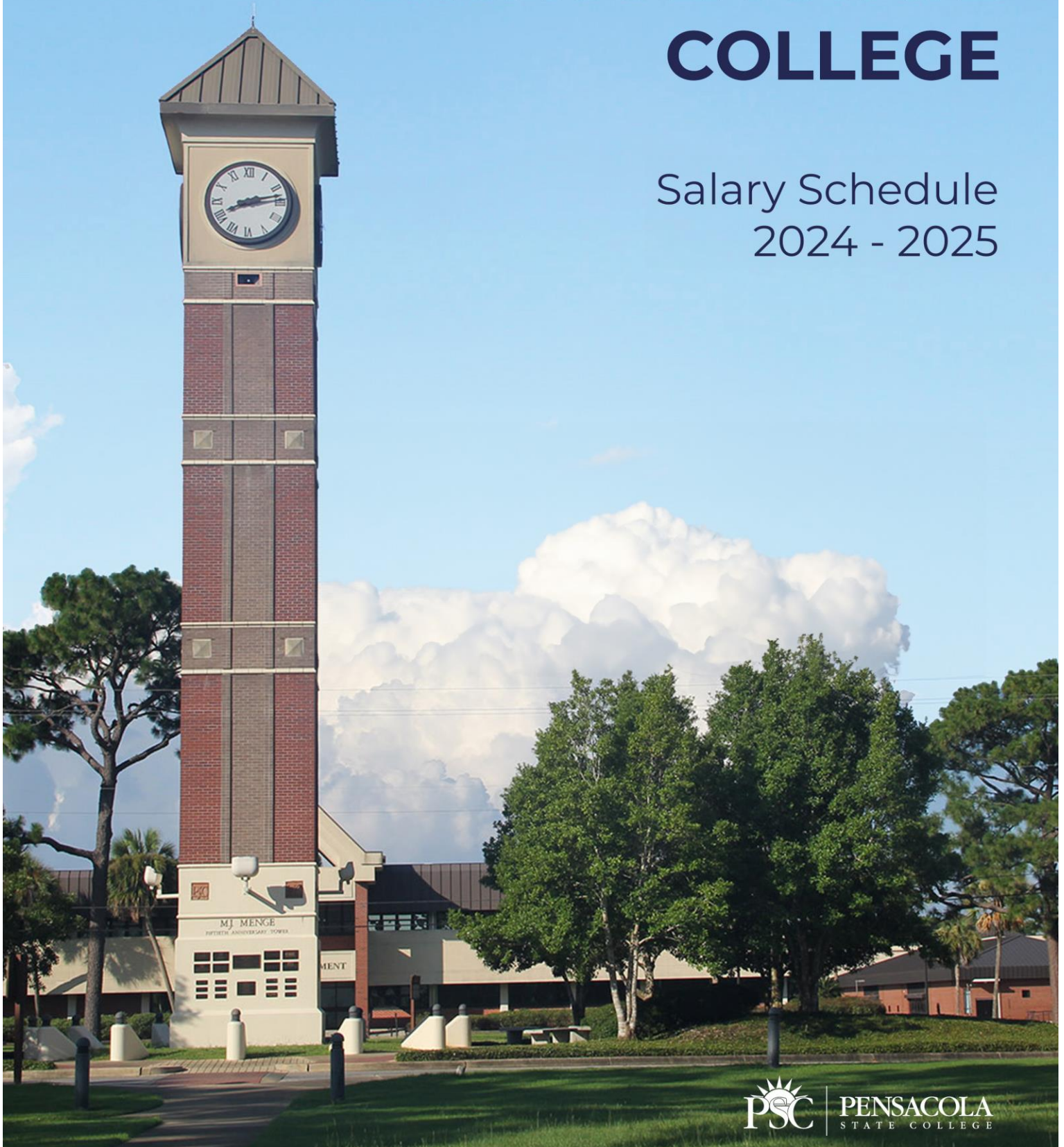


PENSACOLA STATE COLLEGE

Salary Schedule
2024 - 2025



Updated 11/19/2024

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. 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 before the end of the fiscal year.

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, Bachelor's, 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.

**PENSACOLA STATE COLLEGE
Salary Schedule
2024-2025**

Position Titles and Salary Ranges – Career Service

<u>LEVEL 1 – CAREER SERVICE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Annual	\$26,000	\$52,000

- Courier
- Dental Office Receptionist
- Library Technician (Acquisitions, Circulations, or Serials)
- Maintenance/Security Technician
- Property Specialist
- Public Safety Officer
- Receiving Specialist
- Senior Storekeeper
- Test Technician
- Ticket Office Technician
- Transcript Evaluator (Approved BoT 06/18/24)
- Truck Driver/Laborer

LEVEL 2 – CAREER SERVICE

This level was intentionally left blank.

<u>LEVEL 3 – CAREER SERVICE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Annual	\$28,700	\$57,400

- Administrative Assistant
- Clinical Onboarding Specialist

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

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College Police Officer

Cosmetic Arts Technician

Culinary Technician

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	\$ 30,800	\$61,600

General Accounting Specialist

Hazardous Waste/Life Safety Coordinator

Human Resources Representative

Senior Administrative Assistant

~~Technology Assistant~~ (Upgrade to Technology Support Technician; Career Service Level 5; Approved BoT 10/22/24)

Traffic Assistant, WSRE

<u>LEVEL 5 – CAREER SERVICE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Annual	\$ 32,375	\$64,750

Academic Administrative Assistant

Accounting Specialist

Administrative Assistant/Data Manager

Central Services Supervisor

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

PENSACOLA STATE COLLEGE
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Financial Aid Specialist

Financial Aid/Veteran Services Specialist

Library Specialist

Maintenance Specialist II

Operations Sergeant, College Police

Payroll Specialist

Technology Support Technician

LEVEL 6 – CAREER SERVICE
Annual

MINIMUM
\$ 34,100

MAXIMUM
\$68,200

[Administrative Assistant/Retention Specialist](#)

[Administrative Assistant/Retention Specialist, Pirates CARE Student Resource Center](#) (Approved BoT 06/18/24)

Associate Coordinator, Accounting (General or Restricted)

Executive Assistant

Human Resources Specialist

Maintenance Supervisor

[Recruitment/Retention Specialist](#)

Student Financial Specialist

Talent Acquisition Specialist

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

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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

PENSACOLA STATE COLLEGE
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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 by the end of the fiscal year.

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. Some of the positions in this level are classified at a higher level for compensation but are included in this level due to their salaries not meeting Federal minimums for their specific position to be exempt. The positions that this applies to have their salary level indicated in parenthesis after their title.

<u>LEVEL 1 – PROFESSIONAL NON-EXEMPT</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Annual	\$36,450	\$94,000
Administrative Support Specialist		
Admissions Specialist		
Associate Coordinator, Student Financial Services		
Benefits Processing Manager		
Coordinator, Payroll		
Database Coordinator, WSRE		
Financial Aid Analyst		
Graphic Artist/Graphic Design Specialist		
Payroll Accountant		
Records Specialist		
Simulation and Laboratory Technician		
Technology Support Specialist		

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	\$ 39,500	\$79,000
Accountant, Restricted		

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

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Activity Director

Academic Advisor/Life Skills Coach

Academic Coordinator, Veterans Upward Bound Project

Academic Support Specialist

Administrative Coordinator, Charter Academy

Assistant Manager, Program Operations, WSRE

Associate Editor, Writer, and Content Specialist

Assistant Athletics Coach

Art Facilities Coordinator

Aviation Maintenance Technician (Approved BoT 10/22/24)

Band Director

Bus Operator

Career and Technical Education Specialist

Contact Center Advisor

Coordinator, ADA Services

Coordinator, Admissions

Coordinator, Federal Direct Loans and Default Management

Coordinator, Fitness Center and Wellness

Coordinator, Foundation Scholarships and Financial Aid

Coordinator, Health Programs Outreach

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

PENSACOLA STATE COLLEGE
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Coordinator, Legal and Administrative Services

Coordinator, Records

Coordinator, Scholarships and Financial Aid

Coordinator, Special Projects for Alumni Association and Pirate Club

Coordinator, State Aid

Coordinator, Student Activities

[Coordinator, Student Engagement and Leadership](#)

Coordinator, Testing

Development Coordinator, WSRE

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

Donor Database and Membership Manager

Development Event Coordinator

Extend Developer

Facilities Planner (Approved BoT 8/20/24)

Gallery Coordinator

Health Sciences Lab Specialist

[Manager, Corporate and Grant Support, WSRE](#)

Manager, Online Media Technologies and Web Content, WSRE

[Manager, Donor Services, WSRE](#)

Marketing and Communications Coordinator, Institutional Development

[*Job Titles shown in Blue have salaries paid by a Fund 2 Source](#)

PENSACOLA STATE COLLEGE
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Math Lab Specialist

Mental Health Services Specialist

Multimedia Specialist

Multimedia Production Manager, WSRE

Network Support Analyst

Outreach/Student Services Specialist

Planetarium Specialist

Recruiter

Recruitment/Retention Specialist – PSC Rebuilds (Approved BoT 10/22/24)

Science Lab Specialist

Senior Executive Assistant

Senior Executive Assistant to the Vice President, Business Affairs

Senior Graphic Artist/Graphic Design Specialist

Senior Technology Specialist

Simulation and Laboratory Technician

Specialist, Student Services

Staff Assistant and Academic Initiatives Coordinator

Student Engagement Specialist, Charter Academies

Student Financials Analyst

Student Outreach Advisor

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

PENSACOLA STATE COLLEGE
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Student Services Advisor

Student Success Advisor (Approved BoT 09/17/24)

Supervisor, Mathematics Lab

Supervisor, TRIO VUB Tutoring Services

Supervisor, TRIO SSS/VSSS Tutoring Services

Supervisor, Writing Lab

Television Production Coordinator, WSRE

Veteran Student Advisor

Wellness Support Specialist

Workday Business Analyst

Workday Integrations Analyst

Workday Support Operations Analyst

Workday Technical Specialist

Writing Lab Specialist

WSRE Support Specialist

LEVEL 3 – PROFESSIONAL/MANAGERIAL

Annual

MINIMUM

\$ 42,800

MAXIMUM

\$85,600

Athletic Media Director – Coordinator of Esports

Completion Analyst

Computer Services Operations Coordinator

Coordinator, Academic Computing

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

PENSACOLA STATE COLLEGE
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Coordinator, Academic Support

Coordinator, Advising

Coordinator, Assessment

Coordinator, Continuing Education

Coordinator, Corporate Professional Development

Coordinator, Dual Enrollment

Coordinator, Veteran Services

Director, Century Center

Director, Foundation Scholarships

Events Coordinator (Approved BoT 06/18/24)

Maintenance Manager

Manager, Program Operations, WSRE

Purchasing Coordinator

Senior Coordinator, Records

Senior Science Lab Specialist

Systems Support Specialist

Technical Director, Performing Arts

Television Producer/Director, WSRE

Transportation Manager

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

PENSACOLA STATE COLLEGE
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<u>LEVEL 4 – PROFESSIONAL/MANAGERIAL</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Annual	\$ 47,000	\$94,000
Assistant Director, Academic and Student Affairs		
Assistant Director, Admissions		
Assistant Director, Enterprise Solutions		
Assistant Director, Financial Aid		
Assistant Director, Records		
Assistant Director, Engineering and Operations, WSRE		
Assistant Director, Workday Solutions		
Benefits Administrator		
Business and Industry Outreach Coordinator		
Coordinator, Accounting		
Coordinator, Articulation and Curriculum Services		
Coordinator, Career and Technical Education		
Coordinator, Employee Compensation and Budgets		
Coordinator, Human Resources		
Coordinator, Library Technical Services		
Coordinator, Marketing and College Information		
Coordinator, Marketing and the Web		
Coordinator, Reader Services		
Coordinator, Recruiting		

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

PENSACOLA STATE COLLEGE
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Coordinator, Student Financial Services

Coordinator, Student Services, Warrington Campus

Coordinator, Technology Support

Coordinator, Veteran Student Success Center

~~Coordinator, Workforce Program Support (Remove BoT 09/17/24)~~

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

Facilities Manager

Facilitator and Manager of the PRIDE Prison Program

Grants Development Manager

High School Teacher/Education Specialist

Instructional Technologist

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

PENSACOLA STATE COLLEGE
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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](#)

Senior Coordinator, Research and Reporting

Senior Executive Assistant to the President

Senior Extend Developer

Senior Student Services Advisor

Senior Instructional Technologist

Senior Network Support Analyst

Senior Research Analyst

Senior Television Producer/Director, WSRE

[Senior Television Producer/Director, WSRE Connect](#)

Success Specialist, Nursing Program

Supervisor, Health Sciences Learning Center

Web Administrator

[*Job Titles shown in Blue have salaries paid by a Fund 2 Source](#)

PENSACOLA STATE COLLEGE
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LEVEL 5 – PROFESSIONAL/MANAGERIAL

MINIMUM

MAXIMUM

Annual

\$ 51,500

\$ 103,000

Assistant Department Head

Assistant Department Head, Workforce Education (Approved BoT 09/17/24)

Assistant Director, Student Financial Services

Assistant Director, Nursing

~~Assistant Director, Workforce Education~~ (Change name to Assistant Department Head, Workforce Education; Approved BoT 09/17/24)

Assistant Principal, Charter Academy

Associate Director of Athletics/Intercollegiate Athletics Coach

Associate Director, Enterprise Solutions

Clinical Coordinator, Health Sciences

Coordinator, General Accounting

Coordinator, Internet Systems

Curriculum Coordinator, Charter Academy

Director, ADA Services

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, PSC Center for Nonprofit Excellence and Philanthropy

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

PENSACOLA STATE COLLEGE
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Director, Staff Professional Development

Director, Testing Services

[School Counselor, Charter Academy](#)

Senior Coordinator, Academic Computing

Senior Coordinator, Technology Support

LEVEL 6 – PROFESSIONAL/MANAGERIAL

MINIMUM

MAXIMUM

Annual

\$ 63,000

\$ 126,000

Assistant Comptroller

Assistant Dean, Academic and Student Affairs

Assistant Director, Systems Support

Department Head

Director, Admissions

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

[*Job Titles shown in Blue have salaries paid by a Fund 2 Source](#)

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Director, Student Financial Services

Director, Systems Support

Director, Technology Support

Director, Workday Solutions

~~Executive Director, Institutional Equity and Student Conduct~~ (Approved Dr. Meadows 7/11/24)

Executive Director of Equal Opportunity Compliance (Approved Dr. Meadows 7/11/24)

Executive Director, Marketing and Communications

Financial Analyst

Principal, Charter Academy

Registrar

Systems Support Analyst

LEVEL 7 - PROFESSIONAL MANAGERIAL

MINIMUM

MAXIMUM

Annual

\$ 72,000

\$144,000

Director, Enterprise Solutions

Dean, Charter Academies

Dean, Milton Campus

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	\$85,000	\$170,000

- Comptroller
- Dean, Baccalaureate Studies and Academic Support
- Dean, Grants and Federal Programs
- Dean, Health Sciences and Nursing
- Dean, Workforce Education
- Executive Director, Technology Operations

<u>LEVEL 2 - EXECUTIVE**</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Annual	\$90,000	\$180,000

- 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	\$130,000	\$220,000

- 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.

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Full-time Faculty Pay, Adjunct Pay, and Part-time Pay Assignments

I. 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	\$37.00	\$31.00
Master’s Plus	\$35.50	\$30.00
Master’s	\$34.00	\$29.00
Bachelor’s	\$31.00	\$27.00

III. 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
	\$23.00
Continuing Education (Academy of Music)	Contact Hourly Rates
Non-credit, Applied Music	
Doctorate	\$30.00
Master’s	\$30.00
Bachelor’s	\$27.00
Less than Bachelor’s	\$15.00

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IV. Compensation for Adjunct Instructors (Continued)

Continuing Education (Gymnastics)	Contact Hourly Rates
Non-credit, Gymnastics Coach	
Experience	
Entry Level	\$15.00
1 Year	\$17.50
2-4 Years	\$19.00
5-7 Years	\$21.50
8-10 Years	\$23.00
More than 10 Years	\$25.00
Fitness Center (Part-time Other Professional)	Contact Hourly Rates
Supervisor/Substitute	\$20.00
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	\$15.50 - \$76.00 per hour

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

VI. 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.

VII. 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
Master’s Plus	\$35.50	\$30.50
Master’s	\$34.00	\$29.75
Bachelor’s or less	\$31.00	\$28.50

VIII. Compensation for Teaching Assistants

	Contact Hourly Rates
Bachelor’s	\$21.25
Master’s	\$24.50

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IX. Compensation for Facilities Use Event Coordinators: The overload rate for employees at Levels 2,3 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.

X. 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.

XI. 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	\$13.00
Driver (bus)	\$21.00-\$26.00
Driver (Van)	\$17.00-\$21.00
Interpreter – Level 1 – State Qualified/Assured Screened	\$13.00
Interpreter – Level 2 – State Qualified/Assured Screened	\$13.00
Interpreter – Level 3 – State Qualified/Assured Screened/Comprehensive Skill Certified	\$17.00
Proctor/Testing	\$13.00
Room Supervisor/Testing	\$13.00
TV Director, Producers, Editor	\$13.00
TV Equipment Operator	\$13.00
TV Executive Director	\$26.00
TV Operations Specialist	\$13.50
Workshop Facilitator	\$21.00
	Number Of Words
Graders: Gordon Rule – 1200 Words	\$2.00
Graders: Gordon Rule – 1800 Words	\$3.00

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XII. Athletics Department Pay

	Contact Hourly Rates
Aquatics Coordinator	\$22.00
Game Day Event Manager	Determined by scheduled event and time expended for the duration of the event
Lifeguards (amount determined by experience)	\$13.00-\$14.00
Ticket Takers	\$13.00

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

XIII. Part-time Pay

- A. Compensation for Student Assistants (Florida Minimum Wage): \$13.00**

- 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:** \$13.00 or as determined by source funding or by the President's approval.