

Celebrating
75
Years!
Pensacola State College



**PENSACOLA
STATE COLLEGE**

Salary Schedule 2023–2024

Updated 10/30/2023

Introduction

The Pensacola State College Salary Schedule is developed as a guide for pay and classification ranges. The overall value of compensation considers the salary and benefits provided to attract highly talented and qualified candidates for employment.

Minimum starting salaries are key in recruiting for advertising position vacancies and initial hiring. Entrance salaries of new hires may be adjusted based on the President's approval. In offering salaries above the minimum range, consideration is given to the local labor market, the difficulty of filling positions, and positions in high demand. The classifications are designed in accordance with the Fair Labor Standard Act and have exempt and non-exempt status employees. Position and pay assignments are made fairly, equitably, and free of discriminatory practices.

Employees are eligible for regular across-the-board increases as approved by the District Board of Trustees and the current salary schedule. Increases typically become effective July 1st for staff and at the beginning of the academic year for faculty. Upon recommendation of the President and at the discretion of the District Board of Trustees, a non-recurring salary increase to all eligible employees may be awarded at any time during the fiscal year (July 1 through June 30), contingent upon available funds. This non-recurring salary increase may be in addition to or in lieu of a regular salary increase.

Pensacola State College does not discriminate against any person based on race, ethnicity, national origin, color, gender/sex, age, religion, marital status, pregnancy, disability, sexual orientation, gender identity, or genetic information regarding Title IX and the College's nondiscrimination policies, contact the Executive Director, Institutional Equity and Student Conduct at (850) 484-1759, Pensacola State College, 1000 College Blvd, Pensacola, FL 32504.

General Requirements

I. Minimum Work Week

Full-time Non-Instructional Personnel:

The workweek consists of five days per week, including evening or weekend assignments. A typical workday is 7:30 a.m. to 4:00 p.m. (or as approved by the appropriate senior-level administrator) with a one-hour unpaid lunch period unless otherwise approved. As approved by the Administration, the summer work week consists of four days per week, including evening or weekend assignments. A typical workday is 7:00 a.m. to 5:00 p.m. Monday through Thursday (or as approved by the appropriate senior-level administrator), with a 30-minute unpaid lunch Monday through Wednesday and a one-hour unpaid lunch period on Thursday. Senior-level administration will make assignments to support any functions of their areas that need a specific schedule other than this.

II. Special Contracts

Special contracts may be established by mutual agreement between the College and the employee to

correspond with the length of the program or to compensate for teaching or consulting when the program requirements dictate a variance from the regular salary schedule. Factors considered in setting the amount include the requirements for particular expertise, preparation, materials, transportation, and related expenses.

III. Holidays

Holidays are established annually by the adoption of the College calendar. Full-time career service, professional non-exempt, professional/managerial, and executive employees will be credited for pay purposes with 7.5 hours of pay on established holidays during the five-day work week. During the four-day work week, holiday pay will be the same as the number of work hours normally scheduled for the employee on the particular day of the week the holiday occurs. Employees on approved leave with pay including administrative, personal, sick leave, annual leave, and sick leave pool when holidays occur will not have such holidays charged against their accrued leave credits.

All employees will receive an equal amount of holiday hours during any work week in which a holiday falls, without regard to the employee's work schedule.

To receive holiday pay, employees must have worked or been on approved leave with pay status for more than 50% of the work hours of the week in which a holiday occurs. If the holiday makes up the entire work week, the employee must have worked or in an approved leave with pay status for more than 50% of the work hours of the remaining week in the pay period. If the holiday makes up the entire pay period, the employee must have worked or been in an approved leave with pay status for more than 50% of the work hours of the work week preceding the holiday. If an employee dies while the College is closed for a holiday, the final payday for that employee will include holiday pay through the date of death.

When an employee is retiring, they will be paid for any holiday through the end of the month to coincide with their retirement date if the employee works the last day available in that same month. Using leave to remain on the payroll until the retirement date does not satisfy this requirement to qualify for holiday pay.

When employment is being terminated, or an employee resigns from the College, the employee must have worked more than 50% of the work week hours after a holiday to be eligible for holiday pay. Submitting leave (sick, annual, or personal leave) cannot satisfy the 50% work requirement.

IV. Overlap in Position

An overlap in position to facilitate the transition and provide training for a new employee must be approved in advance by the President and is contingent upon the availability of funds. Both employees shall receive full benefits during the overlap period.

V. Extraordinary Assignment

If an employee is assigned a task or project by the President that is out of the ordinary scope of their position,

that employee may be given a salary supplement as determined by the President. The supplement will not be added to the employee's base pay and is contingent upon the availability of funds.

VI. Timekeeping

College policy requires the proper timekeeping of hours worked and use of any paid leave to be accurately reflected in the College's time and leave reporting systems by all levels of employees. Misrepresentation of time for the purposes of pay may result in disciplinary action and is addressed in the Fraud policy available on the College website.

VII. Training and Experience Requirements

All applicants to be considered for employment must meet the minimum training and experience requirements specified in the generic job description for the appropriate classification.

Requests for approval of equivalent training and experience may be made when the following criteria are met:

- A. Realistic requirements of the job calls for a different educational or experience background.
- B. The applicant's qualifications are equal to, or higher than, those required in the generic job description and are reasonable substitutes; for example, an equal educational level but a different major or the substitution of related experience on a year-for-year basis for the required education (or vice versa). Approval must be obtained from the President.

VIII. Full-time College Police Officers

In accordance with Florida Statute 943.22, Salary Incentive Program for full-time officers, the salary incentive plan is authorized to be provided to full-time Pensacola State College Police Officers meeting the conditions of the statute and having properly requested and documented such incentive pay to Human Resources. College Police Officers are hired at an additional \$2 per hour above the minimum starting salary range.

IX. Compensation Calculation

Pay cycles for non-faculty assignments occur bi-weekly and use a 26-pay period amount. To determine an hourly rate from an annual salary, the calculation is Annual Salary / 1,950 hours equals the hourly rate X 75 hours in a bi-weekly pay period. In an average calendar year, paydays occur 26 times; however, every 11th year, 27 paydays happen.

Additional information is available in the Employee Handbook, College Procedures, and Board of Trustees Policies.

Career Service Employees

I. Entrance Salaries

New career service employees, regardless of the source of funds, are hired at the minimum salary for the classification unless a higher salary, not to exceed the mid-point, is recommended by the supervisor and approved by the President.

II. Promotion

The following criteria must be met for a move from a position (i.e., classification) in a lower pay level to that of a higher pay level:

- A. Employees who have completed at least six months of satisfactory experience in their current position may apply for promotional consideration to positions outside their division.
- B. Career service employees currently in conditional or special probationary status due to a below-satisfactory performance evaluation are not eligible for promotional consideration.
- C. If the promotion results in a single pay level upward adjustment, the employee shall be placed at the minimum of the new pay range or up to a five (5) percent increase of their current salary, whichever is greater.
- D. If the promotion results in an upward adjustment of two or more levels, the employee's salary shall be placed at the minimum of the new pay range or up to a ten (10) percent increase of their current salary, whichever is greater.
- E. In determining whether the entire five (5) or ten (10) percent increase should be given, consideration should be given to avoid increases that create internal salary inequities, as promotional increases may not be used to justify special pay increases for other employees. Specific justification must be provided to the Human Resources Department when increases of less than five (5) or ten (10) percent are requested.
- F. When a career service employee's position changes due to reorganization, reduction-in-force, or voluntary downgrade, the President will determine their salary within the classification to which they are being transferred.

III. Compensatory Time

A non-exempt employee who works additional time may be granted compensatory leave instead of additional compensation, subject to the following:

- A. All compensatory time must be approved in advance by the appropriate senior-level administrator.

- B. Any compensatory time approved must be taken within the pay period in which it is accrued. If earned at the end of the pay period, it must be approved by the President or his designee and used before the end of the next pay period. Exceptions to allow compensatory time to be carried forward to subsequent pay periods must be approved by the President or his designee.
- C. There will be no accumulation of compensatory time other than as indicated. If the time is not taken, it must be reported for pay and funded out of the departmental budget.

IV. Overtime

Overtime must be requested in writing by the immediate supervisor and approved in advance by the appropriate senior-level administrator before an employee is authorized to work overtime. Overtime pay will be at the rate of one and one-half (1½) times the employee's regular hourly pay rate when the following established guidelines for overtime are met.

The overtime rate is paid for actual hours of work and certain other paid hours beyond 40 hours in an established work week. Overtime is paid after the employee completes, or is credited for work and pay purposes, in excess of 40 hours within a work week for time actually worked, professional leave, and/or temporary duty assignment.

Annual, sick, and personal leave hours and on-call pay when an employee is not required to report to the work site during the work week will not count toward the 40 hours to compute overtime. Employees will be paid at their regular rate for hours worked beyond 40 which do not meet these established overtime computation guidelines.

V. Education Incentive Program

A career service employee who receives a degree from an accredited institution after their initial employment with the College is eligible for a recurring educational incentive of \$1,000. For the purpose of this plan:

- A. Accredited institution means an accredited college, university, or community college which the Southern Association of Colleges and Schools, another regional accrediting agency, or the American Association of Collegiate Registrars and Admissions Officers has accredited.
- B. Awarded degrees to be considered for eligibility are Associates, Bachelors, and Masters in fields related to the employee's current job.
- C. A lifetime limit of two (2) incentive awards will be given to any employee. Employees wishing to participate in this program will be responsible for filling out the required application materials and providing Human Resources with an official transcript from the degree-awarding institution. The award will take effect the first pay period possible after all required paperwork has been provided by the employee to Human Resources.

- D. This plan excludes Pensacola State College Police Officers. The education incentive program for Police Officers is prescribed by Florida Statute Section 943.17.

On-call Pay

Career service employees will be paid for “on-call” duty during off-hour periods when the College is normally closed. Employee(s) will be required to respond to an emergency or equipment malfunction within 30 minutes after being contacted by the Pensacola State College Police Department or the appropriate college administrator. In addition, the employee must be available to report to the appropriate campus/work location and perform the required work.

On-call pay will be one-hour normal pay for each normal workday on-call and two hours of pay for each non-scheduled workday on-call. An employee called in to work will receive a minimum of 2.5 hours’ pay for reporting to the work site and the on-call pay. Hours worked above 2.5 hours will be paid at the applicable hourly rate.

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Position Titles and Salary Ranges – Career Service

<u>LEVEL 1 – CAREER SERVICE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Annual	\$23,400	\$46,800

Courier

Dental Office Receptionist

Laborer Supervisor

Library Technician (Acquisitions, Circulations, or Serials)

Maintenance/Security Technician

Property Specialist

Public Safety Officer

Receiving Specialist

Senior Storekeeper

Student Services Representative

Test Technician

Ticket Office Technician

Truck Driver/Laborer

LEVEL 2 – CAREER SERVICE

This level was intentionally left blank.

*Job Titles shown in Blue have salaries paid by a Fund 2 Source

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<u>LEVEL 3 – CAREER SERVICE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Annual	\$26,100	\$52,200
Administrative Assistant		
College Police Officer		
Cosmetic Arts Technician		
Culinary Technician		
Enrollment Assistant		
Financial Aid/Veteran Services Representative		
Lead Emergency Communications Dispatcher		
Maintenance Specialist I		
Senior Test Technician		
Service Officer/Dispatcher		
Training Corporal, College Police		

<u>LEVEL 4 – CAREER SERVICE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Annual	\$ 28,200	\$56,400
Development Coordinator, WSRE (Moved to Professional/Managerial level 2; approved BoT 9/19/23)		
General Accounting Specialist		
Hazardous Waste/Life Safety Coordinator (Moved from an Administrative Assistant position level 3; approved BoT 8/15/23)		
Human Resources Representative		
Senior Administrative Assistant		

*Job Titles shown in Blue have salaries paid by a Fund 2 Source

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Technology Assistant

Traffic Assistant, WSRE

LEVEL 5 – CAREER SERVICE

MINIMUM

MAXIMUM

Annual

\$ 29,775

\$59,550

Accounting Specialist

Administrative Assistant/Data Manager

Central Services Supervisor

Coordinator, Foundation Scholarships and Financial Aid

Financial Aid Specialist

Financial Aid/Veteran Services Specialist

Library Specialist

Maintenance Specialist II

Operations Sergeant, College Police

Payroll Specialist

Planetarium Specialist (Move to Professional/Managerial level 2 as of 1/6/24; approved BoT 10/30/23)

Technology Support Technician

LEVEL 6 – CAREER SERVICE

MINIMUM

MAXIMUM

Annual

\$ 31,500

\$63,000

[Administrative Assistant/Retention Specialist](#)

Coordinator, Financial Aid

Associate Coordinator, Accounting (General or Restricted)

*Job Titles shown in Blue have salaries paid by a Fund 2 Source

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Executive Assistant

Human Resources Specialist

Maintenance Supervisor

Recruitment/Retention Specialist, Education Talent Search

Recruitment/Retention Specialist, Veterans Upward Bound

Student Financial Specialist

Talent Acquisition Specialist

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Professional/Managerial

I. Compensation

Professional/Managerial personnel employed or eligible for continuing contracts after July 1, 1968, may not be contracted on continuing contracts in administrative positions. However, they may receive continuing contracts in an instructional area but shall be contracted in administrative positions on a separate contract.

Faculty with continuing contract status who take leave from their faculty position to assume administrative duties at the college will receive a one-year contract for an administrative position unless they request to relinquish their faculty position to receive a multi-year contract in the administrative position. As of July 1, 2011, faculty in current administrative positions with multi-year contracts will be “grandfathered” in. Any exceptions shall require the President’s recommendation to the Board of Trustees for approval.

According to CBA 1701, C.2. of Article 17, a tenured faculty member who accepts an administrative appointment beginning on or after July 1, 2015, shall retain the right to return to the faculty position through June 30, following five (5) full years on the administrative appointment or voluntarily resigns his or her continuing contract.

Upon recommendation by the President, salaries of selected positions may be set administratively within the pay range of the assigned level. In addition, when deemed in the College's best interest and upon the President's recommendation, the annual salary of an individual professional/managerial employee may be maintained at a specific figure until further action.

The Professional Non-exempt Level 1 positions are eligible for overtime and compensatory time.

The Professional/Managerial exempt positions, Levels 2 through 7, are not eligible for overtime or compensatory time.

Professional Non-exempt

II. Compensatory Time – Professional Non-exempt

A Non-exempt employee who works additional time may be granted compensatory leave instead of compensation, subject to the following:

All compensatory time must be approved in advance by the appropriate senior-level administrator.

Any compensatory time approved must be taken within the pay period in which it is accrued. If earned at the end of the pay period, it must be approved by the President or his designee and used

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before the end of the next pay period. Exceptions to allow compensatory time to be carried forward to subsequent pay periods must be approved by the President or his designee.

There will be no accumulation of compensatory time other than as indicated. If the time is not taken, it must be reported for pay and funded from the departmental budget.

III. Overtime - Professional Non-Exempt

Overtime must be requested in writing by the immediate supervisor and approved in advance by the appropriate senior-level administrator before an employee is authorized to work overtime. Overtime pay will be at the rate of one and one-half (1½) times the employee's regular hourly pay rate when the following established guidelines for overtime are met.

The overtime rate is paid for actual hours of work and certain other paid hours beyond 40 hours in an established work week. Overtime is paid after the employee completes or is credited for work and pay purposes, in excess of 40 hours within a work week for time actually worked, professional leave, and/or temporary duty assignment.

Annual, sick, and personal leave hours will not count toward the 40 hours to compute overtime. Employees will be paid at their regular rate for hours worked beyond 40 which do not meet these established overtime computation guidelines.

IV. Full-time College Police Officers

In accordance with Florida Statute 943.22, Salary Incentive Program for full-time officers, the salary incentive plan is authorized to be provided to full-time Pensacola State College Police Officers classified as Professional/Managerial exempt meeting the conditions of the statute and having properly requested and documented such incentive pay to Human Resources.

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Position Titles and Salary Ranges - Professional/Managerial

Classified under the FLSA as being eligible for overtime and comp time.

<u>LEVEL 1 – PROFESSIONAL NON-EXEMPT</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Annual	\$34,500	\$69,000

Administrative Support Specialist

Admissions Specialist

[Assistant Manager, Program Operations, WSRE](#)

Associate Coordinator, Student Financial Services

Benefits Processing Manager (Moved from a Payroll Accountant position; approved EM 6/27/23; approved BoT 8/15/23)

[Database Coordinator, WSRE](#)

Financial Aid Analyst

Foundation Events and Engagement Specialist

Graphic Artist/Graphic Design Specialist

Health Sciences Lab Specialist

Multimedia Specialist

Payroll Accountant

Payroll Professional (Title updated; approved AK 8/24/23)

Records Specialist

Science Lab Specialist

Simulation and Laboratory Technician

Technology Support Specialist

**Job Titles shown in Blue have salaries paid by a Fund 2 Source*

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Professional/Managerial Levels 2-7 are classified as exempt and determined as not eligible for overtime or comp time.

<u>LEVEL 2 – PROFESSIONAL/MANAGERIAL</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Annual	\$ 36,950	\$73,900
Academic Advisor/Life Skills Coach		
Academic Coordinator, Veterans Upward Bound Project		
Academic Support Specialist		
Administrative Coordinator, Charter Academy		
Associate Editor, Writer, and Content Specialist		
Assistant Athletics Coach		
Art Facilities Coordinator		
Band Director		
Career and Technical Education Specialist		
Completion Analyst		
Computer Services Operations Coordinator		
Contact Center Advisor		
Coordinator, Academic Computing		
Coordinator, Academic Support		
Coordinator, Accounting (Moved from level 2 to level 4; approved EM 7/27/23; approved BoT 8/15/23)		
Coordinator, Admissions and Records		

*Job Titles shown in Blue have salaries paid by a Fund 2 Source

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Coordinator, Assessment

Coordinator, Continuing Education

Coordinator, Corporate Professional Development

Coordinator, Federal Direct Loans and Default Management

Coordinator, State Aid

Coordinator, Fitness Center and Wellness

Coordinator, Health Program Outreach

Coordinator, Legal and Administrative Services

[Coordinator, Mental Health Services \(HEERF\)](#)

Coordinator, Records

Coordinator, Scholarships and Financial Aid

[Coordinator, Student Engagement and Leadership](#)

Coordinator, ADA Services

Coordinator, Testing

Coordinator, Veteran Services

Coordinator, Workday Change Management

Development Coordinator, WSRE (Moved from Career Service level 4; approved BoT 9/19/23)

[Digital Arts and Graphics Design Coordinator, WSRE](#)

Director, Century Center

Director, Foundation Scholarships

*Job Titles shown in Blue have salaries paid by a Fund 2 Source

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Donor Database and Membership Manager

Facilities Manager

Gallery Coordinator

Human Resources Generalist

Maintenance Manager

Manager, Transportation

Manager, Corporate and Grant Support, WSRE

Manager, Digital Marketing and Content, WSRE

Manager, Donor Services, WSRE

Marketing and Communications Coordinator, Institutional Development

~~Manager, Employment Services~~ (Upgraded to Coordinator, Human Resources level 4; approved EM 6/27/23; approved BoT 8/15/23)

Manager, Program Operations, WSRE

Math Lab Specialist

Mental Health Services Specialist

Multimedia Production Manager, WSRE

Network Support Analyst

Office Coordinator, Institutional Development

Outreach/Student Services Specialist

Planetarium Specialist (Moved from Career Service level 5; approved BoT 10/23/23)

Project Coordinator, Sexual Assault and Relationship Violence Prevention

*Job Titles shown in Blue have salaries paid by a Fund 2 Source

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Purchasing Coordinator

Recruiter

Senior Executive Assistant

Senior Student Financial Analyst

Senior Science Lab Specialist

Senior Student Financials Analyst

Senior Technology Specialist

Simulation and Laboratory Technician

Special Events and Facilities Access Manager

Specialist, Student Services

Staff Assistant

Student Financial Analyst

Student Outreach Advisor

Student Services Advisor

Student Support Navigator

Supervisor, Mathematics Lab

Supervisor, TRIO VUB Tutoring Services

Supervisor, TRIO SSS/VSSS Tutoring Services

Supervisor, Writing Lab

Systems Support Specialist

*Job Titles shown in Blue have salaries paid by a Fund 2 Source

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Technical Director, Performing Arts

Television Producer/Director, WSRE

Title III Student Services Advisor

Veteran Student Advisor

Wellness Support Specialist

Workday Business Analyst

Workday Support Operations Analyst

Workday Technical Specialist

Writing Lab Specialist

WSRE Support Specialist

LEVEL 3 – PROFESSIONAL/MANAGERIAL

This level was intentionally left blank.

LEVEL 4 – PROFESSIONAL/MANAGERIAL

Annual

MINIMUM

\$ 40,200

MAXIMUM

\$80,400

Assistant Director, Academic and Student Affairs

Assistant Director, Admissions

Assistant Director, Financial Aid

Assistant Director, Records

Assistant Director, Engineering and Operations, WSRE

Athletic Media Director – Coordinator of Esports

*Job Titles shown in Blue have salaries paid by a Fund 2 Source

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Business and Industry Outreach Coordinator

Coordinator, Accounting (Moved from level 2 to level 4; approved EM 7/28/23; approved BoT 8/15/23)

Coordinator, Advising

Coordinator, Articulation and Curriculum Services

~~Coordinator, Capital Outlay and Banking~~ (Eliminated; was reclassified as Coordinator, Accounting level 4 pay; approved EM 7/28/23; approved BoT 8/15/23)

Coordinator, Career and Technical Education

Coordinator, Dual Enrollment

Coordinator, Employee Compensation and Budgets (Approved EM 6/27/23; approved BoT 8/15/23)

~~Coordinator, HCM Processes and Employee Compensation~~ (Eliminated EM 6/27/23; approved BoT 8/15/23)

Coordinator, Human Resources (Upgraded from Manager, Employment Services; approved EM 6/27/23; approved BoT 8/15/23)

Coordinator, Library Technical Services

Coordinator, Marketing and College Information

Coordinator, Marketing and the Web

Coordinator, Reader Services

Coordinator, Recruiting

Coordinator, Restricted Accounting

Coordinator, Student Financial Services

Coordinator, Student Services, Warrington Campus

Coordinator, Technology Support

*Job Titles shown in Blue have salaries paid by a Fund 2 Source

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Coordinator, Veteran Student Success Center

Director, Career and Technical Education Student Resources

Director, Education and Outreach, WSRE

Director, Marketing and Communications, WSRE

Director of Donor Relations

Director, South Santa Rosa Center

Director, Student Conduct

Director, Student Support Services

Director, Veterans Student Support Services

Director, Wellness Services

Executive Director for Development, Alumni and Athletics

Facilitator and Manager of the PRIDE Prison Program (Moved from level 2; approved AK 8/11/23)

Grants Development Manager

Intercollegiate Athletics Coach

Learning Management System Integration Technologist

Network & Information System Analyst

Project Director, Educational Opportunity Center

Project Director, Educational Talent Search

Project Director, Veterans Upward Bound Project

Research Analyst

*Job Titles shown in Blue have salaries paid by a Fund 2 Source

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Senior Coordinator, Research and Reporting

Senior Executive Assistant to the President

Senior Extend Developer (Created from Reporting and Applications Analyst level 2; approved EM 7/3/23; approved BoT 8/15/23)

~~Senior Operations and Applications Analyst~~ (Changed to Senior Coordinator, Research and Reporting; approved EM 7/27/23; approved BoT 8/15/23)

Senior Student Services Advisor

Senior Instructional Technologist

Senior Network Support Analyst

Senior Television Producer/Director, WSRE

Success Specialist, Nursing Program

Supervisor, Health Sciences Learning Center

Web Administrator

LEVEL 5 – PROFESSIONAL/MANAGERIAL

MINIMUM

MAXIMUM

Annual

\$ 44,180

\$ 88,360

Assistant Department Head

Assistant Director, Nursing

Assistant Director, Student Financial Services

Assistant Director, Workforce Education

Associate Director of Athletics/Intercollegiate Athletics Coach

Clinical Coordinator, Health Sciences and Nursing

Coordinator, General Accounting

*Job Titles shown in Blue have salaries paid by a Fund 2 Source

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Coordinator, HCM and Finance Solutions

Coordinator, Internet Systems

Coordinator, Security and Integrations

Coordinator, Student Financial Solutions

[Curriculum Coordinator, Charter Academy](#)

Director, Academic and Student Affairs

Director, ADA Services

Director, Admissions

[Director, Business and Administration, WSRE](#)

Director, Community and Special Initiatives

[Director, Development and Community Engagement, WSRE](#)

Director, Educational Content and Services, WSRE

Director, Institutional Research

Director, Enrollment Management

Director, Staff Professional Development

Director, Testing Services

Information Security Manager

[School Counselor, Charter Academy](#) (New position; approved BoT 10/30/23)

Senior Coordinator, Academic Computing

*Job Titles shown in Blue have salaries paid by a Fund 2 Source

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<u>LEVEL 6 – PROFESSIONAL/MANAGERIAL</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Annual	\$ 55,950	\$ 111,900
Assistant Comptroller		
Department Head		
Director of Athletics/Intercollegiate Athletics Coach		
Director, Engineering and Broadcast Operations/Assistant General Manager, WSRE		
Director, Finance and Business Operations, PSC Foundation		
Director, Financial Aid		
Director, Network and Telecommunications		
Director, Nursing		
Director, Payroll Services		
Director, Public Safety/Chief of College Police		
Director, Purchasing		
Director, Student Financial Services		
Director, Systems Support		
Director, Technology Support		
Director, Workday Solutions		
Executive Director, Institutional Equity and Student Conduct		
Executive Director, Marketing and Communications		
Financial Analyst (New position; approved BoT 10/20/23)		
Principal, Charter Academy		

*Job Titles shown in Blue have salaries paid by a Fund 2 Source

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Registrar

Systems Support Analyst

LEVEL 7 - PROFESSIONAL MANAGERIAL
Annual

MINIMUM
\$ 65,950

MAXIMUM
\$131,900

Director, Enterprise Solutions

Dean, Charter Academics

Dean, Milton Campus

Dean, Workforce Education

Director, Facilities, Planning and Construction

Director, Human Resources

General Manager, WSRE

*Job Titles shown in Blue have salaries paid by a Fund 2 Source

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I. Compensation – Executive Employees

Faculty with continuing contract status who take leave from their faculty position to assume administrative duties at the college will receive a one-year contract for an administrative position unless they request to relinquish their faculty position to receive a multi-year contract in the administrative position. Any exceptions shall require the President's recommendation to the Board of Trustees for approval.

Upon recommendation by the President, salaries of selected positions may be set administratively within the pay range of the assigned level. When deemed in the best interest of the College and upon recommendation of the President, the annual salary of an individual executive member may be maintained at a specific figure until further action.

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Position Titles and Salary Ranges - Executive

<u>LEVEL 1 - EXECUTIVE*</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Annual	\$80,000	\$160,000

- Comptroller

- Dean, Baccalaureate Studies and Academic Support

- Dean, Grants and Federal Programs

- Dean, Health Sciences and Nursing

- Executive Director, Technology Operations

<u>LEVEL 2 - EXECUTIVE**</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Annual	\$85,000	\$170,000

- Associate Vice President, Academic Affairs

- Associate Vice President, Institutional Research and Enterprise Solutions

- Associate Vice President, Government and Community Relations

- Associate Vice President, Student Affairs

- Executive Director, Institutional Development

<u>LEVEL 3 - EXECUTIVE***</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Annual	\$125,000	\$200,000

- Vice President, Academic and Student Affairs

- Vice President, Administrative Services and General Counsel

- Vice President, Business Affairs

PRESIDENT - EXECUTIVE****

Additional Fringe Benefits:

- * Special Pay is provided at 1.0 benefit days per 21.75 days of service, as per the Special Pay Plan.
- **Special Pay is provided at 1.0 benefit days per 14.5 days of service, as per the Special Pay Plan.
- ***Special Pay is provided at 1.0 benefit days per 10.875 days of service, as per the Special Pay Plan.
- ****Special Pay is provided at 1.0 benefit days per 8.7 days of service, as per the Special Pay Plan.

PENSACOLA STATE COLLEGE
Salary Schedule
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Full-time Faculty Pay, Adjunct Pay, and Part-time Pay Assignments

A. Full-time Faculty Pay: Full-time faculty are covered under a Collective Bargaining Agreement between the District Board of Trustees of Pensacola State College and the Pensacola State College Faculty Association which outlines pay. Therefore, this document does not detail the full-time faculty pay.

II. Compensation for Adjunct Instructors: Payment for services to perform part-time teaching as an adjunct will be determined by the departmental management in relation to the course being taught as credit or vocational and based on the educational degree of the employee. The pay for an academic term will be referred to as “Activity Pay” and set up and approved through the Workday system's Manage Period Activity Pay Assignments task. Each adjunct will process a Workday step of the agreement to accept the pay for the services.

	College Credit, Developmental Education	Vocational Credit, and Non-credit
	Contact Hourly Rates	Contact Hourly Rates
Doctorate	\$36.00	\$29.75
Masters	\$33.00	\$28.00
Bachelors	\$29.75	\$25.75

Professional Development Incentive Plan: Adjunct faculty shall receive a \$2.00 per hour pay increase upon successfully completing the professional development program as provided by the Office of Staff Professional Development.

Continuing Education (Other than Academy of Music)	Contact Hourly Rate
	\$22.00
Continuing Education (Academy of Music)	Contact Hourly Rates
Non-credit, Applied Music	
Doctorate	\$29.00
Masters	\$29.00
Bachelors	\$26.00
Less than Bachelors	\$14.00

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II. Compensation for Adjunct Instructors (Continued)

Continuing Education (Gymnastics)	Contact Hourly Rates
Non-credit, Gymnastics Coach	
Experience	
Entry Level	\$14.00
1 Year	\$16.50
2-4 Years	\$18.00
5-7 Years	\$20.50
8-10 Years	\$22.00
More than 10 Years	\$24.00
Fitness Center (Part-time Other Professional)	Contact Hourly Rates
Supervisor/Substitute	\$19.00
Special Contracts	Range
Instructors who have special licensure or accreditation, professional preparation, highly technical training, or special department assignment where the local availability of adjuncts is limited	\$14.50 - \$76.00 per hour

Independent Study Courses: Hourly rate x 1½ x number of credits x number of students

III. Compensation for Substitute Instructors: Substitute overloads shall be compensated at the overload pay rate (see Section 15.02.C.). However, with the immediate supervisor’s approval, faculty members may mutually agree to exchange work hours on a one-to-one basis within the same thirty-five (35) hour work week without additional compensation.

IV. Compensation for Full-time Employees Teaching Additional Assignments: All full-time employees shall be compensated at the following hourly rates. If the full-time employee teaches during their normal duty/work hours, they must make up the time away from their regular position within the same pay period.

	College Credit, Developmental Education	Vocational Credit, and Non-credit
	Contact Hourly Rates	Contact Hourly Rates
Doctorate	\$37.00	\$31.00
Masters Plus	\$35.50	\$30.50
Masters	\$34.00	\$29.75
Bachelors or less	\$31.00	\$28.50

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V. Compensation for Teaching Assistants

	Contact Hourly Rates
Bachelors	\$20.25
Masters	\$23.50

VI. Compensation for Facilities Use Event Coordinators: The overload rate for employees at Levels 2 and 4 of the Professional/Managerial Salary Schedule serving as facilities use event coordinators for externally-funded events which occur on the College campuses or centers after the employee’s regular working hours is \$25.00 per hour (with a minimum two-hour charge to the external group). This rate only applies when external groups have paid this salary rate plus the associated benefit costs and only upon the prior approval of the appropriate senior-level administrator.

VII. New Faculty Orientation: New faculty members will receive \$125.00 per day for attending the New Faculty Orientation. Attendance verification will be required and provided to Human Resources to initiate payment.

VIII. Temporary Assignments: College employees who choose to work for the College outside their regular job on temporary assignments will be paid the following hourly rate.

	Contact Hourly Rates
Computer Lab Monitor	\$12.00
Driver (bus)	\$14.00 -\$20.00-\$25.00 (Approved BoT 9/19/23)
Driver (Van)	\$12.00 -\$16.00-\$20.00 (Approved BoT 9/19/23)
Interpreter – Level 1 – State Qualified/Assured Screened	\$12.00
Interpreter – Level 2 – State Qualified/Assured Screened	\$12.00
Interpreter – Level 3 – State Qualified/Assured Screened/Comprehensive Skill Certified	\$16.00
Proctor/Testing	\$12.00
Room Supervisor/Testing	\$12.00
TV Director, Producers, Editor	\$12.00
TV Equipment Operator	\$12.00
TV Executive Director	\$25.00
TV Operations Specialist	\$12.50
Workshop Facilitator	\$20.00
Number Of Words	
Graders: Gordon Rule – 1200 Words	\$2.00
Graders: Gordon Rule – 1800 Words	\$3.00

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IX. Athletics Department Pay

	Contact Hourly Rates
Aquatics Coordinator	\$21.00
Game Day Event Manager	Determined by scheduled event and time expended for the duration of the event
Lifeguards (amount determined by experience)	\$12.00-\$13.00
Ticket Takers	\$12.00

Basketball Table Officials/Non-conference Games	Contact Hourly Rates
Official Scorer/Scorebook	\$65.00
Game Clock Operator	\$60.00
Shot Clock Operator	\$60.00
Public Address Announcer	\$60.00

Basketball Table Officials/Conference Games	Contact Hourly Rates
Official Scorer/Scorebook	\$75.00
Game Clock Operator	\$70.00
Shot Clock Operator	\$70.00
Public Address Announcer	\$70.00

X. Course Development

	Contact Hourly Rates
Developing a course entirely from existing content that must be integrated with the Pensacola State College learning management system	\$50.00
Developing a course using a majority of existing content	\$100.00
Developing a course using a majority of new content	\$175.00

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XI. Part-time Pay

- A. Compensation for Student Assistants (Florida Minimum Wage): \$12.00**
- B. Compensation for Regular/Part-time:** Hourly rates for part-time permanent career and professional positions may be determined from the equivalent full-time position's salary. The President will establish and approve part-time hourly rates with no full-time equivalent position.
- C. Compensation for Regular/Part-time on Non-student Assignments:** \$12.00 or as determined by source funding or by the President's approval.