          | <u>Non-Exempt</u> | 107                       | \$43,585.35                               |
| <u>Financial Services Manager</u>                      | <u>Exempt</u>     | <u>111</u>                | <u>\$52,597.55</u>                        |
| Food Service Assistant                                 | Non-Exempt        | 101                       | \$33,280.00                               |
| Gift Processing and Scholarship Officer                | Exempt            | 109                       | \$47,707.53                               |

| Graphic Designer                                          | Exempt            | 108                | \$45,435.74                        |
|-----------------------------------------------------------|-------------------|--------------------|------------------------------------|
| Head Coach, Baseball                                      | Exempt            | 109                | \$47,707.53                        |
| Head Coach, Men's Basketball                              | Exempt            | 109                | \$47,707.53                        |
| Head Coach, Softball                                      | Exempt            | 109                | \$47,707.53                        |
| Head Coach, Women's Basketball                            | Exempt            | 109                | \$47,707.53                        |
| Healthcare Lead Instructor                                | Exempt            | 112                | \$55,227.43                        |
| Healthcare Instructor                                     | Exempt            | 111                | \$52,597.55                        |
| Help Desk Consultant                                      | Exempt            | 106                | \$41,509.62                        |
| Help Desk Manager                                         | Exempt            | 113                | \$57,988.80                        |
| Housing Services Specialist                               | Non-Exempt        | 103                | \$35,857.83                        |
| <u>Human Resources Grant Partner</u>                      | <u>Exempt</u>     | <u>108</u>         | <u>\$45,435.74</u>                 |
| HVAC Curriculum Specialist                                | Exempt            | 111                | \$52,597.55                        |
| HVAC/Building Automation Specialist                       | Non-Exempt        | 107                | \$43,585.35                        |
| <u>Innovation Hub Assistant</u>                           | <u>Non-Exempt</u> | <u>103</u>         | <u>\$35,857.83</u>                 |
| Instructional Designer                                    | Exempt            | 110                | \$50,092.90                        |
| Instruction and Project Coordinator                       | Exempt            | 114                | \$59,760.68                        |
| Landscaper                                                | Non-Exempt        | 103                | \$35,857.83                        |
| Landscape and Turf Management Instructor                  | Exempt            | 109                | \$47,707.53                        |
| Lead Telecommunications Specialist                        | Exempt            | 106                | \$41,509.62                        |
| <u>Lead Instructor Commercial Vehicle Driving Program</u> | <u>Exempt</u>     | <u>110</u>         | <u>\$50,092.90</u>                 |
| Learning and Development Manager                          | Exempt            | 112                | \$55,227.43                        |
| Learning Commons Specialist                               | Exempt            | 105                | \$39,532.50                        |
| Learning Commons Success Coach                            | Exempt            | 104                | \$37,650.57                        |
| Librarian - Information Specialist                        | Exempt            | <del>105</del> 108 | <del>\$45,435.74</del> \$39,532.50 |
| Library Circulation Services Supervisor                   | Exempt            | 105                | \$39,532.50                        |
| Position Title                                            | FLSA Status       | Pay Grade          | Base                               |
| Library Services Specialist                               | Non-Exempt        | <del>102</del> 103 | <del>\$35,857.83</del> \$34,611.20 |
| Library Services Supervisor                               | Exempt            | 107                | \$43,585.35                        |
| Mailroom Clerk                                            | Non-Exempt        | 101                | \$33,280.00                        |
| Maintenance Computer Operations Specialist                | Non-Exempt        | 101                | \$33,280.00                        |
| Maintenance Support Worker                                | Non-Exempt        | 103                | \$35,857.83                        |
| Maintenance Technician I                                  | Non-Exempt        | 104                | \$37,650.57                        |
| Maintenance Technician II                                 | Non-Exempt        | 105                | \$39,532.50                        |
| Manager, Accounting                                       | Exempt            | 115                | \$62,748.71                        |
| Manager, AMTC Program                                     | Exempt            | 116                | \$65,886.15                        |
| Manager, Applications Development                         | Exempt            | 116                | \$65,886.15                        |

|                                                                                   |                    |                  |                        |
|-----------------------------------------------------------------------------------|--------------------|------------------|------------------------|
| Manager, Business Operations                                                      | Exempt             | 111              | \$52,597.55            |
| Manager, Career Services and Specialized Student Support                          | Exempt             | 109              | \$47,707.53            |
| Manager, Computer Technology Lab                                                  | Exempt             | 107              | \$43,585.35            |
| <u>Manager, Financial Services Office</u>                                         | <u>Non-Exempt</u>  | <u>106</u>       | <u>\$41,509.62</u>     |
| Manager, <del>FPSI</del> Accounting                                               | Exempt             | 112              | \$55,227.43            |
| Manager, Healthcare Education                                                     | Exempt             | 116              | \$65,886.15            |
| Manager, Network Infrastructure                                                   | Exempt             | 115              | \$62,748.71            |
| Manager, Nursing Lab                                                              | Exempt             | 108              | \$45,435.74            |
| Manager, Recruitment                                                              | Exempt             | 112              | \$55,227.43            |
| <del>Manager, Student Life</del>                                                  | <del>Exempt</del>  | <del>107</del>   | <del>\$43,585.35</del> |
| Manager, Systems Administration                                                   | Exempt             | 116              | \$65,886.15            |
| <u>Manager, Student Services</u>                                                  | <u>Exempt</u>      | <u>107</u>       | <u>\$43,585.35</u>     |
| Manager, Technology Consulting                                                    | Exempt             | 110              | \$50,092.90            |
| Marine Service Technologies Instructor                                            | Exempt             | 109              | \$47,707.53            |
| Mental Health Counselor                                                           | Exempt             | 110              | \$50,092.90            |
| Multimedia Operations and Production Specialist                                   | Exempt             | 109              | \$47,707.53            |
| Network Technician                                                                | Exempt             | 109              | \$47,707.53            |
| <u>NCLEX Academic Success Coach</u>                                               | <u>Exempt</u>      | <u>112</u>       | <u>\$55,227.43</u>     |
| <u>Network Administrator</u>                                                      | <u>Exempt</u>      | <u>115</u>       | <u>\$62,748.71</u>     |
| Office Manager                                                                    | Non-Exempt         | 106              | \$41,509.62            |
| <del>Outreach Coordinator (Transfer Services)</del>                               | <del>Exempt</del>  | <del>108</del>   | <del>\$45,435.74</del> |
| Pathways Advisor - A.S. and B.S. Programs                                         | Exempt             | 107              | \$43,585.35            |
| Payroll Manager                                                                   | Exempt             | 112              | \$55,227.43            |
| Payroll Specialist                                                                | Non-Exempt         | 105              | \$39,532.50            |
| Practicum Coordinator                                                             | Exempt             | 112              | \$55,227.43            |
| Production Coordinator                                                            | Exempt             | 114              | \$59,760.68            |
| Program Coordinator                                                               | Exempt             | 109              | \$47,707.53            |
| Program Coordinator (Learning Commons)                                            | Exempt             | 110              | \$50,092.90            |
| Program Coordinator for Information Technology, Online & Professional Development | Exempt             | 109              | \$47,707.53            |
| <u>Professional Counselor</u>                                                     | <u>Exempt</u>      | <u>110</u>       | <u>\$50,092.90</u>     |
| Project Specialist                                                                | Exempt             | 106              | \$41,509.62            |
| Public Safety Officer                                                             | Non-Exempt         | 103              | \$35,857.83            |
| Purchasing Specialist                                                             | Non-Exempt         | 104              | \$37,650.57            |
| Recruitment Specialist                                                            | Non-Exempt         | 105              | \$39,532.50            |
| Registration Specialist                                                           | Non-Exempt         | 104              | \$37,650.57            |
| Research Analyst                                                                  | Exempt             | 111              | \$52,597.55            |
| <b>Position Title</b>                                                             | <b>FLSA Status</b> | <b>Pay Grade</b> | <b>Base</b>            |

|                                                             |                        |                     |                             |
|-------------------------------------------------------------|------------------------|---------------------|-----------------------------|
| Research and Business Analyst                               | Exempt                 | 111                 | \$52,597.55                 |
| Scholarship Coordinator                                     | Exempt                 | 104                 | \$37,650.57                 |
| Science Lab Assistant                                       | Non-Exempt             | 103                 | \$35,857.83                 |
| Science Lab Manager                                         | Exempt                 | 108                 | \$45,435.74                 |
| Security Administrator                                      | Exempt                 | 113                 | \$57,988.80                 |
| Senior Accounting Specialist                                | Non-Exempt             | 105                 | \$39,532.50                 |
| Senior Benefits and <a href="#">Leave/FMLA</a> Specialist   | Non-Exempt             | 107                 | \$43,585.35                 |
| Senior Benefits and Retirement Specialist                   | Non-Exempt             | 107                 | \$43,585.35                 |
| Senior Custodial Services Specialist                        | Non-Exempt             | 103                 | \$35,857.83                 |
| Senior Engineering Technician                               | Exempt                 | 108                 | \$45,435.74                 |
| Senior Recruitment Specialist                               | Non-Exempt             | 107                 | \$43,585.35                 |
| Senior Science Lab Assistant                                | Non-Exempt             | 103                 | \$35,857.83                 |
| Shipping, Receiving and Mail Supervisor                     | Exempt                 | 109                 | \$47,707.53                 |
| Simulation and Information Technology Specialist            | Exempt                 | 108                 | \$45,435.74                 |
| Simulation Lab Technician, HCP                              | Exempt                 | 103                 | \$35,857.83                 |
| Software Systems Administrator                              | Exempt                 | 111                 | \$52,597.55                 |
| Special Projects Manager                                    | Exempt                 | 112                 | \$55,227.43                 |
| Special Projects, Coordinator                               | Exempt                 | 113                 | \$57,988.80                 |
| Sponsored Programs Coordinator                              | Exempt                 | 107                 | \$43,585.35                 |
| Sponsored Programs Manager                                  | Exempt                 | 113                 | \$57,988.80                 |
| Store Manager, FPSI                                         | Non-Exempt             | 105                 | \$39,532.50                 |
| Strategic Communications Specialist                         | Exempt                 | 107                 | \$43,585.35                 |
| Student Accessibility Advisor                               | Exempt                 | 107                 | \$43,585.35                 |
| Student Accounts Specialist                                 | Non-Exempt             | 105                 | \$39,532.50                 |
| Student Activities Advisor                                  | Exempt                 | 105                 | \$39,532.50                 |
| Student Conduct Coordinator                                 | Exempt                 | 105                 | \$39,532.50                 |
| Student Financial Advisor                                   | Exempt                 | 105                 | \$39,532.50                 |
| Student Financials Operation Officer                        | Exempt                 | 116                 | \$65,886.15                 |
| Student Loans Coordinator                                   | Exempt                 | 108                 | \$45,435.74                 |
| Student Services Advisor                                    | Exempt                 | 105                 | \$39,532.50                 |
| <a href="#">Student Services Program and Budget Manager</a> | <a href="#">Exempt</a> | <a href="#">107</a> | <a href="#">\$43,585.35</a> |
| Student Success Analyst                                     | Exempt                 | 111                 | \$52,597.55                 |
| Student Success Specialist                                  | Exempt                 | 106                 | \$41,509.62                 |
| Student Support Specialist                                  | Non-Exempt             | 104                 | \$37,650.57                 |
| Supervisor Landscape Services                               | Exempt                 | 105                 | \$39,532.50                 |
| Sustainability Specialist                                   | Non-Exempt             | 105                 | \$39,532.50                 |

|                                               |                    |                  |                    |
|-----------------------------------------------|--------------------|------------------|--------------------|
| Systems Administrator                         | Exempt             | 113              | \$57,988.80        |
| Systems Analyst                               | Exempt             | 111              | \$52,597.55        |
| Systems Administrator Technician              | Exempt             | 109              | \$47,707.53        |
| Systems Support Manager                       | Exempt             | 107              | \$43,585.35        |
| Systems Support Specialist                    | Exempt             | 106              | \$41,509.62        |
| Technology Consultant                         | Exempt             | 107              | \$43,585.35        |
| Technology and Event Consultant               | Exempt             | 106              | \$41,509.62        |
| <b>Position Title</b>                         | <b>FLSA Status</b> | <b>Pay Grade</b> | <b>Base</b>        |
| Testing and Retention Coordinator             | Exempt             | 107              | \$43,585.35        |
| Testing Specialist                            | Non-Exempt         | 104              | \$37,650.57        |
| Transfer Programs and Experiences Coordinator | Exempt             | 108              | \$45,435.74        |
| <u>Transfer Student Success Coordinator</u>   | <u>Exempt</u>      | <u>108</u>       | <u>\$45,435.74</u> |
| Transfer Specialist                           | Non-Exempt         | 104              | \$37,650.57        |
| Veterans Affairs Coordinator                  | Exempt             | 107              | \$43,585.35        |
| Veterans Success Center Coordinator           | Exempt             | 107              | \$43,585.35        |
| Veterinary Assisting Instructor               | Exempt             | 109              | \$47,707.53        |
| Video/Multimedia Producer                     | Exempt             | 108              | \$45,435.74        |
| <u>Video Production Manager</u>               | <u>Exempt</u>      | <u>110</u>       | <u>\$50,092.90</u> |
| Welding Technologies Instructor               | Exempt             | 111              | \$52,597.55        |
| Workforce Service Manager                     | Exempt             | 112              | \$55,227.43        |

**APPENDIX D**  
**Classified Staff Positions by Pay Grades**

| Position Title                                                                       | FLSA Status           | Pay Grade              | Base                   |
|--------------------------------------------------------------------------------------|-----------------------|------------------------|------------------------|
| Custodial Services Specialist                                                        | Non-Exempt            | 101                    | \$33,280.00            |
| Food Service Assistant                                                               | Non-Exempt            | 101                    | \$33,280.00            |
| Mailroom Clerk                                                                       | Non-Exempt            | 101                    | \$33,280.00            |
| Maintenance Computer Operations Specialist                                           | Non-Exempt            | 101                    | \$33,280.00            |
|                                                                                      |                       |                        |                        |
| <del>Call Center Representative</del> <u>Enrollment Communication Representative</u> | Non-Exempt            | 102                    | \$34,611.20            |
| <del>Student Financial Advisor</del> <u>Cashier</u>                                  | Non-Exempt            | 102                    | \$34,611.20            |
| Coordinator, Assistant Production                                                    | Non-Exempt            | 102                    | \$34,611.20            |
| <del>Library Services Specialist</del>                                               | <del>Non-Exempt</del> | <del>102</del>         | <del>\$34,611.20</del> |
|                                                                                      |                       |                        |                        |
| Administrative Assistant                                                             | Non-Exempt            | 103                    | \$35,857.83            |
| Assistant Coach                                                                      | Exempt                | 103                    | \$35,857.83            |
| Assistant Coach/Fitness and Wellness Coordinator                                     | Exempt                | 103                    | \$35,857.83            |
| Campus Police Dispatcher, <u>TSC</u>                                                 | Non-Exempt            | 103                    | \$35,857.83            |
| Coordinator, Intramural and Assistant Coach                                          | Exempt                | 103                    | \$35,857.83            |
| Equipment Mechanic                                                                   | Non-Exempt            | 103                    | \$35,857.83            |
| Housing Services Specialist                                                          | Non-Exempt            | 103                    | \$35,857.83            |
| <u>Innovation Hub Assistant</u>                                                      | <u>Non-Exempt</u>     | <u>103</u>             | <u>\$35,857.83</u>     |
| Landscaper                                                                           | Non-Exempt            | 103                    | \$35,857.83            |
| <u>Library Services Specialist</u>                                                   | <u>Non-Exempt</u>     | <u>103<del>2</del></u> | <u>\$34,611.20</u>     |
| Maintenance Support Worker                                                           | Non-Exempt            | 103                    | \$35,857.83            |
| Public Safety Officer                                                                | Non-Exempt            | 103                    | \$35,857.83            |
| Senior Custodial Services Specialist                                                 | Non-Exempt            | 103                    | \$35,857.83            |
| Science Lab Assistant                                                                | Non-Exempt            | 103                    | \$35,857.83            |
| Senior Science Lab Assistant                                                         | Non-Exempt            | 103                    | \$35,857.83            |
| Simulation Lab Technician, HCP                                                       | Exempt                | 103                    | \$35,857.83            |
|                                                                                      |                       |                        |                        |
| Accounting Specialist                                                                | Non-Exempt            | 104                    | \$37,650.57            |
| Admissions Navigator                                                                 | Non-Exempt            | 104                    | \$37,650.57            |

| Admissions Specialist                         | Non-Exempt        | 104        | \$37,650.57        |
|-----------------------------------------------|-------------------|------------|--------------------|
| AMTC Program Specialist                       | Exempt            | 104        | \$37,650.57        |
| Dining Services Supervisor                    | Non-Exempt        | 104        | \$37,650.57        |
| Learning Commons Success Coach                | Exempt            | 104        | \$37,650.57        |
| Maintenance Technician I                      | Non-Exempt        | 104        | \$37,650.57        |
| Purchasing Specialist                         | Non-Exempt        | 104        | \$37,650.57        |
| Registration Specialist                       | Non-Exempt        | 104        | \$37,650.57        |
| Scholarship Coordinator                       | Exempt            | 104        | \$37,650.57        |
| Student Support Specialist                    | Non-Exempt        | 104        | \$37,650.57        |
| Testing Specialist                            | Non-Exempt        | 104        | \$37,650.57        |
| Transfer Specialist                           | Non-Exempt        | 104        | \$37,650.57        |
|                                               |                   |            |                    |
| Position Title                                | FLSA Status       | Pay Grade  | Base               |
| Benefits and Retirement Specialist            | Non-Exempt        | 105        | \$39,532.50        |
| Custodial Services Supervisor                 | Non-Exempt        | 105        | \$39,532.50        |
| Event Audiovisual Specialist                  | Exempt            | 105        | \$39,532.50        |
| Facilities Administrative Services Specialist | Non-Exempt        | 105        | \$39,532.50        |
| Learning Commons Specialist                   | Exempt            | 105        | \$39,532.50        |
| Librarian - Information Specialist            | Non-Exempt        | 105        | \$39,532.50        |
| Maintenance Technician II                     | Non-Exempt        | 105        | \$39,532.50        |
| Payroll Specialist                            | Non-Exempt        | 105        | \$39,532.50        |
| Recruitment Specialist                        | Non-Exempt        | 105        | \$39,532.50        |
| Senior Accounting Specialist                  | Non-Exempt        | 105        | \$39,532.50        |
| Store Manager, FPSI                           | Non-Exempt        | 105        | \$39,532.50        |
| Student Accounts Specialist                   | Non-Exempt        | 105        | \$39,532.50        |
| Student Conduct Coordinator                   | Exempt            | 105        | \$39,532.50        |
| Student Financial Advisor                     | Non-Exempt        | 105        | \$39,532.50        |
| Supervisor Landscape Services                 | Exempt            | 105        | \$39,532.50        |
| Sustainability Specialist                     | Non-Exempt        | 105        | \$39,532.50        |
|                                               |                   |            |                    |
| Adult Learner Enrollment Coach                | Non-Exempt        | 106        | \$41,509.62        |
| Career and Internship Specialist              | Non-Exempt        | 106        | \$41,509.62        |
| Career Pathways Specialist                    | Exempt            | 106        | \$41,509.62        |
| College Admissions Recruiter                  | Exempt            | 106        | \$41,509.62        |
| Counseling Center Manager                     | Exempt            | 106        | \$41,509.62        |
| Event Support Specialist                      | Non-Exempt        | 106        | \$41,509.62        |
| Help Desk Consultant                          | Exempt            | 106        | \$41,509.62        |
| <u>Manager, Financial Services Office</u>     | <u>Non-Exempt</u> | <u>106</u> | <u>\$41,509.62</u> |
| Lead Telecommunications Specialist            | Exempt            | 106        | \$41,509.62        |
| Office Manager                                | Non-Exempt        | 106        | \$41,509.62        |
| Project Specialist                            | Exempt            | 106        | \$41,509.62        |
| Student Success Specialist                    | Exempt            | 106        | \$41,509.62        |
| Systems Support Specialist                    | Exempt            | 106        | \$41,509.62        |
|                                               |                   |            |                    |

| Technology Consultant                                                                                            | Exempt                          | 107                       | \$43,585.35                               |
|------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------|-------------------------------------------|
| Accounting Coordinator                                                                                           | Exempt                          | 107                       | \$43,585.35                               |
| Adult Education Specialist                                                                                       | Exempt                          | 107                       | \$43,585.35                               |
| Assessment Analyst                                                                                               | Exempt                          | 107                       | \$43,585.35                               |
| Athletics and Campus Recreation Manager                                                                          | Exempt                          | 107                       | \$43,585.35                               |
| Campus Police Officer, <u>TSC</u>                                                                                | Non-Exempt                      | 107                       | \$43,585.35                               |
| Career and Academic Advisor                                                                                      | Exempt                          | 107                       | \$43,585.35                               |
| Classification and Compensation Analyst                                                                          | Non-Exempt                      | 107                       | \$43,585.35                               |
| <del>Communications Skills Specialist</del>                                                                      | <del>Exempt</del>               | <del>107</del>            | <del>\$43,585.35</del>                    |
| Coordinator, Dental Clinic Office                                                                                | Exempt                          | 107                       | \$43,585.35                               |
| Coordinator, Dual Enrollment                                                                                     | Exempt                          | 107                       | \$43,585.35                               |
| Coordinator, Simulation Lab                                                                                      | Exempt                          | 107                       | \$43,585.35                               |
| <u>Coordinator, Student Activities</u>                                                                           | <u>Exempt</u>                   | <u>107</u>                | <u>\$43,585.35</u>                        |
| <u>Manager, Student Services</u>                                                                                 | <u>Exempt</u>                   | <u>107</u>                | <u>\$43,585.35</u>                        |
| <u>Student Services Program and Budget</u><br><u>Manager</u> <del>Coordinator, Student Life and Leadership</del> | <u>Exempt</u> <del>Exempt</del> | <u>107</u> <del>107</del> | <u>\$43,585.35</u> <del>\$43,585.35</del> |
| Position Title                                                                                                   | FLSA Status                     | Pay Grade                 | Base                                      |
| Coordinator, Work Based Learning                                                                                 | Exempt                          | 107                       | \$43,585.35                               |
| Counseling Center Manager                                                                                        | Exempt                          | 107                       | \$43,585.35                               |
| Digital Communications Specialist                                                                                | Exempt                          | 107                       | \$43,585.35                               |
| Dual Enrollment Advisor                                                                                          | Exempt                          | 107                       | \$43,585.35                               |
| Emergency Management and Safety Coordinator                                                                      | Exempt                          | 107                       | \$43,585.35                               |
| Engineering Technician (Locksmith)                                                                               | Exempt                          | 107                       | \$43,585.35                               |
| Executive Assistant                                                                                              | Exempt                          | 107                       | \$43,585.35                               |
| Executive Assistant to the President                                                                             | Exempt                          | 107                       | \$43,585.35                               |
| Executive Coordinator                                                                                            | Exempt                          | 107                       | \$43,585.35                               |
| Facilities Services and Operations Specialist                                                                    | Exempt                          | 107                       | \$43,585.35                               |
| HVAC/Building Automation Specialist                                                                              | Non-Exempt                      | 107                       | \$43,585.35                               |
| Library Services Supervisor                                                                                      | Exempt                          | 107                       | \$43,585.35                               |
| Manager, Computer Technology Lab                                                                                 | Exempt                          | 107                       | \$43,585.35                               |
| Manager, Nursing Lab                                                                                             | Exempt                          | 107                       | \$43,585.35                               |
| Manager, Student Life                                                                                            | Exempt                          | 107                       | \$43,585.35                               |
| Pathways Advisor - A.S. and B.S. Programs                                                                        | Exempt                          | 107                       | \$43,585.35                               |
| Research and Business Analyst                                                                                    | Exempt                          | 107                       | \$43,585.35                               |
| Senior Benefits and <del>Leave-FMLA</del> Specialist                                                             | Non-Exempt                      | 107                       | \$43,585.35                               |
| Senior Benefits and Retirement Specialist                                                                        | Non-Exempt                      | 107                       | \$43,585.35                               |
| Senior Recruitment Specialist                                                                                    | Non-Exempt                      | 107                       | \$43,585.35                               |
| Sponsored Programs Coordinator                                                                                   | Exempt                          | 107                       | \$43,585.35                               |
| Strategic Communications Specialist                                                                              | Exempt                          | 107                       | \$43,585.35                               |
| Student Accessibility Advisor                                                                                    | Exempt                          | 107                       | \$43,585.35                               |
| Student Activities Advisor                                                                                       | Exempt                          | 107                       | \$43,585.35                               |
| Testing and Retention Coordinator                                                                                | Exempt                          | 107                       | \$43,585.35                               |

|                                                                                                |                                |                          |                                          |
|------------------------------------------------------------------------------------------------|--------------------------------|--------------------------|------------------------------------------|
| Veterans Affairs Coordinator                                                                   | Exempt                         | 107                      | \$43,585.35                              |
| Veterans Success Center Coordinator                                                            | Exempt                         | 107                      | \$43,585.35                              |
|                                                                                                |                                |                          |                                          |
| Academic Coordinator                                                                           | Exempt                         | 108                      | \$45,435.74                              |
| Applications Specialist                                                                        | Exempt                         | 108                      | \$45,435.74                              |
| Coordinator of International Student Services                                                  | Exempt                         | 108                      | \$45,435.74                              |
| Digital Media Technician                                                                       | Exempt                         | 108                      | \$45,435.74                              |
| <u>Coordinator, Student Loans</u>                                                              | <u>Exempt</u>                  | <u>108</u>               | <u>\$45,435.74</u>                       |
| Events Coordinator                                                                             | Exempt                         | 108                      | \$45,435.74                              |
| Graphic Designer                                                                               | Exempt                         | 108                      | \$45,435.74                              |
| <u>Transfer Student Success Coordinator</u><br><u>Outreach Coordinator (Transfer Services)</u> | <u>Exempt</u><br><u>Exempt</u> | <u>108</u><br><u>108</u> | <u>\$45,435.74</u><br><u>\$45,435.74</u> |
| <u>Human Resources Grant Partner</u>                                                           | <u>Exempt</u>                  | <u>108</u>               | <u>\$45,435.74</u>                       |
| Science Lab Manager                                                                            | Exempt                         | 108                      | \$45,435.74                              |
| Scholarship Coordinator                                                                        | Exempt                         | 108                      | \$45,435.74                              |
| Senior Engineering Technician                                                                  | Exempt                         | 108                      | \$45,435.74                              |
| Simulation & Information Technology Specialist                                                 | Exempt                         | 108                      | \$45,435.74                              |
| Student Loans Coordinator                                                                      | Exempt                         | 108                      | \$45,435.74                              |
| Transfer Programs and Experiences Coordinator                                                  | Exempt                         | 108                      | \$45,435.74                              |
| Video/Multimedia Producer                                                                      | Exempt                         | 108                      | \$45,435.74                              |
| <b>Position Title</b>                                                                          | <b>FLSA Status</b>             | <b>Pay Grade</b>         | <b>Base</b>                              |
| Campus Police Sergeant, <u>TSC</u>                                                             | Exempt                         | 109                      | \$47,707.53                              |
| <u>Case Manager (Student Services)</u>                                                         | <u>Exempt</u>                  | <u>109</u>               | <u>\$47,707.53</u>                       |
| <u>Communications Technology Manager</u>                                                       | <u>Exempt</u>                  | <u>109</u>               | <u>\$47,707.53</u>                       |
| Engagement Officer                                                                             | Exempt                         | 109                      | \$45,435.74                              |
| Gift Processing and Scholarship Officer                                                        | Exempt                         | 109                      | \$47,707.53                              |
| Head Coach, Baseball                                                                           | Exempt                         | 109                      | \$47,707.53                              |
| Head Coach, Men's Basketball                                                                   | Exempt                         | 109                      | \$47,707.53                              |
| Head Coach, Softball                                                                           | Exempt                         | 109                      | \$47,707.53                              |
| Head Coach, Women's Basketball                                                                 | Exempt                         | 109                      | \$47,707.53                              |
| Landscape and Turf Management Instructor                                                       | Exempt                         | 109                      | \$47,707.53                              |
| Manager, Career Services and Specialized Student Support                                       | Exempt                         | 109                      | \$47,707.53                              |
| Marine Service Technologies Instructor                                                         | Exempt                         | 109                      | \$47,707.53                              |
| Multimedia Operations and Production Specialist                                                | Exempt                         | 109                      | \$47,707.53                              |
| Network Technician                                                                             | Exempt                         | 109                      | \$47,707.53                              |
| Program Coordinator                                                                            | Exempt                         | 109                      | \$47,707.53                              |
| Program Coordinator for Information Technology, Online & Professional Development              | Exempt                         | 109                      | \$47,707.53                              |
| Systems Administrator Technician                                                               | Exempt                         | 109                      | \$47,707.53                              |
| Shipping, Receiving and Mail Supervisor                                                        | Exempt                         | 109                      | \$47,707.53                              |

|                                                                               |                    |                  |                    |
|-------------------------------------------------------------------------------|--------------------|------------------|--------------------|
| Veterinary Assisting Instructor                                               | Exempt             | 109              | \$47,707.53        |
| Assistant Director of Student Services                                        | Exempt             | 110              | \$50,092.90        |
| Commercial Vehicle Driving Lead Instructor                                    | Exempt             | 110              | \$50,092.90        |
| Instructional Designer                                                        | Exempt             | 110              | \$50,092.90        |
| Mental Health Counselor                                                       | Exempt             | 110              | \$50,092.90        |
| <u>Digital Marketing Manager</u>                                              | <u>Exempt</u>      | <u>110</u>       | <u>\$50,092.90</u> |
| Program Coordinator (Learning Commons)                                        | Exempt             | 110              | \$50,092.90        |
| <u>Professional Counselor</u>                                                 | <u>Exempt</u>      | <u>110</u>       | <u>\$50,092.90</u> |
| <u>Video Production Manager</u>                                               | <u>Exempt</u>      | <u>110</u>       | <u>\$50,092.90</u> |
| Systems Support Manager                                                       | Exempt             | 110              | \$50,092.90        |
| Academy Program Coordinator                                                   | Exempt             | 111              | \$52,597.55        |
| Academy Program Coordinator (Firearms)                                        | Exempt             | 111              | \$52,597.55        |
| Academy Program Coordinator (First Responder)                                 | Exempt             | 111              | \$52,597.55        |
| Advanced and Specialized Instructional Coordinator                            | Exempt             | 111              | \$52,597.55        |
| <del>Budget and Cost Analysis Manager</del> <u>Financial Services Manager</u> | Exempt             | 111              | \$52,597.55        |
| Business Analyst (Academic)                                                   | Exempt             | 111              | \$52,597.55        |
| Business Analyst (Admissions)                                                 | Exempt             | 111              | \$52,597.55        |
| Business Analyst (Advising)                                                   | Exempt             | 111              | \$52,597.55        |
| Business Analyst (Financials)                                                 | Exempt             | 111              | \$52,597.55        |
| Business Analyst (HR)                                                         | Exempt             | 111              | \$52,597.55        |
| Business Analyst (State Reporting)                                            | Exempt             | 111              | \$52,597.55        |
| Business Analyst (Student Financials)                                         | Exempt             | 111              | \$52,597.55        |
| <b>Position Title</b>                                                         | <b>FLSA Status</b> | <b>Pay Grade</b> | <b>Base</b>        |
| CJ Instructional Coordinator                                                  | Exempt             | 111              | \$52,597.55        |
| CJ Instructional Coordinator - Corrections                                    | Exempt             | 111              | \$52,597.55        |
| CJ Instructional Coordinator, Firefighter Program                             | Exempt             | 111              | \$52,597.55        |
| Campus Police Lieutenant, <u>TSC</u>                                          | Exempt             | 111              | \$52,597.55        |
| <u>Coordinator, Innovation Hub</u>                                            | <u>Exempt</u>      | <u>111</u>       | <u>\$52,597.55</u> |
| Facilities Maintenance Superintendent                                         | Exempt             | 111              | \$52,597.55        |
| Healthcare Instructor                                                         | Exempt             | 111              | \$52,597.55        |
| HVAC Curriculum Specialist                                                    | Exempt             | 111              | \$52,597.55        |
| Business Operations Manager                                                   | Exempt             | 111              | \$52,597.55        |
| Research Analyst                                                              | Exempt             | 111              | \$52,597.55        |
| Research and Business Analyst                                                 | Exempt             | 111              | \$52,597.55        |
| Software Systems Administrator                                                | Exempt             | 111              | \$52,597.55        |
| Student Success Analyst                                                       | Exempt             | 111              | \$52,597.55        |
| Systems Analyst                                                               | Exempt             | 111              | \$52,597.55        |
| Welding Technologies Instructor                                               | Exempt             | 111              | \$52,597.55        |

|                                                                 |                    |                  |                    |
|-----------------------------------------------------------------|--------------------|------------------|--------------------|
| Academy Program Manager                                         | Exempt             | 112              | \$55,227.43        |
| Application Developer                                           | Exempt             | 112              | \$55,227.43        |
| Assistant Director of Federal Programs                          | Exempt             | 112              | \$55,227.43        |
| Assistant Director, Financial Aid Operations and State Programs | Exempt             | 112              | \$55,227.43        |
| Benefits Manager                                                | Exempt             | 112              | \$55,227.43        |
| Coordinator, Business Solutions                                 | Exempt             | 112              | \$55,227.43        |
| Dining Facilities Manager                                       | Exempt             | 112              | \$55,227.43        |
| <u>Facilities Administrative Services Manager</u>               | <u>Exempt</u>      | <u>112</u>       | <u>\$55,227.43</u> |
| Employee Relations and Engagement Manager                       | Exempt             | 112              | \$55,227.43        |
| Healthcare Lead Instructor                                      | Exempt             | 112              | \$55,227.43        |
| Learning and Development Manager                                | Exempt             | 112              | \$55,227.43        |
| <u>NCLEX Academic Success Coach</u>                             | <u>Exempt</u>      | <u>112</u>       | <u>\$55,227.43</u> |
| Recruitment Manager                                             | Exempt             | 112              | \$55,227.43        |
| Payroll Manager                                                 | Exempt             | 112              | \$55,227.43        |
| Practicum Coordinator                                           | Exempt             | 112              | \$55,227.43        |
| Special Projects Manager                                        | Exempt             | 112              | \$55,227.43        |
| Workforce Service Manager                                       | Exempt             | 112              | \$55,227.43        |
|                                                                 |                    |                  |                    |
| Accounting Manager, <del>FPSI</del>                             | Exempt             | 113              | \$57,988.80        |
| Help Desk Manager                                               | Exempt             | 113              | \$57,988.80        |
| Security Administrator                                          | Exempt             | 113              | \$57,988.80        |
| Special Projects, Coordinator                                   | Exempt             | 113              | \$57,988.80        |
| Sponsored Programs Manager                                      | Exempt             | 113              | \$57,988.80        |
| Systems Administrator                                           | Exempt             | 113              | \$57,988.80        |
|                                                                 |                    |                  |                    |
| Assistant Director, Enterprise Applications                     | Exempt             | 114              | \$59,760.68        |
| Athletic Trainer                                                | Exempt             | 114              | \$59,760.68        |
| Instruction and Project Coordinator                             | Exempt             | 114              | \$59,760.68        |
| Production Coordinator                                          | Exempt             | 114              | \$59,760.68        |
| <b>Position Title</b>                                           | <b>FLSA Status</b> | <b>Pay Grade</b> | <b>Base</b>        |
| Applications Administrator                                      | Exempt             | 115              | \$62,748.71        |
| Accounting Manager                                              | Exempt             | 115              | \$62,748.71        |
| Facilities Administrative Services Manager                      | Exempt             | 115              | \$62,748.71        |
| Network Administrator                                           | Exempt             | 115              | \$62,748.71        |
| Manager, Network Infrastructure                                 | Exempt             | 115              | \$62,748.71        |
|                                                                 |                    |                  |                    |
| Assistant Director Academic Advising                            | Exempt             | 116              | \$65,886.15        |
| Assistant Director IT Consulting                                | Exempt             | 116              | \$65,886.15        |
| Assistant Director, Facilities                                  | Exempt             | 116              | \$65,886.15        |
| Building Administrator & Fire/Life Safety                       | Exempt             | 116              | \$65,886.15        |
| Manager, Healthcare Education                                   | Exempt             | 116              | \$65,886.15        |
| Manager, Applications Development                               | Exempt             | 116              | \$65,886.15        |
| Manager, Systems Administration                                 | Exempt             | 116              | \$65,886.15        |

|                                      |        |     |             |
|--------------------------------------|--------|-----|-------------|
| Student Financials Operation Officer | Exempt | 116 | \$65,886.15 |
|--------------------------------------|--------|-----|-------------|

## APPENDIX E

### Contract/Grant Position Titles

|                                                           |
|-----------------------------------------------------------|
| <b>Grant Management Positions</b>                         |
| Associate Director                                        |
| Director of CTE Outreach & Recruitment                    |
| Executive Director                                        |
| <b>Other Grant Positions</b>                              |
| Administrative Assistant                                  |
| Administrative Assistant II                               |
| Advising Specialist                                       |
| Agriculture Career and Technical Education Instructor     |
| Apprenticeship and Training Representative (ATR) Region 4 |
| Apprenticeship and Training Representative (ATR) Region 6 |
| Assessment Coordinator                                    |
| Assessment Coordinator – Scoring                          |
| Assessment Coordinator – Supervisor                       |
| Assistant Director of CTE Outreach & Recruitment          |
| Business Office Manager                                   |
| Business Career and Technical Education Instructor        |

|                                                                                       |
|---------------------------------------------------------------------------------------|
| Career and Technical Education Instructor                                             |
| Career & Technical Education & GED Prep Specialist                                    |
| Career Development Specialist                                                         |
| Career Navigator, Project Anchor                                                      |
| <a href="#">Career Navigator, Florida Youth College</a>                               |
| Carpentry/Construction Career and Technical Education Instructor                      |
| Carpentry/Technical Educator Instructor                                               |
| Case Management Specialist                                                            |
| <a href="#">Curriculum Specialist for Open Educational Resources</a>                  |
| College Success Coach                                                                 |
| Coordinator, Development                                                              |
| Coordinator, English Language Arts Test Development                                   |
| Coordinator, Mathematics Test Development                                             |
| Coordinator, Mining                                                                   |
| Coordinator, Professional Development                                                 |
| Coordinator, Program Logistics                                                        |
| Coordinator, Science Test Development – Grades 5&8, Science Content Specialist        |
| Coordinator, Senior Assessment                                                        |
| Coordinator, Social Studies Test Development – Civics & US History Content Specialist |
| Coordinator, Statewide Academy & Senior Learning Consultant                           |
| Coordinator, Talent Search                                                            |
| Course Developer                                                                      |
| CSP Contract Support Specialist                                                       |
| CTE Innovation Program Manager                                                        |
| Culinary Arts Technical Educator Instructor                                           |
| Deputy Director                                                                       |
| <a href="#">Deputy Director for Postsecondary and Workforce Educ</a>                  |
| Direct Inmate Service Manager                                                         |
| Director of Test Development, Research and Policy                                     |
| <a href="#">Director for Open Educational Resources</a>                               |
| Eagle Connections Program Coordinator                                                 |
| Electrical/Technical Educator Instructor                                              |
| Employee Navigator                                                                    |
| English Language Arts Content Specialist Gr 10 Read Gr 9-10 Writing, FSA Retake       |
| English Language Arts Content Specialist Gr 3-5 Read Gr 8 Writing                     |
| English Language Arts Content Specialist Gr 8-9 Read Gr 4-5 Write                     |
| English Language Arts Editor                                                          |
| English Language Arts Test Development Specialist                                     |
| <a href="#">Florida Civics and Debate Initiative Program Manager</a>                  |
| Executive Secretary                                                                   |
| Human Resources Specialist II                                                         |
| HVAC Technical Educator Instructor                                                    |
| Information Technology Specialist                                                     |
| Instructional Systems Designer                                                        |
| Lead Career Navigator                                                                 |
| Lead Instructor                                                                       |
| Lead Instructor, Hospitality/Retail Management                                        |
| Learning Consultant                                                                   |
| Learning Consultant Manager                                                           |
| Learning Management Specialist                                                        |
| Masonry Technical Educator Instructor                                                 |
| Mathematics Content Specialist                                                        |
| Mathematics Content Specialist, Gr 6-8                                                |
| <a href="#">Mathematics Regional Coach</a>                                            |
| Mathematics Editor                                                                    |
| Mathematics Test Development Coordinator                                              |
| Mining Coordinator                                                                    |
| Plumbing Technical Educator Instructor                                                |

|                                                                                    |
|------------------------------------------------------------------------------------|
| Postsecondary Assessment Specialist                                                |
| Pre-Release Employment Navigator                                                   |
| Production Editor                                                                  |
| Professional Development Coordinator                                               |
| Program Administrator                                                              |
| Program Administrator                                                              |
| Program Director                                                                   |
| Program Director of Integrated Education and Training & (IELCE)                    |
| Program Director, Troops 2 Teachers                                                |
| Program Lead                                                                       |
| Program Logistics and Grant Coordinator                                            |
| <u>Program Outreach Specialist, Teen Traffic Safety</u>                            |
| Program Manager                                                                    |
| Program Specialist                                                                 |
| Program Specialist I                                                               |
| Program Specialist II                                                              |
| Program Specialist IV                                                              |
| Program Specialist, Eagle Connections                                              |
| Project Director                                                                   |
| Project Manager                                                                    |
| Psychometrician                                                                    |
| Reading Room Facilitator                                                           |
| Regional Civics Coach - Region 1                                                   |
| Regional Civics Literacy Captain                                                   |
| Regional Workforce Education Coordinator – North Region                            |
| Regional Workforce Education Coordinator – South Region                            |
| Regional Workforce Education Coordinator – Central                                 |
| Science Content Specialist                                                         |
| Science Test Development Coordinator/Grades 5&8 Science Content Specialist         |
| Senior Assessment Coordinator                                                      |
| Senior Business Intelligence Analyst                                               |
| Senior Learning Specialist                                                         |
| Senior Training Specialist                                                         |
| Social Studies Editor                                                              |
| Social Studies Test Development Coordinator/Civics & US History Content Specialist |
| Special Education Assistant                                                        |
| Staff Assistant                                                                    |
| Statewide Academy Coordinator Senior Learning Consultant                           |
| Statewide Regional Coordinator                                                     |
| Supervisor of Curriculum and Evaluation                                            |
| Technical Educator Instructor                                                      |
| Technical Educator Instructor, Building and Trades Career                          |
| Technical Reading Instructor                                                       |
| Teen Traffic Safety Program Assistant                                              |
| Teen Traffic Safety Program Specialist I                                           |
| Traffic Safety Fiscal Assistant                                                    |
| Traffic Safety Resource Prosecutor                                                 |
| Training Specialist II                                                             |
| Veterans Pathways Program Coordinator                                              |
| <u>Workforce Development Manager (North, South, Central)</u>                       |
| Victim Advocate                                                                    |

**APPENDIX F**  
**TIMESHEET REPORTING PERIODS FOR**  
**NON-EXEMPT CLASSIFIED STAFF, OPS AND WORK-STUDY STUDENTS**

| <b>Start Date</b>    | <b>End Date</b>        | <b>Time &amp; Attendance<br/>Lock Out Dates</b> | <b>Pay Date</b>                |
|----------------------|------------------------|-------------------------------------------------|--------------------------------|
| <b>May 4, 2025</b>   | <b>June 7, 2025</b>    | <b>June 13, 2025</b>                            | <b>Monday, June 30, 2025</b>   |
| <b>June 15, 2025</b> | <b>July 19, 2025</b>   | <b>July 21, 2025</b>                            | <b>Thursday, July 31, 2025</b> |
| <b>July 20, 2025</b> | <b>August 16, 2025</b> | <b>August 18, 2025</b>                          | <b>Friday, August 29, 2025</b> |

|                    |                    |                    |                              |
|--------------------|--------------------|--------------------|------------------------------|
| August 17, 2025    | September 20, 2025 | September 22, 2025 | Tuesday, September 30, 2025  |
| September 21, 2025 | October 18, 2025   | October 20, 2025   | Friday, October 31, 2025     |
| October 19, 2025   | November 15, 2025  | November 17, 2025  | Friday, November 28, 2025    |
| November 16, 2025  | December 6, 2025   | December 8, 2025   | Wednesday, December 31, 2025 |
| December 7, 2025   | January 10, 2026   | January 13, 2026   | Friday, January 30, 2026     |
| January 11, 2026   | February 14, 2026  | February 17, 2026  | Friday, February 27, 2026    |
| February 15, 2026  | March 14, 2026     | March 24, 2026     | Tuesday, March 31, 2026      |
| March 15, 2026     | April 18, 2026     | April 21, 2026     | Thursday, April 30, 2026     |
| April 19, 2026     | May 16, 2026       | May 19, 2026       | Friday, May 29, 2026         |
| May 17, 2026       | June 13, 2026      | June 16, 2026      | Tuesday, June 30, 2026       |

| <u>Start Date</u>         | <u>End Date</u>           | <u>Time &amp; Attendance</u><br><u>Lock Out Dates</u> | <u>Pay Date</u>                      |
|---------------------------|---------------------------|-------------------------------------------------------|--------------------------------------|
| <u>June 14, 2026</u>      | <u>July 18, 2026</u>      | <u>July 21, 2026</u>                                  | <u>Friday, July 31, 2026</u>         |
| <u>July 19, 2026</u>      | <u>August 15, 2026</u>    | <u>August 18, 2026</u>                                | <u>Monday, August 31, 2026</u>       |
| <u>August 16, 2026</u>    | <u>September 19, 2026</u> | <u>September 22, 2026</u>                             | <u>Wednesday, September 30, 2026</u> |
| <u>September 20, 2026</u> | <u>October 17, 2026</u>   | <u>October 20, 2026</u>                               | <u>Friday, October 30, 2026</u>      |
| <u>October 18, 2026</u>   | <u>November 14, 2026</u>  | <u>November 17, 2026</u>                              | <u>Monday, November 30, 2026</u>     |
| <u>November 15, 2026</u>  | <u>December 5, 2026</u>   | <u>December 8, 2026</u>                               | <u>Thursday, December 31, 2026</u>   |
| <u>December 6, 2026</u>   | <u>January 16, 2027</u>   | <u>January 19, 2027</u>                               | <u>Friday, January 29, 2027</u>      |



# TALLAHASSEE STATE COLLEGE

*ANNUAL SALARY SCHEDULE*

**2026 - 2027**

**Prepared by Human Resources**

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## **INTRODUCTION**

The Tallahassee State College's Salary Schedule is established annually pursuant to s.1001.64(18), F.S. The President recommends the Salary Schedule to the College's District Board of Trustees ("Board") at the June Board Meeting and, once adopted, it becomes the sole instrument used to determine employee compensation and supersedes all rules, handbooks and other policies. The Salary Schedule is not intended to create and/or be interpreted as a contract of employment nor does the Salary Schedule give employees the right to or an expectancy of continued employment.

## **PURPOSE**

This Salary Schedule is designed to meet the following objectives:

- Ensure compensation actions are administered in a manner to comply with state and federal legal requirements;
- Enhance the College's ability to attract and retain qualified faculty and staff;
- Ensure fair treatment of employees through internal consistency;
- Provide a clear and concise reference for fair compensation decisions;
- Serve as a guide regarding employee salaries so that the compensation structure remains responsive to changes in the marketplace, the organization and funding availability.

## **ACCREDITATION**

Tallahassee State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. The Bachelor of Science in Nursing (BSN) degree program is accredited by SACSCOC and the Accreditation Commission for Education in Nursing (ACEN).

## **WEBSITE**

This Salary Schedule may be viewed online at:

[Salary Schedule 2026 - 2027](#)

## **GENERAL PROVISIONS**

## **Effective Date**

July 1, 2026

## **Budgeted Personnel Costs**

The budget for salaries and benefits is approved annually by the Board as a major component of the College's Operating Budget. The budgeted costs are based on the annual amount required for each authorized position filled or to be filled. Throughout the year, the President and the Vice President of Administrative Services & Chief Business Officer are responsible for maintaining the salary budget. Funding provisions within this Salary Schedule are subject to the maximum identified by the President. Budgeted compensation for those individuals identified in s.1012.885 and 1012.886, F.S. are considered budgeted from appropriated state funds up to the allowable statutory limit, and any budgeted compensation in excess of said statutory limit considered budgeted proportionally from other college operating revenues sources, such as tuition and fees and other available funds.

## **Salaries**

Salaries established for positions are based on 1.0 full time equivalent (FTE) unless otherwise noted. Salaries are adjusted for .50 or .75 FTE and eligible benefits are prorated as indicated in the College's policy manual.

## **Salary Increases/Changes In Salary**

Salary increases will be determined as part of the annual planning and budgeting process. The President will recommend a salary increase proposal to the Board for approval and will subsequently notify employees of the Board's decision. Salary increases are contingent on availability of funding and are largely dependent upon the allocation of state funds and the College's budget priorities.

Eligible employees must be in good standing and not on a performance improvement plan. Additionally, employees must be in a regularly established position not grant funded, OPS, PSAV or PSC.

Probationary employees are not eligible for salary increases until the first of the following month after non-probationary status is obtained.

## **Pay Dates**

All College employees shall be paid on a monthly basis. Pay dates for all employees shall be the last College business day (Monday - Friday) of each month, unless otherwise established by the Vice President of Administrative Services & Chief Business Officer.

If an error has been noted in regard to wages, compensation, initial or promotional placement and is discovered, the wages of that employee will be adjusted accordingly. In the case of underpayment, the employee's pay rate will be adjusted in the present year. In the event of an overpayment, the College will collect all monies owed via payroll deduction or through the College's collection process if for a former employee. If necessary, the College may utilize a third-party collection agency to collect funds from former employees and any applicable collection fees would be assessed to the former employee's outstanding balance.

## **Addition of Positions and Job Classifications**

Additional job titles, job descriptions and classifications may be developed as needed based upon the recommendation of the appropriate Vice President and Human

Resources, with approval from the President. It is not necessary for the Board to approve new job titles, job descriptions and classifications.

### **Contracts and Grants Personnel**

The College shall adhere to the established classification plan, salary schedules, and appointment procedures when appointing grant personnel. Exceptions to the College's standard practices must be recommended by the Director of Financial Services, Vice President of Administrative Services & Chief Business Officer, Human Resources Director and approved by the President, and documented fully in the personnel files of the concerned employees.

When a new position is grant-funded, a job description is developed by the supervisor and Human Resources. Based on the duties, Human Resources places the position at the appropriate classification on the Salary Schedule; the salary may be specified by the grant. College funding beyond the grant period is determined by business necessity and other factors. Employees holding a grant-funded position are required to record grant-funded hours separately from College-funded hours.

The President may designate specific college closure periods that may/may not coincide with the terms of a specific grant. College funding outside of days identified as regular scheduled holidays or regular workdays identified by the grant-funded position is determined by the terms/conditions of the grant, business necessity and/or other controlling factors.

Board approved salary increases for personnel employed under federal/state grants will be granted only if the increases are budgeted in the grants.

### **Wireless Allowance Plans**

Approved requests for wireless allowance plans may be made at any time during the fiscal year in Workday. Plans are determined on a year-to-year basis and may be rescinded and/or modified by College management. This allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay. It also is not reportable wages for College paid retirement plans. It will be counted as earned income for W-2 purposes.

### **Terminal Pay**

Shall be calculated and determined in accordance with College Policy or the controlling terms and conditions of a contract and/or grant.

### **Other Provisions**

Under special circumstances, the Board reserves the right to employ individuals in established positions not covered by the salary schedule. Any or all provisions of this schedule may be waived upon appropriate action by the Board. Changes to the approved Salary Schedule may only be made by the Human Resources Director with approval from the President or Vice President of Administrative Services & Chief Business Officer.

To attract and/or retain faculty and staff, the College is authorized to make salary adjustments beyond the normal salary schedules when specifically authorized by the President. During the contract year, the President is authorized to offer special contract terms to qualified faculty and staff as additional incentive for recruitment and/or retention of these employees. In instances where the marketplace salary or promotional placement

for certain positions is beyond the maximum of the approved salary range or initial placement on the Salary Schedule, the President may recommend appropriate salary figure. Documentation must be provided to Human Resources by the requesting department that supports the adjustment.

## **SALARY STATEMENT**

The Board determines the President's salary. The President, in turn, determines the salaries of his direct reports. As shown by Appendix B, all Classified Staff positions are assigned to a specific salary range based upon a fully documented assessment and approval from the President and Board.

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

The federal Fair Labor Standards Act (FLSA) provides guidelines on employment status, child labor, minimum wage, overtime pay and record-keeping requirements. FLSA establishes wage and time requirements, sets federal minimum wage that must be paid and mandates when overtime must be paid. Employees not covered by the overtime provisions of FLSA are considered "exempt" (E), those covered by FLSA overtime provisions are "non-exempt" (NE). Federal guidelines require exempt positions earn a minimum of \$35,568 annually and meet additional federal requirements.

Exempt (E) employees are those individuals who are exempt from the overtime provisions of the FLSA because they meet the requirements of the executive, professional, administrative or computer exemption which includes the salary threshold as described above.

Non-exempt (NE) employees are not exempt from overtime provisions of the FLSA. Such employees are entitled to receive overtime for all hours worked beyond 40 in a workweek. Alternatively, provisions for public employers allow for hours in excess of 40 hours per week to be paid in the form of compensatory leave.

### **Essential Personnel**

In the event of extraordinary situations, the college may suspend normal operations and classes in whole or in part. In such instances, staff designated as essential personnel must fulfill duties to: (1) ensure the continuation of critical College operations; (2) attend to the needs of students and other members of the College community; and (3) protect the College's assets. Essential personnel may be exempt or non-exempt under FLSA standards and are designated by the appropriate executive team member.

## **EMPLOYEE CLASSIFICATIONS**

### **Executive, Administrative and Managerial/Professional**

These are high-level strategic planning, policymaking and management positions. The duties of these positions include planning, directing, developing, organizing and utilizing College resources (human, material, financial and facility resources). These positions are considered exempt positions under FLSA standards.

#### **Executive Positions/Senior Management**

The following positions are designated as Senior Management as outlined in the College's Policy and defined by the Florida Retirement System: President (GL Code

51000), Provost and Vice President of Academic Affairs (GL Code 51000), Vice President (GL Code 51000), Associate Vice President (GL Code 51200), Assistant Vice President (GL Codes 51201 and 51202) and Executive Director (GL Code 51000).

### **Administrative Positions**

The following positions are designated as Administrative: Dean (GL Code 51100) and Associate Dean (GL Code 51100). Administrators are designated as Select Exempt for leave purposes as outlined by the College's Policy.

### **Managerial/Professional Positions**

Positions designated as Managerial/Professional (GL Code 53000) are listed by Appendix A. Managerial/Professional positions are designated as Select Exempt for leave purposes as outlined by the College's Policy.

### **Faculty**

These positions are officially designated by the Board as instructional. The primary and predominant activities of such positions involve direct instruction. These positions are considered exempt positions under FLSA standards. These positions are governed under the College's collective bargaining agreement.

### **Non-Teaching Faculty**

The primary duties of such positions involve library or learning resources support services, counseling, academic advisement, career advisement and student support services. These positions are considered exempt positions under FLSA standards. These positions are governed under the College's collective bargaining agreement.

### **Classified Staff/Professional**

The primary duties of such positions may provide oversight of specific operations of the College or provide services of a highly technical nature. Employees in these positions generally have specialized training and experience or certifications that relate directly to the functions of the positions.

### **Classified Staff**

The primary duties of these positions involve performance of support functions essential for the effective operation of the College and other than those designated as Faculty, Non-Teaching Faculty, Executive, Administrative or Managerial/Professional.

### **Time Limited**

This class of positions is created to cover the College's employment need in any classification. Time Limited positions are restricted to serve no more than ten (10) months during the College's fiscal year and benefit restrictions are also associated with this class. These positions may be designated as exempt or non-exempt under FLSA standards and must be approved by the President.

- Other Personal Services (OPS)
- Professional Service Contracts (PSC)
- Adjuncts
- Post-Secondary Adult Vocational (PSAV)
- Work-study Students

- Adult Education
- Continuing Education Instructors

## **ORIGINAL APPOINTMENTS AND STARTING SALARY DETERMINATIONS**

Recommendations for original appointments and starting salaries are made to Human Resources. Formal offers of employment are made by Human Resources, subject to the approval from the President and Board, and in accordance with all applicable laws, rules, and policies.

When the desired effective date of an appointment predates the next regularly scheduled Board meeting, the President or his designee is authorized to tentatively approve the appointment. Final authorization is subject to approval from the Board.

**President** – The starting salary of the President is determined by the Board.

**Executive/Senior Management** - The starting salary for persons in a Vice President, Assistant Vice President or Associate Vice President shall be determined by the President.

**Administrative** - The starting salary for persons selected for an Administrative Position shall be determined by the President on the recommendation of the appropriate Vice President and Human Resources. Consideration shall be given to the applicant's academic credentials, number of years of qualifying professional work experience, professional licensure/certification or other factors that may be pertinent to the position.

**Managerial/Professional** - The starting salary for persons in a Managerial/Professional Position shall be determined by the President on the recommendation of the Human Resources Director and appropriate Vice President or Executive Director.

**Classified Staff** - The starting salary for persons in a Classified Staff Position will be at the base of the salary range. The appointment salary may increase by up to twelve percent (12%) of the base rate by the appropriate Vice President upon the recommendation of the Director of Human Resources if an applicant's qualifications exceed the minimum training and experience requirements. Appointment salaries beyond twelve percent (12%) of the base rate must be approved by the President.

**Faculty and Non-Teaching Faculty** – Matters related to full time Faculty compensation are covered in the Collective Bargaining Agreement. The Collective Bargaining Agreement can be accessed by: [TSC - UFF Contract](#).

### **Verification of Experience and Education**

Previous work-related experience considered in the starting salary determination must be verified by the previous employer(s) on letterhead or on a form provided by the College. Proper verification shall be submitted to Human Resources prior to the employee's appointment and shall include the dates of employment, job title, hours worked weekly, and an authorizing signature.

If verification of previous work-related experience or education is not received by Human Resources prior to hiring, the employment offer may be rescinded.

Starting salary will be determined by employment verifications received at the time of hire.

### **Transcripts/Certificates/Licensures**

For all positions, copies of transcripts, certificates or licenses are required prior to hiring approval and official transcripts are required within thirty (30) days of hire date. If an individual fails to provide an official transcript to Human Resources within 30 days of their original appointment, the employee may cease to receive compensation and necessary action may be taken to terminate the employee.

### **EDUCATIONAL ATTAINMENT/DEGREE CHANGE**

A non-probationary employee who obtains a higher-level degree after being employed beyond the minimum degree required for their position from a regionally accredited institution, shall be eligible to receive a 2% salary increase to their base pay. In addition, an employee who obtains a professional license from the Florida Department of Business and Professional Regulation may be eligible to receive a 2% salary increase to their base pay. Other professional certifications may also be considered upon recommendation by the Department Director and approval by the responsible Vice President, the Vice President of Administrative Services and Human Resources. Provided funds are available in the departmental budget, the salary increase shall be effective the first month following receipt of the official transcript or license by Human Resources. It is the employee's responsibility to submit the official transcript or license to Human Resources.

Official transcripts or licenses shall be placed in the employee's personnel file in Human Resources.

### **TEMPORARY ASSIGNMENTS**

Upon recommendation by the appropriate Vice President or Executive Director and Human Resources, employees may be given a temporary work assignment which encompasses duties and responsibilities of a different and advanced nature for a specified, limited period of time. After working 2 weeks (10 consecutive business days), an employee may be given a pay supplement of up to ten percent (10%) with the approval from the appropriate Vice President or Executive Director and Human Resources. Temporary assignments may be rescinded at any time and do not constitute a promotion. During this limited period of assignment, this pay supplement will not be added to the employee's base pay and will not be included in the calculation of percentage increases to base pay. It also is not reportable wages for College paid retirement plans. It will be counted as earned income for W-2 purposes.

### **Interim Positions**

An employee may be appointed to an interim position by the President. Interim appointments shall not exceed two (2) years.

### **Acting Assignment as Executive or Administrator**

An employee may be designated as "acting" by the President. The acting appointment shall not exceed six (6) months unless authorized by the President.

### **Additional Duties**

An employee may be assigned additional duties due to hard to fill or challenging recruiting efforts (documented by unsuccessful advertisements); or the current incumbent who is responsible for the work is absent due to a serious health condition; or some other situation

creates an undue hardship on the operations of the College. The additional duties stipends shall not exceed two (2) years.

### **Extraordinary Task or Project**

An employee may be assigned a task or project that is beyond the scope of the employee's regular duties.

### **Overlap in Position**

Up to a two (2) month overlap in any position may be allowed in order to facilitate the transition and to provide training for a new employee. Both employees shall receive full benefits during the overlap period.

## **RECLASSIFICATION/ORGANIZATIONAL CHANGES**

When a position is reclassified to a higher or lower salary level or grade, adjustments to salary may be handled in the same manner as a promotion or demotion. Departmental or institutional reorganizations may be recommended and submitted for consideration during the budget process each year. Exceptions to this rule will be determined by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer and approved by the President. Requests for reclassifications shall be made using the Request for Reclassification form as provided by Human Resources.

**Promotion:** Occurs when an employee is appointed to a position in a job classification that has a higher pay grade or level. Upon promotion, the employee will receive either an increase in salary to the minimum of the new pay grade/level or the amount an employee would have been eligible for as a new hire; whichever is greater. In any occurrence whereby an employee is assigned to a higher pay grade or level, the promotional increase should be up to ten (10%) percent.

**Demotion:** Occurs when an employee is transferred to a position in a job classification that has a lower pay grade or level. A demotion may be voluntary or involuntary. For voluntary and involuntary demotions, the employee's salary will be reduced by at least ten (10%) unless otherwise determined by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer and approved by the President. There shall be no salary increase as a result of a demotion. For Classified Staff, the new demoted salary will not exceed the maximum amount of the demoted position's pay grade. When positions are reclassified into a lower pay grade or level and employees are involuntarily moved for non-performance related issues, the employee's salary may remain the same unless otherwise determined by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer and approved by the President.

If an employee is demoted back to a class or pay grade in which they previously served, the employee's salary will be reduced by the aggregate amount of all promotional increases received since holding the class or pay grade.

**Reassignment/Lateral/Transfer:** Occurs when an employee is reassigned to an established position in a job classification with the same pay grade or level. If the reassignment results in a different job location/department, it shall be deemed a transfer.

In either action, there shall be no salary increase or decrease as a result of a lateral or transfer. Reassignments may occur at the discretion of College management.

**Retitle:** Occurs when the title of an established position is changed. There shall be no salary increase or decrease resulting from the retitling of a position.

## **WORK SCHEDULE**

For full-time Executive, Administrative, Managerial/Professional and Classified employees, the work schedule is generally detailed as 40 hours per week. All employees, unless absent for approved purposes, are required to perform their assigned duties during the designated workdays of the College. The President shall establish a standard work week for all personnel predicated on the needs of the College and may authorize departures from the standard workday/work week.

## **FULL-TIME FACULTY**

Matters related to full-time faculty (teaching and non-teaching) compensation are covered in the Collective Bargaining Agreement. The Collective Bargaining Agreement can be accessed by: [TSC - UFF Contract](#).

## **ADJUNCTS (Credit/Contract Hours)**

**1. Credit and Contact Hours:** Adjuncts teaching on a credit/contact hour basis as defined in the District Board of Trustees Policy Manual are hired according to degree and appropriate subject matter credentials. Adjuncts are paid for classroom instruction, office hours, grading and preparation time based on a time formula consistent with full time teaching faculty weekly commitments for the same work.

Adjuncts teaching on a credit/contact hour basis as defined in the District Board of Trustees Policy Manual shall be paid according to the following credit hour rates:

| <b>Academic Credentials</b>                                                 | <b>Credit Hour Rates</b> |
|-----------------------------------------------------------------------------|--------------------------|
| Doctorate                                                                   | \$884                    |
| Master's                                                                    | \$821                    |
| Bachelor's                                                                  | \$745                    |
| Less than Bachelor's with program specific credentials and Associate degree | \$657                    |

**Substitutes:** Substitute instructors shall be paid per class hour for lecture as follows:

| <b>Academic Credentials</b> | <b>Class Hour Rates</b> |
|-----------------------------|-------------------------|
| Doctorate                   | \$31                    |

|                                                                             |      |
|-----------------------------------------------------------------------------|------|
| Master's                                                                    | \$29 |
| Bachelor's                                                                  | \$26 |
| Less than Bachelor's with program specific credentials and Associate degree | \$24 |

If a substitute is needed for more than one day of instruction, the Provost may authorize a supplemental contract paid at the semester credit hour rate for the degree of the substitute calculated on a ratio of days taught by the substitute.

**2. Clinical Hours\*\*:** Adjuncts teaching clinicals, clinically related labs or dental assisting on an hourly basis in credit hour programs, shall be paid according to the following clinical hourly rates. This instruction includes student assessment and feedback as part of the time scheduled. Separate office hours or preparation time are not required.

| Academic Credentials                                                        | Clinical Hour Rates |
|-----------------------------------------------------------------------------|---------------------|
| Doctorate                                                                   | \$53                |
| Master's                                                                    | \$45                |
| Bachelor's                                                                  | \$37                |
| Less than Bachelor's with program specific credentials and Associate degree | \$33                |

**Substitutes:** Substitutes for clinicals and clinically related labs shall be paid according to approved clinical hours as follows:

| Academic Credentials                                                        | Clinical Hour Rates |
|-----------------------------------------------------------------------------|---------------------|
| Doctorate                                                                   | \$46                |
| Master's                                                                    | \$41                |
| Bachelor's                                                                  | \$32                |
| Less than Bachelor's with program specific credentials and Associate degree | \$29                |

**3. Adjunct Advancement Program:** Adjuncts who have completed the Adjunct Advancement Program, received a Certificate of Completion, and have a current Renewal of Certification on file in Human Resources, shall be designated Adjunct Professors. To maintain status as an Adjunct Professor, renewal certification is required each year after initial certification.

**Credit/Contact Hours:** Adjunct Professors teaching on a credit/contact hour basis as defined in the College's Policy Manual, shall be paid according to the following credit hour rates:

| Academic Credentials                                                        | Credit Hour Rates |
|-----------------------------------------------------------------------------|-------------------|
| Doctorate                                                                   | \$1007            |
| Master's                                                                    | \$934             |
| Bachelor's                                                                  | \$849             |
| Less than Bachelor's with program specific credentials and Associate degree | \$752             |

**Clinical Hours\*\*:** Adjunct Professors teaching clinicals and clinically related labs and dental assisting on an hourly basis, shall be paid according to the following clinical hourly rates:

| Academic Credentials                                                        | Clinical Hour Rates |
|-----------------------------------------------------------------------------|---------------------|
| Doctorate                                                                   | \$59                |
| Master's                                                                    | \$52                |
| Bachelor's                                                                  | \$44                |
| Less than Bachelor's with program specific credentials and Associate degree | \$40                |

**4. Retirees:** Returning retirees working as Adjunct Professors teaching on a credit/contact hourly basis as defined in the Policy Manual, shall be paid according to the following credit hour rates:

| Academic Credentials                                                        | Credit Hour Rates |
|-----------------------------------------------------------------------------|-------------------|
| Doctorate                                                                   | \$973             |
| Master's                                                                    | \$904             |
| Bachelor's                                                                  | \$820             |
| Less than Bachelor's with program specific credentials and Associate degree | \$725             |

**5. Pay Adjustments for Absences:** Compensation shall be adjusted for any classes or final exams missed by Adjuncts or Adjunct Professors.

Adjuncts who miss scheduled work hours will have pay reduced for class lectures and office hours as follows:

| Academic Credentials                                                        | Class and Office Hour Rates |
|-----------------------------------------------------------------------------|-----------------------------|
| Doctorate                                                                   | \$31                        |
| Master's                                                                    | \$29                        |
| Bachelor's                                                                  | \$26                        |
| Less than Bachelor's with program specific credentials and Associate degree | \$24                        |

Note: Adjustments are made based on accepted practice for a credit hour 50-minute class equaling 60 clock minutes. Other class times (75 minutes equaling 90 clock minutes) are similarly adjusted.

If a substitute is needed for more than one day of instruction, the /Provost may authorize a supplemental contract paid at the semester credit hour rate for the degree of the substitute calculated on a ratio of days taught by the substitute.

Clinical hour faculty salary will be reduced for the hours missed according to the table in (2) Clinical Hour above.

**\*\*The College may offer additional compensation for positions where specialized credentials or experience are required. Such compensation may be a one-time payment or a temporary increase up to twenty percent (20%) of the hourly rates listed in the table above at the College's discretion.**

#### **ADJUNCTS (Clock Hours)**

- 1. Florida Public Safety Institute:** Adjuncts teaching on a clock hourly basis in non-credit hour program shall be paid according to the following clock hourly rates. This instruction includes student assessment and feedback as part of the time scheduled. This includes Post-Secondary Adult Vocational (PSAV) assignments. Separate office hours or preparation time are not required.

| Academic Credentials | Clock Hour Rates |
|----------------------|------------------|
| Doctorate            | \$53             |
| Master's             | \$45             |
| Bachelor's           | \$37             |

|                                                                             |      |
|-----------------------------------------------------------------------------|------|
| Less than Bachelor's with program specific credentials and Associate degree | \$33 |
| Professional certification or licensure                                     | \$32 |

**Substitutes:** Substitutes for clock hours shall be paid according to approved clock hours as follows:

| Academic Credentials                                                        | Clock Hour Rates |
|-----------------------------------------------------------------------------|------------------|
| Doctorate                                                                   | \$46             |
| Master's                                                                    | \$41             |
| Bachelor's                                                                  | \$32             |
| Less than Bachelor's with program specific credentials and Associate degree | \$29             |

**2. Adult Education:** The maximum permissible rate for adjunct instructors teaching adult education courses on a clock hour basis shall be the following:

| Academic Credentials | Clock Hour Rates |
|----------------------|------------------|
| Doctorate            | \$32             |
| Master's             | \$30             |
| Bachelor's           | \$26             |

**3. Workforce Development:** The permissible rate for adjunct instructors teaching on a clock hour basis shall be the following:

| Credentials                             | Clock Hour Rates |
|-----------------------------------------|------------------|
| Professional certification or licensure | \$40 - \$47      |

Upon the recommendation from the appropriate Vice President or Executive Director and Human Resources, the President may authorize a higher rate of pay for courses where special expertise is required or the market for available instructors dictates.

## DIS COURSES

Instructors teaching courses through directed individual study (**DIS**) methods shall be compensated per student according to the following rates:

| <b>Academic Credentials</b>                                                | <b>1 credit hr</b> | <b>3 credit hrs</b> | <b>4 credit hrs</b> | <b>5 credit hrs</b> |
|----------------------------------------------------------------------------|--------------------|---------------------|---------------------|---------------------|
| Doctorate                                                                  | \$27               | \$81                | \$108               | \$135               |
| Masters                                                                    | \$26               | \$78                | \$104               | \$130               |
| Bachelors                                                                  | \$25               | \$75                | \$100               | \$125               |
| Less than Bachelors with program specific credentials and Associate degree | \$24               | \$72                | \$96                | \$120               |

DIS sections are limited to an enrollment of no more than fifty (50) students per semester.

## **CONTINUING EDUCATION INSTRUCTORS**

The following categories have been determined for the Continuing Education program with a maximum hourly rate determined for each category. The individual qualifications of each employee shall be used to determine the actual salary for the course taught within the guidelines established. These rates of pay may be adjusted for extenuating circumstances or market rates, with appropriate Vice President approval.

Maximum Hourly Rates by Academic Degrees (when appropriate to course taught):

| <b>Academic Credentials</b>             | <b>Maximum Hourly Rates</b> |
|-----------------------------------------|-----------------------------|
| Doctorate                               | \$51                        |
| Masters                                 | \$36                        |
| Bachelors                               | \$32                        |
| Associate                               | \$31                        |
| Professional certification or licensure | \$30                        |

## **CLASSIFIED STAFF/PROFESSIONAL POSITIONS**

Positions assigned to these classifications are designated by their paygrade (in either 100 or 200 series) as referenced in Appendix B. These positions may be designated as exempt or non-exempt under FLSA standards.

### **Shift Differential**

Environmental Service Technicians that have the majority of their work hours assigned to shifts outside of the College's regular business hours shall receive an additional \$2.00 hourly increment to their base pay as a shift differential. The hourly increment will be based on a 2,080-hour work year for full-time employees.

### **Trainee Status**

A Classified Staff employee may be appointed as a trainee in an established position with a higher pay grade due to the following:

- Recruitment/Retention
  - The hiring authority has experienced recruitment difficulty in filling the position or in retaining personnel as evidenced by either a lack of qualified applicants or frequent turnover of staff within the last 24 months.
  - The Classified Staff employee is within one year of meeting the minimum training and experience requirements for the position and has demonstrated that he/she is able to perform most of the assigned duties through the assumption of job responsibilities when the position was vacant, as well as by the receipt of consistent performance appraisal ratings of satisfactory and above.
- Loss of position
  - The Classified Staff position is being deleted due to a change in business process, technology or reorganization.
  - The Classified Staff employee is within one year of meeting the minimum training and experience requirements for the position and has demonstrated that he/she is able to perform most of the assigned duties through consistent performance appraisal ratings of satisfactory and above.
  - The trainee period would be limited to one year. Compensation during this period will be ten percent (10%) below the minimum of the pay grade for the higher classification. The training plan will be developed by the employee's supervisor in consultation with the Director of Human Resources and the proper member of the Executive Team. After finalization, the trainee recommendation should be submitted to the Vice President of Administrative Services & Chief Business Officer.

Upon completion of the one-year trainee period, the Classified Staff employee will be required to serve a six (6) month probationary period.

### **Sworn Law Enforcement**

The original appointment salary for sworn law enforcement positions shall be determined by the Vice President of Administrative Services & Chief Business Officer based on the recommendation of the Chief of Campus Police.

The following classifications are designated as sworn law enforcement:

- Campus Police Officer
- Campus Police Sergeant
- Campus Police Lieutenant
- Chief of Police

Special Risk Membership: In accordance with s.121.0515, F.S., college employees designated as sworn law enforcement personnel are eligible for membership in the Special Risk Class of the Florida Retirement System.

Salary Incentives: An employee in a full-time sworn law enforcement classification shall be given an ongoing monthly supplement for educational attainment in accordance with s.943.22, F.S. and the Criminal Justice Standards and Training Commission as follows:

- **Education** (maximum of \$80 per month)
  - \$80 per month for Bachelors
  - \$30 per month for Associates
- **Training**
  - \$20 per month for every eighty (80) hours completed in courses approved for salary incentives for police officers when not utilized to satisfy mandatory retraining requirements.
- **Combination Education and Training**
  - Maximum \$130 per month

Reserve Officers: Reserve officers are certified sworn law enforcement officers who volunteer law enforcement services to the College in accordance with TSCPD General Orders and may be hired on an Other Personal Services (OPS) basis to fill in when regular officers are unavailable or to provide additional coverage at special events. Compensation for OPS law enforcement services beyond the volunteer hours required by TSCPD General Orders shall be at the rate of at least \$15.45 per hour.

### **Athletics**

The original appointment salary for the Head Coach and Athletic Director positions shall be determined by the President pursuant to a recommendation from the Vice President of Student Affairs.

If the Athletic Director position is filled in a part-time capacity, the part-time Athletic Director will be compensated by salary supplement at a minimum of \$5,000 to a maximum of \$10,000.

Contract Provisions: Employees hired in Head Coach and Athletic Director positions shall be on annual contract. Assistant Coaches may be hired in a 10-month professional services contract.

Athletic employees shall be available for College business at all times throughout the standard work week, as well as outside regular work hours, unless performing authorized travel or other approved absence.

### **Other Classified Staff Provisions**

1. **Timesheet Reporting Period:** The reporting period for some Classified staff that hold a non-exempt role is outlined by Appendix E.

2. **Timesheet Submission:** Non-exempt employees are to submit timesheets on a weekly basis to their supervisor in order to meet payroll deadlines.

If the timesheet is not turned in to the supervisor by the designated Time and Attendance lockout dates, the employee may be required to wait until the next payroll cycle to receive compensation for that reporting period.

## **RETIREES**

For the purpose of extending College retirement benefits other than the Retirement Incentive Plan, a retiree shall be defined as either:

1. An employee who meets the retirement criteria under the Florida Retirement System (FRS) Pension Plans and draws a retirement benefit from FRS; or
2. An employee who is under an ORP retirement plan or FRS Investment Plan and draws a benefit from the TSC-paid ORP or FRS Investment Plan and who has at least eight years of creditable service as defined by FRS.

### **Special Retiree Pay 401a Plan**

Effective November 1, 2000, all employees at time of retirement from the College shall participate in the Special Retiree Pay plan by transferring an IRS-defined amount into a 401a defined contribution account.

The amount transferred into the account is exempt from FICA taxes, and payment of federal withholding taxes is deferred until funds are withdrawn from the plan by the retiree at a later date. If an employee has not reached age 55 or older at the time of separation of service, any funds withdrawn from the 401a account may be subject to a ten (10) percent penalty for early withdrawal in accordance with IRS regulations.

The 401a contribution shall be calculated not to exceed one hundred (100) percent of the total of the employee's salary plus terminal pay up to the maximum allowed by IRS; however, the contribution cannot exceed the amount of the employee's terminal pay. The salary period for calculation will be based on the College's fiscal year (July 1 through June 30).

Complete information about the Special Retiree Pay plan is available in Human Resources.

### **Deferred Retirement Option Program (DROP) - 121.091(13) FS**

The Deferred Retirement Option Program (DROP) is an alternative method for payout of retirement benefits. Any employee who is a vested member of the Florida Retirement System Pension Plan (FRS) and who reaches normal retirement, either by service years or age shall be eligible to participate in DROP.

An employee wishing to elect DROP must provide written notification of intent to their immediate supervisor and Human Resources not less than sixty (60) calendar days prior to the date of DROP retirement.

An employee participating in DROP may elect to be paid for unused annual leave at the employee's current rate of pay, to the extent that the payment does not exceed the maximum payout for annual leave in accordance with District Board of Trustees Policy

Manual. This payment can either be made upon entering DROP or at the conclusion of DROP, but will only be counted in the retirement calculation one time.

Annual leave shall be earned during the DROP period, and unpaid annual leave shall be carried forward until used or paid at termination. Annual leave paid at termination shall not be counted in the retirement calculation if the annual leave was paid upon entering DROP.

Sick leave shall be earned during the DROP period, and unpaid sick leave shall be carried forward until used or paid at termination. All sick leave allowable per 121.091, F.S. up to a maximum of 480 hours shall be paid at termination at the current hourly rate of the employee. Sick Leave is paid out on a percentage scale as follows:

- 0-3 Years 35%
- 4-6 Years 40%
- 7-9 Years 45%
- 10 Years or more 50%, with a max of 480 hours.

When an employee retires and enters the DROP program, the contribution amount into the 401a will be calculated based on fiscal year salary and terminal pay in increments. Contributions are made to the Plan at the end of each fiscal year of the DROP period leading up to your actual retirement date. The contribution amounts are based on salary and percentage of eligible sick leave. In accordance with College policy, employees terminating prior to the end date of their DROP will be paid 100% of their eligible sick leave balance. If an employee is participating in the DROP and the retirement incentive, the retirement incentive payout shall occur as outlined in the retirement incentive sections of the Board-approved Salary Schedule.

Complete information about DROP is available in Human Resources.

### **Retirement Incentive**

If an employee who was hired prior to July 1, 1995, elects to retire within thirty-six (36) months from achievement of normal retirement as defined in 121.091(1), F.S. or 238.07, F.S., the College shall pay up to a maximum of one thousand four hundred forty (1,440) hours of sick leave as allowed by 1012.865(2) (d)(5), F.S. This compensation shall be calculated at the hourly rate of pay at termination.

Any employee not choosing to exercise the above option shall not be eligible for the retirement incentive plan and shall follow the procedures in accordance to the District Board of Trustees Sick Leave Policy Manual.

Retirees exercising the retirement incentive shall receive compensation as follows:

- **First payment:** at the time of retirement, a ten percent (10%) incentive shall be paid based on the salary at retirement for those using the retirement incentive option. This incentive will be deposited into the Special Retiree Pay 401a/403(b) plan in accordance with IRS regulations.
- **Second payment:** that portion of the accumulated sick leave hours which represents zero to four hundred eighty (0 - 480) hours with payment made into the Special Retiree Pay 401a plan five (5) months from termination.
- **Third payment:** that portion of the accumulated sick leave hours which represents four hundred eighty-one to nine hundred sixty (481 - 960) hours with payment made

into the Special Retiree Pay 401a/403(b) plan twenty-six (26) months from termination.

- **Fourth payment:** that portion of the accumulated sick leave hours which represents nine-hundred and sixty-one to one thousand four hundred forty hours (961 - 1,440) with payment made into the Special Retiree Pay 401a/403(b) plan thirty-nine (39) months from termination.

Anyone wishing to retire must provide written notification of intent to their immediate supervisor and Human Resource Director not less than sixty (60) calendar days prior to the date of retirement in order to participate in the retirement incentive.

### **Reemployment Provisions for Retirees**

Retirees shall have retired per 121.091(1) FS or 238.07, FS. Retirees must follow reemployment rules as outlined by FRS prior to returning to employment with an FRS participating employer. Retirees include anyone retiring from the Pension Plan, Investment Plan, DROP Program, or Optional Retirement Plan. Human Resources must be contacted prior to reemployment to confirm eligibility.

## **TIME LIMITED EMPLOYEES**

### **Other Personal Services (OPS)**

Hourly employees are hired to fill temporary positions created to accomplish a specific task within a specific time. These employees work on an "as needed" or "available funds" basis and are compensated on an "hours worked" basis only. An hourly employee does not serve on a contractual basis nor does the authorization form for hire constitute a contract. Hourly employees are classified as Other Personal Services (OPS), including Tutors and Work-Study Students. These employees are non-exempt and covered under the overtime provisions of the FLSA and may work no more than 25 hours a week.

Non-TSC students employed in this category will be subject to the Federal Medicare tax and will be required to contribute to the Alternate FICA Plan. After employees work a minimum of 2,080 hours, they are subject to combined FICA and Medicare taxes, as mandated by state and federal law, and are eligible for employer contributions in the Florida Retirement System (FRS).

### **Work-study Students**

Student personnel may qualify to work under the Federal College Work-Study (FCWS) program for a specified number of hours as determined by the Financial Aid Office. Work-study students are not eligible to receive employee benefits and are exempt from Social Security and Medicare taxes.

The hourly rate for work-study student employees is \$1.25 above the minimum hourly rate set by the Florida Minimum Wage Act.

### **Other Time Limited Provisions**

1. **Timesheet Reporting Period:** The reporting period for OPS and Work-study Student employees is the same as the reporting period for non-exempt staff as outlined by Appendix D.

2. **Timesheet Submission:** OPS and Work-study Student employee are to submit timesheets on a weekly basis to their supervisor in order to meet payroll deadlines.

If the timesheet is not turned in to the supervisor by the designated Time and Attendance lockout dates, employee may be required to wait until the next payroll cycle to receive compensation for that reporting period.

**Professional Services Contract (PSC)**

Providers working as Professional Service Contractors serve the College in a temporary capacity to complete a specific task within a determined period of time, which may be as little as one day to no more than six (6) months. Professional Services Contracts shall not extend beyond six (6) months without approval by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer. Payments may be one time only or multiple payments as determined by the contract.

**Contracts & Grants**

Employees working on a contract or grant are considered time limited employees (year-to-year) or as the contract/grant budget allows. Positions in this category are funded by an agency other than the College. The College's grant funded positions are listed in Appendix C.

**APPENDIX A  
Pay Grades**

| Grade | Base        |
|-------|-------------|
| 101   | \$33,280.00 |
| 102   | \$34,611.20 |
| 103   | \$35,857.83 |
| 104   | \$37,650.57 |
| 105   | \$39,532.50 |
| 106   | \$41,509.62 |
| 107   | \$43,585.35 |
| 108   | \$45,435.74 |
| 109   | \$47,707.53 |
| 110   | \$50,092.90 |
| 111   | \$52,597.55 |
| 112   | \$55,227.43 |
| 113   | \$57,988.80 |
| 114   | \$59,760.68 |
| 115   | \$62,748.71 |
| 116   | \$65,886.15 |
| 117   | \$69,180.45 |

|     |              |
|-----|--------------|
| 118 | \$74,714.89  |
| 119 | \$80,318.51  |
| 120 | \$86,342.40  |
| 121 | \$94,976.64  |
| 122 | \$101,625.00 |
| 123 | \$109,755.00 |
| 124 | \$118,535.40 |
| 125 | \$132,759.65 |

**APPENDIX B**  
**Managerial/Professional Positions by Alpha**

| Position Title                                             | Pay Grade | Base         |
|------------------------------------------------------------|-----------|--------------|
| Associate Dean, Academic Affairs                           | 120       | \$86,342.40  |
| Associate Dean, Applied Sciences and Technology            | 120       | \$86,342.40  |
| Associate Dean, Faculty Initiatives                        | 120       | \$86,342.40  |
| Associate Dean, Healthcare Professions                     | 120       | \$86,342.40  |
| Associate Dean, Healthcare Professions & Academic Planning | 120       | \$86,342.40  |
| Associate Dean, Mathematics and Science                    | 120       | \$86,342.40  |
| Associate Dean, Social Science                             | 120       | \$86,342.40  |
| Associate Director, Wakulla Environmental Institute        | 116       | \$65,886.15  |
| Associate Vice President for Administrative Services       | 125       | \$132,759.65 |
| Associate Vice President of Academic Affairs               | 125       | \$132,759.65 |
| Chief Engagement Officer                                   | 117       | \$69,180.45  |
| Chief of Staff                                             | 119       | \$80,318.51  |
| Chief of Campus Police                                     | 122       | \$101,625.00 |
| College Registrar                                          | 117       | \$69,180.45  |
| Dean, Applied Science and Technology                       | 122       | \$101,625.00 |
| Dean, Career and Academic Planning                         | 122       | \$101,625.00 |
| Dean, Communications and Humanities                        | 122       | \$101,625.00 |
| Dean, Enrollment Services                                  | 122       | \$101,625.00 |
| Dean, Library Services and Learning Commons                | 122       | \$101,625.00 |
| Dean, Science and Mathematics                              | 122       | \$101,625.00 |
| Dean, Social Science                                       | 122       | \$101,625.00 |

| Dean, Student Services                                                                        | 119       | \$80,318.51  |
|-----------------------------------------------------------------------------------------------|-----------|--------------|
| Director of Advising                                                                          | 116       | \$65,886.15  |
| Director of Assessment and Accreditation                                                      | 117       | \$69,180.45  |
| Director of Athletics and Campus Recreation                                                   | 117       | \$69,180.45  |
| Director of Business and Workforce Development                                                | 119       | \$80,318.51  |
| Director of Business Process Improvement                                                      | 119       | \$80,318.51  |
| Director of Career and Academic Planning                                                      | 122       | \$101,625.00 |
| Director of Instructional Programs                                                            | 117       | \$69,180.45  |
| Director of Continuing Workforce Education                                                    | 119       | \$80,318.51  |
| Director of Development                                                                       | 119       | \$80,318.51  |
| Director of Enterprise Applications                                                           | 119       | \$80,318.51  |
| Director of Facilities, Planning and Construction                                             | 122       | \$101,625.00 |
| Director of Financial Services                                                                | 122       | \$101,625.00 |
| Director of Grants and Special Projects                                                       | 117       | \$69,180.45  |
| Director of Hospitality                                                                       | 117       | \$69,180.45  |
| Director of Institutional Research and Planning                                               | 119       | \$80,318.51  |
| Director of Strategic Communications                                                          | 119       | \$80,318.51  |
| Director of Student Financial Services                                                        | 122       | \$101,625.00 |
| Director, Call Center                                                                         | 116       | \$65,886.15  |
| Director of Hospitality                                                                       | 117       | \$69,180.45  |
| Director of Human Resources                                                                   | 122       | \$101,625.00 |
| Position Title                                                                                | Pay Grade | Base         |
| Director of Information Technology Infrastructure                                             | 117       | \$69,180.45  |
| Director of Information Technology User Services                                              | 117       | \$69,180.45  |
| Director of IT Consulting                                                                     | 117       | \$69,180.45  |
| Director of Integrated Marketing                                                              | 117       | \$69,180.45  |
| Director of Learning Commons                                                                  | 117       | \$69,180.45  |
| Director of Library Services                                                                  | 117       | \$69,180.45  |
| Director of Purchasing and Auxiliary Services                                                 | 119       | \$80,318.51  |
| Director of Recruiting and Admissions                                                         | 116       | \$65,886.15  |
| Director of Simulation Programs                                                               | 117       | \$69,180.45  |
| Director of Special Projects and Innovation                                                   | 119       | \$80,318.51  |
| Director of STEM and Honors Program                                                           | 117       | \$69,180.45  |
| Director of Teaching and Learning Academy                                                     | 117       | \$69,180.45  |
| Director of Transfer Services                                                                 | 119       | \$80,318.51  |
| Director of TSC Online                                                                        | 117       | \$69,180.45  |
| Executive Director, Florida Public Safety Institute                                           | 123       | \$109,755.00 |
| Executive Director, Ghazvini Center for Healthcare Education & Dean of Healthcare Professions | 120       | \$86,342.40  |
| Executive Director, Wakulla Environmental Institute                                           | 120       | \$86,342.40  |

The positions listed above are designated as Managerial/Professional (GL Code 53000).

**APPENDIX C**  
**Classified Staff Positions & Pay Grades by Alpha**

| Position Title                                     | FLSA Status | Pay Grade | Base        |
|----------------------------------------------------|-------------|-----------|-------------|
| Academic Coordinator                               | Exempt      | 108       | \$45,435.74 |
| Academy Program Coordinator                        | Exempt      | 111       | \$52,597.55 |
| Academy Program Coordinator (Firearms)             | Exempt      | 111       | \$52,597.55 |
| Academy Program Coordinator (First Responder)      | Exempt      | 111       | \$52,597.55 |
| Academy Program Manager                            | Exempt      | 112       | \$55,227.43 |
| Accounting Coordinator                             | Exempt      | 107       | \$43,585.35 |
| Accounting Manager                                 | Exempt      | 115       | \$62,748.71 |
| Accounting Specialist                              | Non-Exempt  | 104       | \$37,650.57 |
| Administrative Assistant                           | Non-Exempt  | 103       | \$35,857.83 |
| Admissions Navigator                               | Non-Exempt  | 104       | \$37,650.57 |
| Admissions Specialist                              | Non-Exempt  | 104       | \$37,650.57 |
| Adult Education Specialist                         | Exempt      | 107       | \$43,585.35 |
| Adult Learner Enrollment Coach                     | Non-Exempt  | 106       | \$41,509.62 |
| Advanced and Specialized Instructional Coordinator | Exempt      | 111       | \$52,597.55 |
| AMTC Program Specialist                            | Exempt      | 104       | \$37,650.57 |
| Application Developer                              | Exempt      | 112       | \$55,227.43 |
| Application Specialist                             | Exempt      | 108       | \$45,435.74 |

| Applications Administrator                                      | Exempt      | 115       | \$62,748.71 |
|-----------------------------------------------------------------|-------------|-----------|-------------|
| Applications Specialist                                         | Exempt      | 108       | \$45,435.74 |
| Assessment Analyst                                              | Exempt      | 107       | \$43,585.35 |
| Assistant Coach                                                 | Exempt      | 103       | \$35,857.83 |
| Assistant Coach/Fitness and Wellness Coordinator                | Exempt      | 103       | \$35,857.83 |
| Assistant Director Academic Advising                            | Exempt      | 116       | \$65,886.15 |
| Assistant Director of Federal Programs                          | Exempt      | 112       | \$55,227.43 |
| Assistant Director of IT Consulting                             | Exempt      | 116       | \$65,886.15 |
| Assistant Director of Student Services                          | Exempt      | 110       | \$50,092.90 |
| Assistant Director, Enterprise Applications                     | Exempt      | 114       | \$59,760.68 |
| Assistant Director, Facilities                                  | Exempt      | 116       | \$65,886.15 |
| Assistant Director, Financial Aid Operations and State Programs | Exempt      | 112       | \$55,227.43 |
| Athletic Trainer                                                | Exempt      | 114       | \$59,760.68 |
| Athletics and Campus Recreation Manager                         | Exempt      | 107       | \$43,585.35 |
| Benefits and Retirement Specialist                              | Non-Exempt  | 105       | \$39,532.50 |
| Benefits Manager                                                | Exempt      | 112       | \$55,227.43 |
| Business Analyst (Academic)                                     | Exempt      | 111       | \$52,597.55 |
| Business Analyst (Admissions)                                   | Exempt      | 111       | \$52,597.55 |
| Position Title                                                  | FLSA Status | Pay Grade | Base        |
| Business Analyst (Advising)                                     | Exempt      | 111       | \$52,597.55 |
| Business Analyst (Financials)                                   | Exempt      | 111       | \$52,597.55 |
| Business Analyst (HR)                                           | Exempt      | 111       | \$52,597.55 |
| Business Analyst (State Reporting)                              | Exempt      | 111       | \$52,597.55 |
| Business Analyst (Student Financials)                           | Exempt      | 111       | \$52,597.55 |
| Campus Police Dispatcher, TSC                                   | Non-Exempt  | 103       | \$35,857.83 |
| Campus Police Lieutenant, TSC                                   | Exempt      | 111       | \$52,597.55 |
| Campus Police Officer, TSC                                      | Non-Exempt  | 107       | \$43,585.35 |
| Campus Police Sergeant, TSC                                     | Exempt      | 109       | \$47,707.53 |
| Career and Academic Advisor                                     | Exempt      | 107       | \$43,585.35 |
| Career and Internship Specialist                                | Non-Exempt  | 106       | \$41,509.62 |
| Career Pathways Specialist                                      | Exempt      | 106       | \$41,509.62 |
| CJ Instructional Coordinator                                    | Exempt      | 111       | \$52,597.55 |
| CJ Instructional Coordinator - Corrections                      | Exempt      | 111       | \$52,597.55 |
| CJ Instructional Coordinator, Firefighter Program               | Exempt      | 111       | \$52,597.55 |
| Classification and Compensation Analyst                         | Non-Exempt  | 107       | \$43,585.35 |
| College Admissions Recruiter                                    | Exempt      | 106       | \$41,509.62 |
|                                                                 |             |           |             |
| Computer Technology Lab Manager                                 | Exempt      | 108       | \$45,435.74 |
| Building Administrator & Fire/Life Safety                       | Exempt      | 116       | \$65,886.15 |

| Coordinator of International Student Services | Exempt      | 108       | \$45,435.74 |
|-----------------------------------------------|-------------|-----------|-------------|
| Coordinator, Assistant Production             | Exempt      | 102       | \$34,611.20 |
| Coordinator, Business Solutions               | Exempt      | 112       | \$55,227.43 |
| Coordinator, Dental Clinic Office             | Exempt      | 107       | \$43,585.35 |
| Coordinator, Dual Enrollment                  | Exempt      | 107       | \$43,585.35 |
| Coordinator, Emergency Management and Safety  | Exempt      | 107       | \$43,585.35 |
| Coordinator, Instruction and Projects         | Exempt      | 114       | \$59,760.68 |
| Coordinator, Intramural and Assistant Coach   | Exempt      | 103       | \$35,857.83 |
| Coordinator, Innovation Hub                   | Exempt      | 111       | \$52,597.55 |
| Coordinator, Simulation Lab                   | Exempt      | 108       | \$45,435.74 |
| Coordinator, Student Activities               | Exempt      | 107       | \$43,585.35 |
| Coordinator, Student Loans                    | Exempt      | 108       | \$45,435.74 |
| Coordinator, Work Based Learning              | Exempt      | 107       | \$43,585.35 |
| Counseling Center Manager                     | Exempt      | 107       | \$43,585.35 |
| Custodial Services Specialist                 | Non-Exempt  | 101       | \$33,280.00 |
| Custodial Services Superintendent             | Non-Exempt  | 103       | \$35,857.83 |
| Custodial Services Supervisor                 | Non-Exempt  | 105       | \$39,532.50 |
| Digital Communications Specialist             | Exempt      | 107       | \$43,585.35 |
| Position Title                                | FLSA Status | Pay Grade | Base        |
| Digital Media Technician                      | Exempt      | 108       | \$45,435.74 |
| Digital Marketing Manager                     | Exempt      | 110       | \$50,092.90 |
| Dining Facilities Manager                     | Exempt      | 112       | \$55,227.43 |
| Dining Services Supervisor                    | Non-Exempt  | 104       | \$37,650.57 |
| Dual Enrollment Advisor                       | Exempt      | 107       | \$43,585.35 |
| Employee Relations and Engagement Manager     | Exempt      | 112       | \$55,227.43 |
| Engagement Officer                            | Exempt      | 109       | \$47,707.53 |
| Engineering Technician (Locksmith)            | Exempt      | 107       | \$43,585.35 |
| Enrollment Communication Representative       | Non-Exempt  | 102       | \$34,611.20 |
| Equipment Mechanic                            | Non-Exempt  | 103       | \$35,857.83 |
| Event Audiovisual Specialist                  | Exempt      | 105       | \$39,532.50 |
| Event Support Specialist                      | Non-Exempt  | 106       | \$41,509.62 |
| Events Coordinator                            | Exempt      | 108       | \$45,435.74 |
| Executive Assistant                           | Exempt      | 107       | \$43,585.35 |
| Executive Assistant to the President          | Exempt      | 108       | \$45,435.74 |
| Facilities Administrative Services Manager    | Exempt      | 112       | \$55,227.43 |
| Facilities Administrative Services Specialist | Non-Exempt  | 105       | \$39,532.50 |
| Facilities Maintenance Superintendent         | Exempt      | 111       | \$52,597.55 |
| Facilities Services and Operations Specialist | Non-Exempt  | 107       | \$43,585.35 |

| Financial Services Manager                         | Exempt      | 111       | \$52,597.55 |
|----------------------------------------------------|-------------|-----------|-------------|
| Food Service Assistant                             | Non-Exempt  | 101       | \$33,280.00 |
| Gift Processing and Scholarship Officer            | Exempt      | 109       | \$47,707.53 |
| Graphic Designer                                   | Exempt      | 108       | \$45,435.74 |
| Head Coach, Baseball                               | Exempt      | 109       | \$47,707.53 |
| Head Coach, Men's Basketball                       | Exempt      | 109       | \$47,707.53 |
| Head Coach, Softball                               | Exempt      | 109       | \$47,707.53 |
| Head Coach, Women's Basketball                     | Exempt      | 109       | \$47,707.53 |
| Healthcare Lead Instructor                         | Exempt      | 112       | \$55,227.43 |
| Healthcare Instructor                              | Exempt      | 111       | \$52,597.55 |
| Help Desk Consultant                               | Exempt      | 106       | \$41,509.62 |
| Help Desk Manager                                  | Exempt      | 113       | \$57,988.80 |
| Housing Services Specialist                        | Non-Exempt  | 103       | \$35,857.83 |
| Human Resources Grant Partner                      | Exempt      | 108       | \$45,435.74 |
| HVAC Curriculum Specialist                         | Exempt      | 111       | \$52,597.55 |
| HVAC/Building Automation Specialist                | Non-Exempt  | 107       | \$43,585.35 |
| Innovation Hub Assistant                           | Non-Exempt  | 103       | \$35,857.83 |
| Instructional Designer                             | Exempt      | 110       | \$50,092.90 |
| Instruction and Project Coordinator                | Exempt      | 114       | \$59,760.68 |
| Landscaper                                         | Non-Exempt  | 103       | \$35,857.83 |
| Landscape and Turf Management Instructor           | Exempt      | 109       | \$47,707.53 |
| Lead Telecommunications Specialist                 | Exempt      | 106       | \$41,509.62 |
| Lead Instructor Commercial Vehicle Driving Program | Exempt      | 110       | \$50,092.90 |
| Learning and Development Manager                   | Exempt      | 112       | \$55,227.43 |
| Learning Commons Specialist                        | Exempt      | 105       | \$39,532.50 |
| Learning Commons Success Coach                     | Exempt      | 104       | \$37,650.57 |
| Librarian - Information Specialist                 | Exempt      | 108       | \$45,435.74 |
| Library Circulation Services Supervisor            | Exempt      | 105       | \$39,532.50 |
| Position Title                                     | FLSA Status | Pay Grade | Base        |
| Library Services Specialist                        | Non-Exempt  | 103       | \$35,857.83 |
| Library Services Supervisor                        | Exempt      | 107       | \$43,585.35 |
| Mailroom Clerk                                     | Non-Exempt  | 101       | \$33,280.00 |
| Maintenance Computer Operations Specialist         | Non-Exempt  | 101       | \$33,280.00 |
| Maintenance Support Worker                         | Non-Exempt  | 103       | \$35,857.83 |
| Maintenance Technician I                           | Non-Exempt  | 104       | \$37,650.57 |
| Maintenance Technician II                          | Non-Exempt  | 105       | \$39,532.50 |

|                                                                                   |            |     |             |
|-----------------------------------------------------------------------------------|------------|-----|-------------|
| Manager, Accounting                                                               | Exempt     | 115 | \$62,748.71 |
| Manager, AMTC Program                                                             | Exempt     | 116 | \$65,886.15 |
| Manager, Applications Development                                                 | Exempt     | 116 | \$65,886.15 |
| Manager, Business Operations                                                      | Exempt     | 111 | \$52,597.55 |
| Manager, Career Services and Specialized Student Support                          | Exempt     | 109 | \$47,707.53 |
| Manager, Computer Technology Lab                                                  | Exempt     | 107 | \$43,585.35 |
| Manager, Financial Services Office                                                | Non-Exempt | 106 | \$41,509.62 |
| Manager, Accounting                                                               | Exempt     | 112 | \$55,227.43 |
| Manager, Healthcare Education                                                     | Exempt     | 116 | \$65,886.15 |
| Manager, Network Infrastructure                                                   | Exempt     | 115 | \$62,748.71 |
| Manager, Nursing Lab                                                              | Exempt     | 108 | \$45,435.74 |
| Manager, Recruitment                                                              | Exempt     | 112 | \$55,227.43 |
| Manager, Systems Administration                                                   | Exempt     | 116 | \$65,886.15 |
| Manager, Student Services                                                         | Exempt     | 107 | \$43,585.35 |
| Manager, Technology Consulting                                                    | Exempt     | 110 | \$50,092.90 |
| Marine Service Technologies Instructor                                            | Exempt     | 109 | \$47,707.53 |
| Mental Health Counselor                                                           | Exempt     | 110 | \$50,092.90 |
| Multimedia Operations and Production Specialist                                   | Exempt     | 109 | \$47,707.53 |
| Network Technician                                                                | Exempt     | 109 | \$47,707.53 |
| NCLEX Academic Success Coach                                                      | Exempt     | 112 | \$55,227.43 |
| Network Administrator                                                             | Exempt     | 115 | \$62,748.71 |
| Office Manager                                                                    | Non-Exempt | 106 | \$41,509.62 |
|                                                                                   |            |     |             |
| Pathways Advisor - A.S. and B.S. Programs                                         | Exempt     | 107 | \$43,585.35 |
| Payroll Manager                                                                   | Exempt     | 112 | \$55,227.43 |
| Payroll Specialist                                                                | Non-Exempt | 105 | \$39,532.50 |
| Practicum Coordinator                                                             | Exempt     | 112 | \$55,227.43 |
| Production Coordinator                                                            | Exempt     | 114 | \$59,760.68 |
| Program Coordinator                                                               | Exempt     | 109 | \$47,707.53 |
| Program Coordinator (Learning Commons)                                            | Exempt     | 110 | \$50,092.90 |
| Program Coordinator for Information Technology, Online & Professional Development | Exempt     | 109 | \$47,707.53 |
| Professional Counselor                                                            | Exempt     | 110 | \$50,092.90 |
| Project Specialist                                                                | Exempt     | 106 | \$41,509.62 |
| Public Safety Officer                                                             | Non-Exempt | 103 | \$35,857.83 |
| Purchasing Specialist                                                             | Non-Exempt | 104 | \$37,650.57 |
| Recruitment Specialist                                                            | Non-Exempt | 105 | \$39,532.50 |
| Registration Specialist                                                           | Non-Exempt | 104 | \$37,650.57 |
| Research Analyst                                                                  | Exempt     | 111 | \$52,597.55 |

| Position Title                                   | FLSA Status | Pay Grade | Base        |
|--------------------------------------------------|-------------|-----------|-------------|
| Research and Business Analyst                    | Exempt      | 111       | \$52,597.55 |
| Scholarship Coordinator                          | Exempt      | 104       | \$37,650.57 |
| Science Lab Assistant                            | Non-Exempt  | 103       | \$35,857.83 |
| Science Lab Manager                              | Exempt      | 108       | \$45,435.74 |
| Security Administrator                           | Exempt      | 113       | \$57,988.80 |
| Senior Accounting Specialist                     | Non-Exempt  | 105       | \$39,532.50 |
| Senior Benefits and FMLA Specialist              | Non-Exempt  | 107       | \$43,585.35 |
| Senior Benefits and Retirement Specialist        | Non-Exempt  | 107       | \$43,585.35 |
| Senior Custodial Services Specialist             | Non-Exempt  | 103       | \$35,857.83 |
| Senior Engineering Technician                    | Exempt      | 108       | \$45,435.74 |
| Senior Recruitment Specialist                    | Non-Exempt  | 107       | \$43,585.35 |
| Senior Science Lab Assistant                     | Non-Exempt  | 103       | \$35,857.83 |
| Shipping, Receiving and Mail Supervisor          | Exempt      | 109       | \$47,707.53 |
| Simulation and Information Technology Specialist | Exempt      | 108       | \$45,435.74 |
| Simulation Lab Technician, HCP                   | Exempt      | 103       | \$35,857.83 |
| Software Systems Administrator                   | Exempt      | 111       | \$52,597.55 |
| Special Projects Manager                         | Exempt      | 112       | \$55,227.43 |
| Special Projects, Coordinator                    | Exempt      | 113       | \$57,988.80 |
| Sponsored Programs Coordinator                   | Exempt      | 107       | \$43,585.35 |
| Sponsored Programs Manager                       | Exempt      | 113       | \$57,988.80 |
| Store Manager, FPSI                              | Non-Exempt  | 105       | \$39,532.50 |
| Strategic Communications Specialist              | Exempt      | 107       | \$43,585.35 |
| Student Accessibility Advisor                    | Exempt      | 107       | \$43,585.35 |
| Student Accounts Specialist                      | Non-Exempt  | 105       | \$39,532.50 |
| Student Activities Advisor                       | Exempt      | 105       | \$39,532.50 |
| Student Conduct Coordinator                      | Exempt      | 105       | \$39,532.50 |
| Student Financial Advisor                        | Exempt      | 105       | \$39,532.50 |
| Student Financials Operation Officer             | Exempt      | 116       | \$65,886.15 |
| Student Loans Coordinator                        | Exempt      | 108       | \$45,435.74 |
| Student Services Advisor                         | Exempt      | 105       | \$39,532.50 |
| Student Services Program and Budget Manager      | Exempt      | 107       | \$43,585.35 |
| Student Success Analyst                          | Exempt      | 111       | \$52,597.55 |
| Student Success Specialist                       | Exempt      | 106       | \$41,509.62 |
| Student Support Specialist                       | Non-Exempt  | 104       | \$37,650.57 |
| Supervisor Landscape Services                    | Exempt      | 105       | \$39,532.50 |

| Sustainability Specialist                     | Non-Exempt  | 105       | \$39,532.50 |
|-----------------------------------------------|-------------|-----------|-------------|
| Systems Administrator                         | Exempt      | 113       | \$57,988.80 |
| Systems Analyst                               | Exempt      | 111       | \$52,597.55 |
| Systems Administrator Technician              | Exempt      | 109       | \$47,707.53 |
| Systems Support Manager                       | Exempt      | 107       | \$43,585.35 |
| Systems Support Specialist                    | Exempt      | 106       | \$41,509.62 |
| Technology Consultant                         | Exempt      | 107       | \$43,585.35 |
| Technology and Event Consultant               | Exempt      | 106       | \$41,509.62 |
| Position Title                                | FLSA Status | Pay Grade | Base        |
| Testing and Retention Coordinator             | Exempt      | 107       | \$43,585.35 |
| Testing Specialist                            | Non-Exempt  | 104       | \$37,650.57 |
| Transfer Programs and Experiences Coordinator | Exempt      | 108       | \$45,435.74 |
| Transfer Student Success Coordinator          | Exempt      | 108       | \$45,435.74 |
| Transfer Specialist                           | Non-Exempt  | 104       | \$37,650.57 |
| Veterans Affairs Coordinator                  | Exempt      | 107       | \$43,585.35 |
| Veterans Success Center Coordinator           | Exempt      | 107       | \$43,585.35 |
| Veterinary Assisting Instructor               | Exempt      | 109       | \$47,707.53 |
| Video/Multimedia Producer                     | Exempt      | 108       | \$45,435.74 |
| Video Production Manager                      | Exempt      | 110       | \$50,092.90 |
| Welding Technologies Instructor               | Exempt      | 111       | \$52,597.55 |
| Workforce Service Manager                     | Exempt      | 112       | \$55,227.43 |

**APPENDIX D**  
**Classified Staff Positions by Pay Grades**

| Position Title | FLSA Status | Pay Grade | Base |
|----------------|-------------|-----------|------|
|----------------|-------------|-----------|------|

|                                                  |                    |                  |             |
|--------------------------------------------------|--------------------|------------------|-------------|
| Custodial Services Specialist                    | Non-Exempt         | 101              | \$33,280.00 |
| Food Service Assistant                           | Non-Exempt         | 101              | \$33,280.00 |
| Mailroom Clerk                                   | Non-Exempt         | 101              | \$33,280.00 |
| Maintenance Computer Operations Specialist       | Non-Exempt         | 101              | \$33,280.00 |
|                                                  |                    |                  |             |
| Enrollment Communication Representative          | Non-Exempt         | 102              | \$34,611.20 |
| Student Financial Advisor                        | Non-Exempt         | 102              | \$34,611.20 |
| Coordinator, Assistant Production                | Non-Exempt         | 102              | \$34,611.20 |
|                                                  |                    |                  |             |
| Administrative Assistant                         | Non-Exempt         | 103              | \$35,857.83 |
| Assistant Coach                                  | Exempt             | 103              | \$35,857.83 |
| Assistant Coach/Fitness and Wellness Coordinator | Exempt             | 103              | \$35,857.83 |
| Campus Police Dispatcher, TSC                    | Non-Exempt         | 103              | \$35,857.83 |
| Coordinator, Intramural and Assistant Coach      | Exempt             | 103              | \$35,857.83 |
| Equipment Mechanic                               | Non-Exempt         | 103              | \$35,857.83 |
| Housing Services Specialist                      | Non-Exempt         | 103              | \$35,857.83 |
| Innovation Hub Assistant                         | Non-Exempt         | 103              | \$35,857.83 |
| Landscaper                                       | Non-Exempt         | 103              | \$35,857.83 |
| Library Services Specialist                      | Non-Exempt         | 103              | \$34,611.20 |
| Maintenance Support Worker                       | Non-Exempt         | 103              | \$35,857.83 |
| Public Safety Officer                            | Non-Exempt         | 103              | \$35,857.83 |
| Senior Custodial Services Specialist             | Non-Exempt         | 103              | \$35,857.83 |
| Science Lab Assistant                            | Non-Exempt         | 103              | \$35,857.83 |
| Senior Science Lab Assistant                     | Non-Exempt         | 103              | \$35,857.83 |
| Simulation Lab Technician, HCP                   | Exempt             | 103              | \$35,857.83 |
|                                                  |                    |                  |             |
| Accounting Specialist                            | Non-Exempt         | 104              | \$37,650.57 |
| Admissions Navigator                             | Non-Exempt         | 104              | \$37,650.57 |
| Admissions Specialist                            | Non-Exempt         | 104              | \$37,650.57 |
| AMTC Program Specialist                          | Exempt             | 104              | \$37,650.57 |
| Dining Services Supervisor                       | Non-Exempt         | 104              | \$37,650.57 |
| Learning Commons Success Coach                   | Exempt             | 104              | \$37,650.57 |
| Maintenance Technician I                         | Non-Exempt         | 104              | \$37,650.57 |
| Purchasing Specialist                            | Non-Exempt         | 104              | \$37,650.57 |
| Registration Specialist                          | Non-Exempt         | 104              | \$37,650.57 |
| Scholarship Coordinator                          | Exempt             | 104              | \$37,650.57 |
| Student Support Specialist                       | Non-Exempt         | 104              | \$37,650.57 |
| Testing Specialist                               | Non-Exempt         | 104              | \$37,650.57 |
| Transfer Specialist                              | Non-Exempt         | 104              | \$37,650.57 |
|                                                  |                    |                  |             |
| <b>Position Title</b>                            | <b>FLSA Status</b> | <b>Pay Grade</b> | <b>Base</b> |
| Benefits and Retirement Specialist               | Non-Exempt         | 105              | \$39,532.50 |
| Custodial Services Supervisor                    | Non-Exempt         | 105              | \$39,532.50 |

|                                               |            |     |             |
|-----------------------------------------------|------------|-----|-------------|
| Event Audiovisual Specialist                  | Exempt     | 105 | \$39,532.50 |
| Facilities Administrative Services Specialist | Non-Exempt | 105 | \$39,532.50 |
| Learning Commons Specialist                   | Exempt     | 105 | \$39,532.50 |
| Librarian - Information Specialist            | Non-Exempt | 105 | \$39,532.50 |
| Maintenance Technician II                     | Non-Exempt | 105 | \$39,532.50 |
| Payroll Specialist                            | Non-Exempt | 105 | \$39,532.50 |
| Recruitment Specialist                        | Non-Exempt | 105 | \$39,532.50 |
| Senior Accounting Specialist                  | Non-Exempt | 105 | \$39,532.50 |
| Store Manager, FPSI                           | Non-Exempt | 105 | \$39,532.50 |
| Student Accounts Specialist                   | Non-Exempt | 105 | \$39,532.50 |
| Student Conduct Coordinator                   | Exempt     | 105 | \$39,532.50 |
| Student Financial Advisor                     | Non-Exempt | 105 | \$39,532.50 |
| Supervisor Landscape Services                 | Exempt     | 105 | \$39,532.50 |
| Sustainability Specialist                     | Non-Exempt | 105 | \$39,532.50 |
|                                               |            |     |             |
| Adult Learner Enrollment Coach                | Non-Exempt | 106 | \$41,509.62 |
| Career and Internship Specialist              | Non-Exempt | 106 | \$41,509.62 |
| Career Pathways Specialist                    | Exempt     | 106 | \$41,509.62 |
| College Admissions Recruiter                  | Exempt     | 106 | \$41,509.62 |
| Counseling Center Manager                     | Exempt     | 106 | \$41,509.62 |
| Event Support Specialist                      | Non-Exempt | 106 | \$41,509.62 |
| Help Desk Consultant                          | Exempt     | 106 | \$41,509.62 |
| Manager, Financial Services Office            | Non-Exempt | 106 | \$41,509.62 |
| Lead Telecommunications Specialist            | Exempt     | 106 | \$41,509.62 |
| Office Manager                                | Non-Exempt | 106 | \$41,509.62 |
| Project Specialist                            | Exempt     | 106 | \$41,509.62 |
| Student Success Specialist                    | Exempt     | 106 | \$41,509.62 |
| Systems Support Specialist                    | Exempt     | 106 | \$41,509.62 |
|                                               |            |     |             |
| Technology Consultant                         | Exempt     | 107 | \$43,585.35 |
| Accounting Coordinator                        | Exempt     | 107 | \$43,585.35 |
| Adult Education Specialist                    | Exempt     | 107 | \$43,585.35 |
| Assessment Analyst                            | Exempt     | 107 | \$43,585.35 |
| Athletics and Campus Recreation Manager       | Exempt     | 107 | \$43,585.35 |
| Campus Police Officer, TSC                    | Non-Exempt | 107 | \$43,585.35 |
| Career and Academic Advisor                   | Exempt     | 107 | \$43,585.35 |
| Classification and Compensation Analyst       | Non-Exempt | 107 | \$43,585.35 |
| Coordinator, Dental Clinic Office             | Exempt     | 107 | \$43,585.35 |
| Coordinator, Dual Enrollment                  | Exempt     | 107 | \$43,585.35 |
| Coordinator, Simulation Lab                   | Exempt     | 107 | \$43,585.35 |
| Coordinator, Student Activities               | Exempt     | 107 | \$43,585.35 |
| Manager, Student Services                     | Exempt     | 107 | \$43,585.35 |
| Student Services Program and Budget Manager   | Exempt     | 107 | \$43,585.35 |

| Position Title                                 | FLSA Status | Pay Grade | Base        |
|------------------------------------------------|-------------|-----------|-------------|
| Coordinator, Work Based Learning               | Exempt      | 107       | \$43,585.35 |
| Counseling Center Manager                      | Exempt      | 107       | \$43,585.35 |
| Digital Communications Specialist              | Exempt      | 107       | \$43,585.35 |
| Dual Enrollment Advisor                        | Exempt      | 107       | \$43,585.35 |
| Emergency Management and Safety Coordinator    | Exempt      | 107       | \$43,585.35 |
| Engineering Technician (Locksmith)             | Exempt      | 107       | \$43,585.35 |
| Executive Assistant                            | Exempt      | 107       | \$43,585.35 |
| Executive Assistant to the President           | Exempt      | 107       | \$43,585.35 |
| Executive Coordinator                          | Exempt      | 107       | \$43,585.35 |
| Facilities Services and Operations Specialist  | Exempt      | 107       | \$43,585.35 |
| HVAC/Building Automation Specialist            | Non-Exempt  | 107       | \$43,585.35 |
| Library Services Supervisor                    | Exempt      | 107       | \$43,585.35 |
| Manager, Computer Technology Lab               | Exempt      | 107       | \$43,585.35 |
| Manager, Nursing Lab                           | Exempt      | 107       | \$43,585.35 |
| Manager, Student Life                          | Exempt      | 107       | \$43,585.35 |
| Pathways Advisor - A.S. and B.S. Programs      | Exempt      | 107       | \$43,585.35 |
| Research and Business Analyst                  | Exempt      | 107       | \$43,585.35 |
| Senior Benefits and FMLA Specialist            | Non-Exempt  | 107       | \$43,585.35 |
| Senior Benefits and Retirement Specialist      | Non-Exempt  | 107       | \$43,585.35 |
| Senior Recruitment Specialist                  | Non-Exempt  | 107       | \$43,585.35 |
| Sponsored Programs Coordinator                 | Exempt      | 107       | \$43,585.35 |
| Strategic Communications Specialist            | Exempt      | 107       | \$43,585.35 |
| Student Accessibility Advisor                  | Exempt      | 107       | \$43,585.35 |
| Student Activities Advisor                     | Exempt      | 107       | \$43,585.35 |
| Testing and Retention Coordinator              | Exempt      | 107       | \$43,585.35 |
| Veterans Affairs Coordinator                   | Exempt      | 107       | \$43,585.35 |
| Veterans Success Center Coordinator            | Exempt      | 107       | \$43,585.35 |
|                                                |             |           |             |
| Academic Coordinator                           | Exempt      | 108       | \$45,435.74 |
| Applications Specialist                        | Exempt      | 108       | \$45,435.74 |
| Coordinator of International Student Services  | Exempt      | 108       | \$45,435.74 |
| Digital Media Technician                       | Exempt      | 108       | \$45,435.74 |
| Coordinator, Student Loans                     | Exempt      | 108       | \$45,435.74 |
| Events Coordinator                             | Exempt      | 108       | \$45,435.74 |
| Graphic Designer                               | Exempt      | 108       | \$45,435.74 |
| Transfer Student Success Coordinator           | Exempt      | 108       | \$45,435.74 |
| Human Resources Grant Partner                  | Exempt      | 108       | \$45,435.74 |
| Science Lab Manager                            | Exempt      | 108       | \$45,435.74 |
| Scholarship Coordinator                        | Exempt      | 108       | \$45,435.74 |
| Senior Engineering Technician                  | Exempt      | 108       | \$45,435.74 |
| Simulation & Information Technology Specialist | Exempt      | 108       | \$45,435.74 |

| Student Loans Coordinator                                                         | Exempt      | 108       | \$45,435.74 |
|-----------------------------------------------------------------------------------|-------------|-----------|-------------|
| Transfer Programs and Experiences Coordinator                                     | Exempt      | 108       | \$45,435.74 |
| Video/Multimedia Producer                                                         | Exempt      | 108       | \$45,435.74 |
| Position Title                                                                    | FLSA Status | Pay Grade | Base        |
| Campus Police Sergeant, TSC                                                       | Exempt      | 109       | \$47,707.53 |
| Engagement Officer                                                                | Exempt      | 109       | \$45,435.74 |
| Gift Processing and Scholarship Officer                                           | Exempt      | 109       | \$47,707.53 |
| Head Coach, Baseball                                                              | Exempt      | 109       | \$47,707.53 |
| Head Coach, Men's Basketball                                                      | Exempt      | 109       | \$47,707.53 |
| Head Coach, Softball                                                              | Exempt      | 109       | \$47,707.53 |
| Head Coach, Women's Basketball                                                    | Exempt      | 109       | \$47,707.53 |
| Landscape and Turf Management Instructor                                          | Exempt      | 109       | \$47,707.53 |
| Manager, Career Services and Specialized Student Support                          | Exempt      | 109       | \$47,707.53 |
| Marine Service Technologies Instructor                                            | Exempt      | 109       | \$47,707.53 |
| Multimedia Operations and Production Specialist                                   | Exempt      | 109       | \$47,707.53 |
| Network Technician                                                                | Exempt      | 109       | \$47,707.53 |
| Program Coordinator                                                               | Exempt      | 109       | \$47,707.53 |
| Program Coordinator for Information Technology, Online & Professional Development | Exempt      | 109       | \$47,707.53 |
| Systems Administrator Technician                                                  | Exempt      | 109       | \$47,707.53 |
| Shipping, Receiving and Mail Supervisor                                           | Exempt      | 109       | \$47,707.53 |
| Veterinary Assisting Instructor                                                   | Exempt      | 109       | \$47,707.53 |
|                                                                                   |             |           |             |
| Assistant Director of Student Services                                            | Exempt      | 110       | \$50,092.90 |
| Commercial Vehicle Driving Lead Instructor                                        | Exempt      | 110       | \$50,092.90 |
| Instructional Designer                                                            | Exempt      | 110       | \$50,092.90 |
| Mental Health Counselor                                                           | Exempt      | 110       | \$50,092.90 |
| Digital Marketing Manager                                                         | Exempt      | 110       | \$50,092.90 |
| Program Coordinator (Learning Commons)                                            | Exempt      | 110       | \$50,092.90 |
| Professional Counselor                                                            | Exempt      | 110       | \$50,092.90 |
| Video Production Manager                                                          | Exempt      | 110       | \$50,092.90 |
| Systems Support Manager                                                           | Exempt      | 110       | \$50,092.90 |
|                                                                                   |             |           |             |
| Academy Program Coordinator                                                       | Exempt      | 111       | \$52,597.55 |
| Academy Program Coordinator (Firearms)                                            | Exempt      | 111       | \$52,597.55 |
| Academy Program Coordinator (First Responder)                                     | Exempt      | 111       | \$52,597.55 |
| Advanced and Specialized Instructional Coordinator                                | Exempt      | 111       | \$52,597.55 |
| Financial Services Manager                                                        | Exempt      | 111       | \$52,597.55 |
| Business Analyst (Academic)                                                       | Exempt      | 111       | \$52,597.55 |
| Business Analyst (Admissions)                                                     | Exempt      | 111       | \$52,597.55 |

| Business Analyst (Advising)                                     | Exempt      | 111       | \$52,597.55 |
|-----------------------------------------------------------------|-------------|-----------|-------------|
| Business Analyst (Financials)                                   | Exempt      | 111       | \$52,597.55 |
| Business Analyst (HR)                                           | Exempt      | 111       | \$52,597.55 |
| Business Analyst (State Reporting)                              | Exempt      | 111       | \$52,597.55 |
| Business Analyst (Student Financials)                           | Exempt      | 111       | \$52,597.55 |
| Position Title                                                  | FLSA Status | Pay Grade | Base        |
| CJ Instructional Coordinator                                    | Exempt      | 111       | \$52,597.55 |
| CJ Instructional Coordinator - Corrections                      | Exempt      | 111       | \$52,597.55 |
| CJ Instructional Coordinator, Firefighter Program               | Exempt      | 111       | \$52,597.55 |
| Campus Police Lieutenant, TSC                                   | Exempt      | 111       | \$52,597.55 |
| Coordinator, Innovation Hub                                     | Exempt      | 111       | \$52,597.55 |
| Facilities Maintenance Superintendent                           | Exempt      | 111       | \$52,597.55 |
| Healthcare Instructor                                           | Exempt      | 111       | \$52,597.55 |
| HVAC Curriculum Specialist                                      | Exempt      | 111       | \$52,597.55 |
| Business Operations Manager                                     | Exempt      | 111       | \$52,597.55 |
| Research Analyst                                                | Exempt      | 111       | \$52,597.55 |
| Research and Business Analyst                                   | Exempt      | 111       | \$52,597.55 |
| Software Systems Administrator                                  | Exempt      | 111       | \$52,597.55 |
| Student Success Analyst                                         | Exempt      | 111       | \$52,597.55 |
| Systems Analyst                                                 | Exempt      | 111       | \$52,597.55 |
| Welding Technologies Instructor                                 | Exempt      | 111       | \$52,597.55 |
|                                                                 |             |           |             |
| Academy Program Manager                                         | Exempt      | 112       | \$55,227.43 |
| Application Developer                                           | Exempt      | 112       | \$55,227.43 |
| Assistant Director of Federal Programs                          | Exempt      | 112       | \$55,227.43 |
| Assistant Director, Financial Aid Operations and State Programs | Exempt      | 112       | \$55,227.43 |
| Benefits Manager                                                | Exempt      | 112       | \$55,227.43 |
| Coordinator, Business Solutions                                 | Exempt      | 112       | \$55,227.43 |
| Dining Facilities Manager                                       | Exempt      | 112       | \$55,227.43 |
| Facilities Administrative Services Manager                      | Exempt      | 112       | \$55,227.43 |
| Employee Relations and Engagement Manager                       | Exempt      | 112       | \$55,227.43 |
| Healthcare Lead Instructor                                      | Exempt      | 112       | \$55,227.43 |
| Learning and Development Manager                                | Exempt      | 112       | \$55,227.43 |
| NCLEX Academic Success Coach                                    | Exempt      | 112       | \$55,227.43 |
| Recruitment Manager                                             | Exempt      | 112       | \$55,227.43 |
| Payroll Manager                                                 | Exempt      | 112       | \$55,227.43 |
| Practicum Coordinator                                           | Exempt      | 112       | \$55,227.43 |
| Special Projects Manager                                        | Exempt      | 112       | \$55,227.43 |
| Workforce Service Manager                                       | Exempt      | 112       | \$55,227.43 |
|                                                                 |             |           |             |
| Accounting Manager                                              | Exempt      | 113       | \$57,988.80 |
| Help Desk Manager                                               | Exempt      | 113       | \$57,988.80 |

|                                             |                    |                  |             |
|---------------------------------------------|--------------------|------------------|-------------|
| Security Administrator                      | Exempt             | 113              | \$57,988.80 |
| Special Projects, Coordinator               | Exempt             | 113              | \$57,988.80 |
| Sponsored Programs Manager                  | Exempt             | 113              | \$57,988.80 |
| Systems Administrator                       | Exempt             | 113              | \$57,988.80 |
|                                             |                    |                  |             |
| Assistant Director, Enterprise Applications | Exempt             | 114              | \$59,760.68 |
| Athletic Trainer                            | Exempt             | 114              | \$59,760.68 |
| Instruction and Project Coordinator         | Exempt             | 114              | \$59,760.68 |
| Production Coordinator                      | Exempt             | 114              | \$59,760.68 |
| <b>Position Title</b>                       | <b>FLSA Status</b> | <b>Pay Grade</b> | <b>Base</b> |
| Applications Administrator                  | Exempt             | 115              | \$62,748.71 |
| Accounting Manager                          | Exempt             | 115              | \$62,748.71 |
| Facilities Administrative Services Manager  | Exempt             | 115              | \$62,748.71 |
| Network Administrator                       | Exempt             | 115              | \$62,748.71 |
| Manager, Network Infrastructure             | Exempt             | 115              | \$62,748.71 |
|                                             |                    |                  |             |
| Assistant Director Academic Advising        | Exempt             | 116              | \$65,886.15 |
| Assistant Director IT Consulting            | Exempt             | 116              | \$65,886.15 |
| Assistant Director, Facilities              | Exempt             | 116              | \$65,886.15 |
| Building Administrator & Fire/Life Safety   | Exempt             | 116              | \$65,886.15 |
| Manager, Healthcare Education               | Exempt             | 116              | \$65,886.15 |
| Manager, Applications Development           | Exempt             | 116              | \$65,886.15 |
| Manager, Systems Administration             | Exempt             | 116              | \$65,886.15 |
| Student Financials Operation Officer        | Exempt             | 116              | \$65,886.15 |

## APPENDIX E

### Contract/Grant Position Titles

|                                                                                       |
|---------------------------------------------------------------------------------------|
| <b>Grant Management Positions</b>                                                     |
| Associate Director                                                                    |
| Director of CTE Outreach & Recruitment                                                |
| Executive Director                                                                    |
| <b>Other Grant Positions</b>                                                          |
| Administrative Assistant                                                              |
| Administrative Assistant II                                                           |
| Advising Specialist                                                                   |
| Agriculture Career and Technical Education Instructor                                 |
| Apprenticeship and Training Representative (ATR) Region 4                             |
| Apprenticeship and Training Representative (ATR) Region 6                             |
| Assessment Coordinator                                                                |
| Assessment Coordinator – Scoring                                                      |
| Assessment Coordinator – Supervisor                                                   |
| Assistant Director of CTE Outreach & Recruitment                                      |
| Business Office Manager                                                               |
| Business Career and Technical Education Instructor                                    |
| Career and Technical Education Instructor                                             |
| Career & Technical Education & GED Prep Specialist                                    |
| Career Development Specialist                                                         |
| Career Navigator, Project Anchor                                                      |
| Career Navigator, Florida Youth College                                               |
| Carpentry/Construction Career and Technical Education Instructor                      |
| Carpentry/Technical Educator Instructor                                               |
| Case Management Specialist                                                            |
| Curriculum Specialist for Open Educational Resources                                  |
| College Success Coach                                                                 |
| Coordinator, Development                                                              |
| Coordinator, English Language Arts Test Development                                   |
| Coordinator, Mathematics Test Development                                             |
| Coordinator, Mining                                                                   |
| Coordinator, Professional Development                                                 |
| Coordinator, Program Logistics                                                        |
| Coordinator, Science Test Development – Grades 5&8, Science Content Specialist        |
| Coordinator, Senior Assessment                                                        |
| Coordinator, Social Studies Test Development – Civics & US History Content Specialist |
| Coordinator, Statewide Academy & Senior Learning Consultant                           |
| Coordinator, Talent Search                                                            |
| Course Developer                                                                      |
| CSP Contract Support Specialist                                                       |
| CTE Innovation Program Manager                                                        |
| Culinary Arts Technical Educator Instructor                                           |
| Deputy Director                                                                       |
| Deputy Director for Postsecondary and Workforce Educ                                  |
| Direct Inmate Service Manager                                                         |
| Director of Test Development, Research and Policy                                     |
| Director for Open Educational Resources                                               |

|                                                                                 |
|---------------------------------------------------------------------------------|
| Eagle Connections Program Coordinator                                           |
| Electrical/Technical Educator Instructor                                        |
| Employee Navigator                                                              |
| English Language Arts Content Specialist Gr 10 Read Gr 9-10 Writing, FSA Retake |
| English Language Arts Content Specialist Gr 3-5 Read Gr 8 Writing               |
| English Language Arts Content Specialist Gr 8-9 Read Gr 4-5 Write               |
| English Language Arts Editor                                                    |
| English Language Arts Test Development Specialist                               |
| Florida Civics and Debate Initiative Program Manager                            |
| Executive Secretary                                                             |
| Human Resources Specialist II                                                   |
| HVAC Technical Educator Instructor                                              |
| Information Technology Specialist                                               |
| Instructional Systems Designer                                                  |
| Lead Career Navigator                                                           |
| Lead Instructor                                                                 |
| Lead Instructor, Hospitality/Retail Management                                  |
| Learning Consultant                                                             |
| Learning Consultant Manager                                                     |
| Learning Management Specialist                                                  |
| Masonry Technical Educator Instructor                                           |
| Mathematics Content Specialist                                                  |
| Mathematics Content Specialist, Gr 6-8                                          |
| Mathematics Regional Coach                                                      |
| Mathematics Editor                                                              |
| Mathematics Test Development Coordinator                                        |
| Mining Coordinator                                                              |
| Plumbing Technical Educator Instructor                                          |
| Postsecondary Assessment Specialist                                             |
| Pre-Release Employment Navigator                                                |
| Production Editor                                                               |
| Professional Development Coordinator                                            |
| Program Administrator                                                           |
| Program Administrator                                                           |
| Program Director                                                                |
| Program Director of Integrated Education and Training & (IELCE)                 |
| Program Director, Troops 2 Teachers                                             |
| Program Lead                                                                    |
| Program Logistics and Grant Coordinator                                         |
| Program Outreach Specialist, Teen Traffic Safety                                |
| Program Manager                                                                 |
| Program Specialist                                                              |
| Program Specialist I                                                            |
| Program Specialist II                                                           |
| Program Specialist IV                                                           |
| Program Specialist, Eagle Connections                                           |
| Project Director                                                                |
| Project Manager                                                                 |
| Psychometrician                                                                 |
| Reading Room Facilitator                                                        |
| Regional Civics Coach - Region 1                                                |
| Regional Civics Literacy Captain                                                |
| Regional Workforce Education Coordinator – North Region                         |
| Regional Workforce Education Coordinator – South Region                         |
| Regional Workforce Education Coordinator – Central                              |
| Science Content Specialist                                                      |
| Science Test Development Coordinator/Grades 5&8 Science Content Specialist      |
| Senior Assessment Coordinator                                                   |

|                                                                                    |
|------------------------------------------------------------------------------------|
| Senior Business Intelligence Analyst                                               |
| Senior Learning Specialist                                                         |
| Senior Training Specialist                                                         |
| Social Studies Editor                                                              |
| Social Studies Test Development Coordinator/Civics & US History Content Specialist |
| Special Education Assistant                                                        |
| Staff Assistant                                                                    |
| Statewide Academy Coordinator Senior Learning Consultant                           |
| Statewide Regional Coordinator                                                     |
| Supervisor of Curriculum and Evaluation                                            |
| Technical Educator Instructor                                                      |
| Technical Educator Instructor, Building and Trades Career                          |
| Technical Reading Instructor                                                       |
| Teen Traffic Safety Program Assistant                                              |
| Teen Traffic Safety Program Specialist I                                           |
| Traffic Safety Fiscal Assistant                                                    |
| Traffic Safety Resource Prosecutor                                                 |
| Training Specialist II                                                             |
| Veterans Pathways Program Coordinator                                              |
| Workforce Development Manager (North, South, Central)                              |
| Victim Advocate                                                                    |

**APPENDIX F**  
**TIMESHEET REPORTING PERIODS FOR**  
**NON-EXEMPT CLASSIFIED STAFF, OPS AND WORK-STUDY STUDENTS**

| <b>Start Date</b>  | <b>End Date</b>    | <b>Time &amp;<br/>Attendance<br/>Lock Out Dates</b> | <b>Pay Date</b>               |
|--------------------|--------------------|-----------------------------------------------------|-------------------------------|
| June 14, 2026      | July 18, 2026      | July 21, 2026                                       | Friday, July 31, 2026         |
| July 19, 2026      | August 15, 2026    | August 18, 2026                                     | Monday, August 31, 2026       |
| August 16, 2026    | September 19, 2026 | September 22, 2026                                  | Wednesday, September 30, 2026 |
| September 20, 2026 | October 17, 2026   | October 20, 2026                                    | Friday, October 30, 2026      |
| October 18, 2026   | November 14, 2026  | November 17, 2026                                   | Monday, November 30, 2026     |
| November 15, 2026  | December 5, 2026   | December 8, 2026                                    | Thursday, December 31, 2026   |
| December 6, 2026   | January 16, 2027   | January 19, 2027                                    | Friday, January 29, 2027      |