THE COLLEGE OF THE FLORIDA KEYS

# SALARY SCHEDULE 2026-2027



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## INTRODUCTION

The College of the Florida Keys Salary Schedule is established annually pursuant to State Board of Education Rule 6A-14.0261, Florida Statute 1001.64(18), and College Board Rule 5.210. The President recommends the Salary Schedule to the District Board of Trustees at the June Board Meeting. For employees who are not part of a bargaining unit, the adopted salary schedule is the sole instrument used to determine annual, monthly, weekly, daily, or hourly compensation. For employees who are part of a bargaining unit, compensation is governed by the terms of the applicable Collective Bargaining Agreement (CBA) negotiated between the Board and the exclusive bargaining representative, as stipulated by Florida Statute § 447.309. Personnel records of the College contain evidence of the methods used in calculating compensation for employees.

## OBJECTIVES

This Salary Schedule is designed to meet the following objectives:

1. Comply with State and Federal compensation regulations.
2. Utilize available resources to meet College goals within a framework of equitable compensation practices.
3. Ensure fair treatment of employees through internal consistency.
4. Enhance the ability to attract and retain qualified employees.
5. Provide a clear and concise reference for compensation decisions.

## ACCREDITATION

The College of the Florida Keys is accredited by the Higher Learning Commission (hlcommission.org), a historically regional accreditation agency recognized by the U.S. Department of Education.

## NON-DISCRIMINATION STATEMENT

The College of the Florida Keys does not discriminate on the basis of race, color, national origin, ethnicity, age, sex (including sexual orientation and gender identity), marital status, military status, protected veteran status, genetic information, religion, pregnancy, or disability in its programs, activities, or employment practices.

The College offers Career and Technical Education (CTE) programs in a variety of fields, including business administration, culinary management, education, emergency medical services, engineering technology, hospitality and ecotourism, public safety, diving and underwater technology, marine engineering, management and seamanship, construction trade apprenticeships, and nursing and allied health. Admission to some of these programs is based on selective criteria through a separate application process that is nondiscriminatory.

The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies:

Civil Rights Compliance Officer: Promise Clark-Kimbio, Manager, Talent Acquisition, Development, and Accountability (305) 809-3151 or promise.clarkkimbio@cfk.edu

Title IX Coordinator: Jessica Losardo, Director, Advancement (305) 809-3105 or jessica.losardo@cfk.edu

Disability Services: Nicole Gerrard, Executive Director, Student Success Services (305) 809-3262 or nicole.gerrard@cfk.edu

## WEBSITE

This salary schedule may be viewed online at www.cfk.edu.

## GENERAL PROVISIONS

The 2026-2027 Salary Schedule is effective July 1, 2026, through June 30, 2027.

## ELIGIBILITY

Pursuant to Board Rule 5.621, minimum employment qualifications shall include appropriate education, relevant experience, requisite job-related competencies, alignment with the College's mission, and compliance with all applicable employment eligibility and identity verification requirements mandated by federal law and the laws of the State of Florida.

## SALARY COMPUTATION

Salary computation for exempt positions such as Faculty, Executives, Administrators, and Professionals (inclusive of CFK Academy personnel classified as instructional per F.S. 1012.01(2)) is annualized and rounded up to the nearest dollar. Salary computation for non-exempt positions, such as Career employees, is based on an hourly rate.

## SALARY INCREASES

Annual salary increases may be recommended to the District Board of Trustees (Board) and are dependent upon the availability of funding and other revenues. There are no guaranteed salary increases for any position or classification of positions. Unless otherwise designated by the President and approved by the District Board of Trustees, employees are eligible if employed as of July 1 of the previous year, or if employed in regular positions that run from one academic year to the next academic year.

An annual salary increase may be given as a one-time lump sum payment or added to the employee's base salary. A salary increase given as a one-time lump sum payment is not eligible for payout calculation if the employee should leave the College and is not eligible for Florida Retirement System contributions.

Employees who are in a probationary status, regular part-time and temporary employees, are eligible for salary increases only under special circumstances and approved by the President and the District Board of Trustees. Employees who terminate or resign prior to the first pay period of the fiscal year will not be considered eligible for an annual increase.

## ADDITION OF POSITIONS AND JOB CLASSIFICATIONS

Additional job titles, job descriptions, and classifications may be developed as needed based upon the recommendation of a Vice President and the Office of Talent Acquisition, Development, and Accountability (TADA), with the approval of the President. It is not necessary for the Board to approve new job descriptions. The TADA Office maintains job descriptions.

## MAXIMUM OF SALARY RANGE

When an employee reaches the maximum salary tier within a given salary grade, only a non-recurring adjustment will be paid as a lump sum when approved by the District Board of Trustees. This type of adjustment is not added to the employee's base salary. Supplemental payments and payments for instruction, when not part of regular duties, are in addition to regular earnings.

## PRESIDENT'S AUTHORITY

The President is authorized to hire and to terminate contractual and non-contractual employees. The hiring of part-time employees is authorized by the President or designee. New hire recommendations, employee terminations, and adjustments to pay are brought to the District Board of Trustees for approval.

## NON-FACULTY EMPLOYMENT FOR LESS THAN 12 MONTHS

A full-time, non-faculty employee may be hired in a regular position on a contractual basis for a period of less than twelve (12) months, subject to the President's approval. These employees are eligible for all benefits available to twelve (12)-month employees, with leave prorated.

## INTERIM POSITIONS

A person may be appointed to an interim position by the President and approved by the District Board of Trustees, as necessary. Interim assignments may not last longer than two years.

## GRANT-FUNDED POSITIONS

When a new position is grant-funded, a job description is developed by the supervisor and the Office of Talent Acquisition, Development, and Accountability. Based on the duties, TADA 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 on timesheets.

## EMPLOYEE EVALUATIONS

At a minimum, all full-time employees (including CFK Academy personnel) will be evaluated annually prior to the close of the fiscal year. Employees with performance evaluations indicating a need for improvement are eligible for salary increases only if recommended by the supervisor and approved by the appropriate Vice President and the President.

## SALARY INCREASE METHODS

Across-the-Board
Cost of Living Promotion
Promotion/Transfer/Reclassification
Education on the Job
Salary Grade and/or Tier Adjustment
Market Adjustment
Merit Award-should the College adopt a performance plan; additional adjustments may be made for market conditions, pay equity, increased work or related factors determined by the President.

NOTE: For members of the bargaining unit, salary increases are subject to negotiation and approval of the union and in accordance with Florida Statute 447.305. The bargaining unit includes all full-time instructional personnel as well as select non-instructional personnel. See pages 16-17 for identification of non-instructional positions. For CFK Academy teachers and administrators, please see the Academy Salary Schedule included within this document.

## RECORD KEEPING

The TADA Office maintains employee compensation documentation for payment and audit purposes.

## STARTING SALARY DETERMINATION

Executive, Administrative, Professional, and Career employees, when recommended by the President, or their designee, and approved by the District Board of Trustees, are hired at the appropriate grade and salary range for the position. The hiring rate for employees is the minimum of the salary range. Further, in limited circumstances, starting salaries may be adjusted if recommended by the President and approved by the District Board of Trustees.

For all hires, copies of transcripts or certificates are required prior to hiring approval, and official transcripts are required within thirty (30) days of the hire date. The College recognizes the value of education and experience in employment for new hires using the following guidelines:

## INITIAL SALARY PLACEMENT

Compensation Procedure for Newly Hired Employees:

Non-bargaining unit employees serving in executive, administrative, and professional (EAP) positions will be placed on the College's salary step framework corresponding to the grade assigned to their position. Initial placement within the step framework will be determined based on the individual's relevant education and previous work experience. See tables on pages 12-14 for details on EAP positions and grades. A higher salary may be granted at the discretion of the President or their designee and approved by the District Board of Trustees.

Compensation Procedures for Rehired Employees:

Former employees who have left the service of the College and return within one year of the date of termination may receive the same salary in effect when they left, if being rehired into a position of the same salary grade and pending budget availability.

## EDUCATION ON THE JOB

Executive, Administrative, Professional, and Career employees who acquire a degree beyond the minimum degree required for their positions are eligible to receive a one-time merit increase as detailed on the following table. Provided funds are available in the departmental budget, the increase will be effective with the first payroll of the fiscal year following receipt of the official transcript. The transcript must be from an accredited institution and must be received by the TADA Office.

| DEGREE RECEIVED | ONE TIME PAYMENT |
|---|---|
| Doctorate | $5,000 |
| Master's | $4,000 |
| Bachelor's | $3,000 |
| Associate | $2,000 |

## PROMOTION

Promotion is reassignment to a position of higher skills, responsibility, and salary grade. A promotion occurs when a qualified employee is moved from a position in one pay grade to another position which is a higher grade.
The promoted employee may receive a salary increase to at least the minimum rate of the new pay grade. If the current salary of the employee exceeds the minimum of the new grade, the new salary will be recommended by the President and approved by the District Board of Trustees.

## DEMOTION

A demotion occurs when an employee is transferred to a position in a lower grade. Whether the demotion is voluntary or involuntary, an appropriate salary will be recommended by the President and approved by the District Board of Trustees.

## RECLASSIFICATION / ORGANIZATIONAL CHANGES

When a position is reclassified to a higher or lower salary 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 only be made by the President and approved by the District Board of Trustees.

## TRANSFER

Employees transferred to a position in the same classification or to a different position within the same pay grade are not eligible for an increase.

## UPGRADE

A position upgrade occurs when the duties and responsibilities of the position are substantially changed, and the position is moved to a higher salary grade. The employee in the original position prior to the upgrade may or may not move with the position.

## TEMPORARY ASSIGNMENTS

Position Assignment to a Higher Grade

Employees may be required to assume the duties and responsibilities of a higher-grade vacant position on a temporary basis. When assigned to a position in this manner for a period of more than five days, on the sixth day, the employee's salary may be determined as though the employee were promoted to the pay level of the higher position. The President may assign a different salary as appropriate. This temporary assignment will be for a specified period of time, not to exceed twelve months, and requires the approval of the appropriate Vice President and the President. When the temporary assignment is finished, the employee will return to their previous duties at their previous compensation rate.

Extra Duty Assignments

Non-instructional employees who assume additional responsibilities/duties within the same grade of their current position because of an increase in workload of the department may be assigned supplemental pay. For payment to be awarded, appropriate documentation of projects, responsibilities, or duties which go above and beyond the employee's current job description, is required as is the approval by the employee's supervisor, Vice President, and President.

This work is considered extra work to be calculated at the employee's current hourly wage for the hours worked on this assignment. The supervisor determines the appropriate total number of hours the new duties require of the employee and documents such. Requests for compensation for additional duties will not be approved without supporting documentation and reasons for the request.

NOTE: If an employee is non-exempt and the duties require additional hours, which bring the employee beyond forty (40) hours per week, then the non-exempt employee is entitled to overtime pay.

## WORK WEEK

The regular work week is defined as Monday through Sunday. For full-time Executive, Administrative, Professional, Instructional, and Career employees, the work schedule is generally detailed as thirty-seven and one-half (37.5) hours per work week. The regular workday for full-time Executive, Administrative, Professional, and Career employees is generally detailed as seven and one-half hours per day, not including a half-hour lunch.

However, it should be noted that the work schedule estimated for the work week is not to be construed as a maximum amount of time required for any given position. Depending on the circumstances at the College, it is specifically contemplated that full-time employees will be called upon to work more than 37.5 hours per week. The President may authorize a change in employees' schedules as deemed necessary for the efficient operation of the College.

The College's usual operating hours are Monday, Tuesday, Wednesday, Thursday, and Friday from 8:30 am to 5:00 pm and Wednesday from 8:30 am to 7:00 pm. It is the expectation of the College that no employees shall be present on any CFK location from 11:00 pm until 6:00 am. Faculty teaching early or late classes, labs, or clinicals may be present outside these hours, up to one hour before the start of or one hour after the end of classes, labs, or clinicals, according to the master schedule. It is generally assumed that the work schedules of non-instructional personnel will fall within the College's usual operating hours. Possible exceptions include recruiting and community events that may be scheduled in the evening or on weekends and modified summer hours, when approved by the President.

## VOLUNTEERS

For liability purposes, volunteers are required to complete appropriate onboarding paperwork as assigned by the Office of TADA. This includes a criminal background check prior to performing services. All paperwork and materials will remain on file in the TADA Office. All volunteers must be requested via a personnel requisition procedure by the hiring supervisor and be approved by budget, the appropriate Vice President, and the President.

# EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL

## EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL EXEMPT STATUS

Executive, Administrative, and Professional positions are exempt from the Fair Labor Standards Act overtime provisions. As such, it is specifically stated that full-time Executive, Administrative, and Professional employees will be occasionally called upon to work more than 37.5 hours per week, depending on the circumstances at the College.

## PART-TIME PROFESSIONAL POSITIONS

The standard work schedule for part-time Professional employees is up to 25 hours per week. Individual work schedules are determined by the supervisor. Schedules may vary on a week-to-week basis depending on the needs of the department. Under no circumstances are part-time employees authorized to work more than 25 hours in any given work week without the express authorization of their supervisor, the appropriate Dean or Vice President, and the President.

Part-time Professional positions are placed in the appropriate pay grade for the position at the time of appointment. Appointment of part-time Professionals is recommended by the President and approved by the District Board of Trustees. Pay is determined by the grade in which the position has been classified. Wage exceptions may be made at the discretion of the President with approval from the District Board of Trustees.

## MONTHLY, ANNUAL, AND MULTI-YEAR CONTRACTS

A contract will not create the expectancy of employment beyond the term of the contract. Executive, Administrative, and Professional employees are appointed to annual, twelve (12)-month contracts that begin July 1, and end June 30, of each fiscal year. The President may also recommend that Executive, Administrative, and Professional employees be given contracts for one to eleven months, on terms negotiated and approved by the President and the District Board of Trustees. The President's contract is negotiated with and approved by the District Board of Trustees for a maximum of three years.

## EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL EVALUATIONS

### Probationary Evaluation

Executive, Administrative, and Professional employees are on a probationary period for the first six months of employment. Employment during this period is at will and may be terminated at any time by the Employee or the College. The immediate supervisor evaluates job performance at the end of this period and recommends: 1) removal from probation and continuation of employment, 2) extension of the probationary period up to an additional three months, or 3) termination of employment. The probationary period may not extend beyond a period of nine months. Employees who are promoted or transferred to another position are not subject to additional probationary review.

### Annual Evaluation

Executive, Administrative, and Professional employees participate in an annual evaluation with their immediate supervisor. The supervisor makes contract recommendations for the employee on the evaluation form for approval by the appropriate Vice President and the President. Final approval is determined by the District Board of Trustees no later than the June Board meeting.

## INSTRUCTIONAL SUPPLEMENTS

Executive, Administrative, and Professional employees who teach courses not included in their job description are paid according to the Adjunct and Overload compensation schedule.

## REPORTING REQUIREMENTS

Placement on the Executive, Administrative, and Professional Salary Schedule does not necessarily indicate such positions are reported to the State Board of Education as an Administrative position. Positions are reported as instructed by the State Board of Education.

## *EXECUTIVE, ADMINISTRATIVE, and PROFESSIONAL SALARY SCHEDULE*

| POSITION GRADE | POSITION TITLE | SALARY RANGE** |
|---|---|---|
| 5 | Coordinator, Scholarships and Donor Relations | $46,585 - $77,005 |
| 5 | Coordinator, Enrollment Management | |
| 5 | Coordinator, Financial Aid | |
| 5 | Coordinator, Financial Aid and Veteran Affairs | |
| 5 | Coordinator, Institute for Public Safety (KW/UKC, FT/PT) | |
| 5 | Coordinator, Student Support Services | |
| 5 | Student Account Representative and Passport Agent | |
| 6 | Accounting Analyst - Accounts Payable | $50,310 - $83,167 |
| 6 | Accounting Analyst - Accounts Receivable | |
| 6 | Accounting Analyst - Payroll | |
| 6 | College Fleet Captain | |
| 6 | Facilities Analyst | |
| 6 | Facilities Operator | |
| 7 | Grants Accountant | $54,346 - $89,817 |
| 7 | Office Manager, CFK Academy | |
| 8 | Assistant Director, Academic Success and Distance Learning | $58,685 - $96,997 |
| 8 | Assistant Director, Continuing Education and Testing | |
| 8 | Assistant Director, Financial Aid | |
| 8 | Assistant Director, Institute for Public Safety | |
| 8 | Assistant Director, Office of Academic Affairs | |
| 8 | Assistant Director, Student Activities | |
| 8 | Assistant Director, TADA (HR/IE) | |
| 9 | Academic Services Advisor* | $63,380 - $104,757 |
| 9 | Artist in Residence | |
| 9 | Manager, College and Community Engagement | |
| 9 | Manager, Enrollment Management | |
| 9 | Manager, Learning Resource Center* | |
| 9 | Manager, Maintenance and Security Operations | |
| 9 | Manager, Purchasing | |
| 9 | Manager, Recruitment | |
| 9 | Manager, Talent Acquisition, Development, and Accountability | |
| 9 | Manager, Talent Acquisition, Development, and Accountability (IE) | |
| 9 | Manager, Transition Programs | |
| 9 | Mental Health Counselor | |

| | | |
|---|---|---|
| 10 | Director, Athletics | $68,450 - $113,137 |
| 10 | Director, Office of Academic Affairs | |
| 10 | Director, Office of Advancement | |
| 10 | Director, Nursing, Arts, Sciences, and Hospitality | |
| 10 | Director, College and Community Engagement | |
| 10 | Director, Emergency Medical Services | |
| 10 | Director, Institutional Research and Reporting | |
| 10 | Director, Learning Resource Center | |
| 10 | Director, Marine and Applied Sciences | |
| 10 | Director, Nursing and Health Sciences | |
| 10 | Director, Office of Executive Vice President and Chief Financial Officer | |
| 10 | Director, Office of the President | |
| 10 | Director, Institute for Public Safety | |
| 10 | Director, Workforce Development and Continuing Education | |
| 11 | Senior Director, Business Office | $73,926 - $122,188 |
| 11 | Senior Director, Sponsored Programs | |
| 12 | Executive Director, Enrollment Management | $79,840 - $131,963 |
| 12 | Executive Director, Facilities | |
| 12 | Executive Director, Financial Aid | |
| 12 | Executive Director, Student Success Services | |
| 12 | Executive Director, Talent Acquisition, Development, and Accountability | |
| 12 | Nurse Administrator | |
| 13 | Academic Dean, Nursing, Arts, Sciences, and Hospitality | $86,227 - $142,520 |
| 13 | Academic Dean, Marine and Applied Sciences | |
| 13 | Assistant Principal, CFK Academy | |
| 13 | Associate Vice President, College and Community Engagement | |
| 14 | Administrative Dean, Financial and IT Operations | $93,125 - $153,922 |
| 14 | Chief Science and Research Officer | |
| 15 | Vice President Advancement, Alumni Relations and Executive Director, FKEF | $100,575 - $166,236 |
| 15 | CFK Academy Principal and Vice President, Secondary Education | |
| 16 | Executive Vice President, Academic Affairs | $108,621 - $179,535 |
| 16 | Executive Vice President and Chief Financial Officer | |
| N/A | President | Negotiated with Board |

* This position is included in the Bargaining Unit.

**Salary ranges are not reflective of initial salary placement. The hiring rate for employees is the minimum of the salary range. Starting salaries may be adjusted if recommended by the President and approved by the District Board of Trustees.

## *EXECUTIVE, ADMINISTRATIVE, and PROFESSIONAL STEP FRAMEWORK*

Employees serving in executive, administrative, and professional (EAP) positions will be placed on the College's salary step framework corresponding to the grade assigned to their position. Initial placement within the step framework will be determined based on the individual's relevant education and previous work experience. At the time of hire, employees may be placed up to Step 4 on the applicable salary grade.

Step 1

The candidate does not meet one or more position requirements regarding education, prior related work experience, certifications, etc.

Step 2

The candidate meets all position requirements regarding education, prior work experience, certifications, etc.

Step 3

The candidate meets all position requirements and has an additional one to ten years of related work experience and/or exceeds the degree and/or certification requirement by one degree level or approved certification.

Step 4

The candidate meets all position requirements and has an additional ten-plus years of related work experience and/or exceeds the degree and or certification requirement by two or more degree levels or two or more approved certifications.

A higher salary may be granted at the discretion of the President or their designee and approved by the District Board of Trustees.

| Grade | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 5 | $ 23.89 | $ 24.61 | $ 25.35 | $ 26.11 | $26-89 | $ 27.70 | $ 28.53 | $ 29.38 | $ 30.26 | $ 31.17 | S32.11 | $ 33.07 | $ 34.06 | $ 35.08 | $ 36.14 | $ 37.22 | $ 38.34 | $ 39.49 |
| 6 | $ 25.80 | S26.58 | $ 27.37 | $ 28.19 | $ 29.04 | $ 29.91 | $ 30.81 | $ 31.73 | $ 32.68 | $ 33.66 | $ 34.67 | $ 35.72 | $ 36.79 | $ 37.89 | $ 39.03 | S40.20 | $ 41.40 | $ 42.65 |
| 7 | $ 27.87 | $ 28.70 | $ 29.56 | $ 30.45 | $ 31.36 | $ 32.30 | $ 33.27 | $ 34.27 | $ 35.29 | $ 36.36 | $ 37.45 | $ 38.57 | $ 39.73 | $ 40.92 | $ 42.15 | $ 43.41 | $ 44.72 | $ 46.06 |
| 8 | $ 30.09 | S31.00 | $ 31.93 | $ 32.89 | $ 33.87 | $ 34.89 | $ 35.93 | $ 37.01 | $ 38.12 | $ 39.27 | $ 40.44 | $ 41.66 | $ 42.91 | $ 44.20 | $ 45.52 | $ 46.89 | $ 48.29 | $ 49.74 |
| 9 | $ 32.50 | $ 33.48 | $ 34.48 | $ 35.52 | $ 36.58 | $ 37.68 | $ 38.81 | $ 39.97 | $ 41.17 | $ 42.41 | $ 43.68 | $ 44.99 | $ 46.34 | $ 47.73 | $ 49.16 | $ 50.64 | $ 52.16 | $ 53.72 |
| 10 | $ 35.10 | $ 36.16 | $ 37.24 | $ 38.36 | $ 39.51 | $ 40.69 | $ 41.91 | $ 43.17 | $ 44.47 | $ 45.80 | $ 47.17 | $ 48.59 | $ 50.05 | $ 51.55 | $ 53.10 | $ 54.69 | $ 56.33 | $ 58.02 |
| 11 | $ 37.91 | $ 39.05 | $ 40.22 | $ 41.43 | $ 42.67 | $ 43.95 | $ 45.27 | $ 46.63 | $ 48.02 | $ 49.46 | $ 50.95 | $ 52.48 | $ 54.05 | $ 55.67 | $ 57.34 | $ 59.06 | $ 60.84 | $ 62.66 |
| 12 | $ 40.94 | $ 42.17 | $ 43.44 | $ 44.74 | $ 46.08 | $ 47.46 | $ 48.89 | $ 50.36 | $ 51.87 | $ 53.42 | $ 55.02 | $ 56.68 | $ 58.38 | $ 60.13 | $ 61.93 | $63,79 | S65.70 | $ 67.67 |
| 13 | $ 44.22 | $ 45.55 | $ 46.91 | $ 48.32 | $ 49.77 | $ 51.26 | $ 52.80 | $ 54.38 | $ 56.02 | $ 57.70 | $ 59.43 | $ 61.21 | $ 63.05 | $ 64.94 | $ 66.89 | $ 68.89 | $ 70.96 | $ 73.09 |
| 14 | $ 47.76 | $ 49.19 | $ 50.66 | $ 52.18 | $ 53.75 | $ 55.36 | $ 57.02 | $ 58.73 | $ 60.50 | $62,31 | $ 64.18 | $ 66.11 | $ 68.09 | $ 70.13 | $ 72.24 | $ 74.40 | $ 76.64 | $ 78.93 |
| 15 | $ 51.58 | $ 53.12 | $ 54.72 | $ 56.36 | $ 58.05 | $ 59.79 | $ 61.59 | $ 63.43 | $ 65.34 | $ 67.30 | $ 69.32 | $ 71.39 | $ 73.54 | $75,74 | $ 78.02 | $ 80.36 | $ 82.77 | $ 85.25 |
| 16 | $ 55.70 | $ 57.37 | $ 59.10 | $ 60.87 | $ 62.69 | $ 64.58 | $ 66.51 | $ 68.51 | $ 70.56 | $ 72.68 | $ 74.86 | $ 77.11 | $ 79.42 | $ 81.80 | $ 84.26 | $ 86.78 | $ 89.39 | $ 92.07 |

CFK ACADEMY

## CFK ACADEMY SALARY SCHEDULE 2026-2027

## STARTING SALARY DETERMINATION

New hires in 2026-2027 will receive only the salary increase for placement on the new salary schedule and are not entitled to additional movement. Placement shall be based on all verified years of teaching experience. CFK will recognize all years of verified traditional public school or accredited private school teaching experience (state or out-of-state) for initial placement on the salary schedule.

Initial placement will occur in the following manner: the first ten (10) years of service experience will be credited by granting one full level (three increments) for each year of verified experience; each year thereafter will be credited by granting two thirds of a level (two increments) per year of verified experience. Starting salary may be adjusted further, if necessary, for pay equity, market demand, or area(s) of critical need, as determined by the Academy principal, College President, and approved by the District Board of Trustees. Initial placement will be in accordance with The College of the Florida Keys Academy 2026-2027 Instructional Salary table.

## ADDITIONAL TEACHING ASSIGNMENT-CFK ACADEMY

An employee assigned an additional instructional duty through the CFK Academy for duties performed beyond the standard contractual workday or work year shall receive a supplemental annual stipend in the amount of $4,200.

## SUBSTITUTE INSTRUCTION-CFK ACADEMY

The CFK Academy may need to engage the support of regular and/or emergency substitute instructional personnel. Rates for each teacher type are displayed in the tables below.

| Regular Substitute Teacher Rate | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Degree Level** | | | | | | | |
| **Years of Experience** | **HS Diploma & 464 on ETS Paraprofessional Passing CLAST Scores** | **AA/AS or 60+ Semester Hours** | **Bachelor's Degree** | **Master's Degree** | **Doctorate Degree** | **Retired Instructional Personnel** | **Education Specific Degree** |
| 0 - 1 | $100.00 | $105.50 | $110.00 | $116.05 | $126.60 | $210.00 | $200.00 |
| 2 - 3 | $125.00 | $130.50 | $135.00 | $141.05 | $151.60 | $210.00 | $200.00 |
| 3 - 4 | $150.00 | $155.50 | $160.00 | $166.05 | $176.60 | $210.00 | $200.00 |
| 4+ | $175.00 | $180.50 | $185.00 | $191.05 | $201.60 | $210.00 | $200.00 |

CFK Academy teachers who substitute during their assigned planning period may be paid $40.00 an hour for providing this service.

The College of the Florida Keys Academy 2026-2027 Instructional Salary

| Step | Salary | Step | Salary | Step | Salary | Step | Salary |
|---|---|---|---|---|---|---|---|
| A1 | $62,100 | M1 | $72,900 | Y1 | $83,700 | KK1 | $94,500 |
| A2 | $62,400 | M2 | $73,200 | Y2 | $84,000 | KK2 | $94,800 |
| A3 | $62,700 | M3 | $73,500 | Y3 | $84,300 | KK3 | $95,100 |
| B1 | $63,000 | N1 | $73,800 | Z1 | $84,600 | LL1 | $95,400 |
| B2 | $63,300 | N2 | $74,100 | Z2 | $84,900 | LL2 | $95,700 |
| B3 | $63,600 | N3 | $74,400 | Z3 | $85,200 | LL3 | $96,000 |
| C1 | $63,900 | O1 | $74,700 | AA1 | $85,500 | MM1 | $96,300 |
| C2 | $64,200 | O2 | $75,000 | AA2 | $85,800 | MM2 | $96,600 |
| C3 | $64,500 | O3 | $75,300 | AA3 | $86,100 | MM3 | $96,900 |
| D1 | $64,800 | P1 | $75,600 | BB1 | $86,400 | NN1 | $97,200 |
| D2 | $65,100 | P2 | $75,900 | BB2 | $86,700 | NN2 | $97,500 |
| D3 | $65,400 | P3 | $76,200 | BB3 | $87,000 | NN3 | $97,800 |
| E1 | $65,700 | Q1 | $76,500 | CC1 | $87,300 | OO1 | $98,100 |
| E2 | $66,000 | Q2 | $76,800 | CC2 | $87,600 | OO2 | $98,400 |
| E3 | $66,300 | Q3 | $77,100 | CC3 | $87,900 | OO3 | $98,700 |
| F1 | $66,600 | R1 | $77,400 | DD1 | $88,200 | PP1 | $99,000 |
| F2 | $66,900 | R2 | $77,700 | DD2 | $88,500 | PP2 | $99,300 |
| F3 | $67,200 | R3 | $78,000 | DD3 | $88,800 | PP3 | $99,600 |
| G1 | $67,500 | S1 | $78,300 | EE1 | $89,100 | QQ1 | $99,900 |
| G2 | $67,800 | S2 | $78,600 | EE2 | $89,400 | QQ2 | $100,200 |
| G3 | $68,100 | S3 | $78,900 | EE3 | $89,700 | QQ3 | $100,500 |
| H1 | $68,400 | T1 | $79,200 | FF1 | $90,000 | RR1 | $100,800 |
| H2 | $68,700 | T2 | $79,500 | FF2 | $90,300 | RR2 | $101,100 |
| H3 | $69,000 | T3 | $79,800 | FF3 | $90,600 | RR3 | $101,400 |
| I1 | $69,300 | U1 | $80,100 | GG1 | $90,900 | SS1 | $101,700 |
| I2 | $69,600 | U2 | $80,400 | GG2 | $91,200 | SS2 | $102,000 |
| I3 | $69,900 | U3 | $80,700 | GG3 | $91,500 | SS3 | $102,300 |
| J1 | $70,200 | V1 | $81,000 | HH1 | $91,800 | TT1 | $102,600 |
| J2 | $70,500 | V2 | $81,300 | HH2 | $92,100 | TT2 | $102,900 |
| J3 | $70,800 | V3 | $81,600 | HH3 | $92,400 | TT3 | $103,200 |
| K1 | $71,100 | W1 | $81,900 | II1 | $92,700 | UU1 | $103,500 |
| K2 | $71,400 | W2 | $82,200 | II2 | $93,000 | UU2 | $103,800 |
| K3 | $71,700 | W3 | $82,500 | II3 | $93,300 | UU3 | $104,100 |
| L1 | $72,000 | X1 | $82,800 | JJ1 | $93,600 | | |
| L2 | $72,300 | X2 | $83,100 | JJ2 | $93,900 | | |
| L3 | $72,600 | X3 | $83,400 | JJ3 | $94,200 | | |

## DEGREE SUPPLEMENT

In accordance with Florida Statute (F.S.) 1012.22(1)(c)(3), teachers, hired on or after July 1, 2011, and holding a degree in their area of certification, are eligible for an annual supplement for degree(s) beyond the minimum required per the job description. Supplements for advanced degrees shall be paid in addition to base salary for the term of the negotiated supplement as long as the employee continues his or her employment for the purpose of the supplement. A supplement does not become part of the employee's continuing base salary but is considered compensation for the Florida Retirement System.

F.S. 121.021(22). Supplements will be paid in accordance with the following table:

| Salary Step | Master's M.Ed., M.A., Ed., M.S., Ed., M.A.T. | Specialist (Ed.S.) | Doctorate (Ph.D., Ed.D.) |
|---|---|---|---|
| A1-J2 | $1,800 | $4,200 | $5,100 |
| J3-M3 | $2,700 | $4,200 | $5,100 |
| N1-U3 | $3,900 | $4,800 | $5,700 |
| V1-UU3 | $4,200 | $5,400 | $6,300 |

## SALARY SCHEDULE ADVANCEMENT

F.S. 1012.22 1(c)(5) provides annual salary adjustments for CFK Academy teachers and CFK Academy administrators (Academy Principal and Academy Assistant Principal) based upon performance determined under F.S. 1012.34. Employees hired on or after July 1, 2014, shall be compensated pursuant to the performance salary schedule once they have received the appropriate performance evaluation for this purpose.

Salary adjustments for highly effective or effective performance shall be established as follows:

- The annual salary adjustment under the performance salary schedule for an employee rated as effective must be equal to at least 50 percent and no more than 75 percent of the annual adjustment provided for a highly effective employee of the same classification.

- The salary schedule shall not provide an annual salary adjustment for an eligible employee who receives a rating other than highly effective or effective for the year.

CFK Academy teachers shall move on the salary schedule in accordance with the following provisions:

- Eligible employees who achieve a range of effective on their annual evaluation will have their salary adjusted by an additional five steps on the salary schedule, effective with the next contract year.

- Eligible employees who achieve a range of highly effective on their annual evaluation will have their salary adjusted by an additional seven steps on the salary schedule effective with the next contract year.

# FACULTY

# FACULTY

## STARTING SALARY DETERMINATION

The minimum of each instructional salary range is set by level of education and is the base salary amount for faculty meeting the degree level. Initial placement within the step framework will be determined according to verified years of prior teaching experience at the postsecondary level. At the time of hire, employees may be placed up to Step 4 on the applicable salary grade. At the discretion of the President, or their designee, with approval by the District Board of Trustees, new employees may be hired above the minimum range for their position to a maximum of step four (4).

## STARTING SALARY - EXPERIENCE FACTORS GUIDELINES

Faculty who do not hold the listed degree for a specific level but hold certifications and/or experience that credentials them to teach at that level will be paid at the level they are credentialed to teach, with the approval of the Executive Vice President, Academic Affairs, and the President.

Nursing and EMS Faculty:
Nursing and EMS instructors who hold one or more professional certifications beyond the minimum requirements for the position shall be paid at one level above their standard placement on the salary schedule.

*Example:* A nursing or EMS instructor with a bachelor's degree (Level IV) who obtains an additional qualifying certification beyond position requirements would be placed at Level III.

- Nursing instructors teaching clinical courses are paid in a 3:1 ratio, EMS instructors are paid in a 3:1 ratio while teaching clinical courses in a medical facility (3 load credits for every 1 credit hour taught).

## CONTRACT LENGTHS FOR INSTRUCTIONAL FACULTY

Salaries on the Instructional Salary Schedule are based on a 10-month contract (193 days) assigned as follows:

| | |
|---|---|
| Fall Term/Term I | 80-84 duty days |
| Spring Term/Term II | 80-84 duty days |
| Summer Term/Term III | 29 duty days * |

*Summer Term: Faculty members are required to be on-campus for twenty-nine (29) duty days or 203 hours. Faculty members teaching in a summer term must coordinate with the appropriate Dean to schedule summer work hours.

A duty day is defined as a contractual workday. Full-time Instructional contracts consist of a thirty-seven and a half (37.5) hour work schedule, which includes seven and a half (7.5) discretionary hours. Discretionary hour activities include, but are not limited to, lesson planning, grading, representing the College at meetings with partner organizations, and curriculum development. Days worked beyond contract periods must be approved, in advance, in writing, by the appropriate Academic Dean, for payment.

## LEVEL PLACEMENT

Initial placement on the Instructional Salary Schedule is based on the highest level the instructor is credentialed to teach. For all levels, copies of transcripts or certificates are required prior to hiring approval, and official transcripts are required within thirty (30) days of hire date.

## CREDENTIALING CRITERIA

The College of the Florida Keys is accredited by the Higher Learning Commission to award the associate and baccalaureate degree. TADA personnel review transcripts to determine compliance with the College's credentialing guidelines and make credentialing recommendations to the Executive Vice President, Academic Affairs, and the President. The final determination

on Faculty credentials lies with the Executive Vice President, Academic Affairs or designee.

## FACULTY EVALUATIONS

Probationary Evaluation

Faculty members are on a probationary period for the first term/semester of employment. The immediate supervisor evaluates job performance at the end of this period and recommends: 1) removal from probation and continuation of employment; 2) extension of the probationary period up to an additional three months; or 3) termination of employment. The probationary period may not extend beyond a period of one academic term.

Annual Evaluation

Faculty members participate in an annual evaluation, prior to the June Board meeting, with their immediate supervisor. The supervisor makes contract recommendations for the employee on the evaluation form for approval by the Executive Vice President, Academic Affairs, and the President. Final approval is determined by the District Board of Trustees no later than the June Board meeting.

### EDUCATION ON THE JOB

Faculty members are placed at an upgraded degree level when the requirements for an additional degree, within the discipline for which they are credentialed to teach, are completed, and an official transcript is on file with the TADA Office. When a faculty member completes an additional degree from an accredited institution that would qualify for a change in level placement, the base annual salary is increased by the difference between the minimum pay of the original degree level and the minimum pay of the new degree level. The level change may be effective in the payroll following receipt of the official transcript by the TADA Office.

### FACULTY 2026-2027 SALARY SCHEDULE

| LEVEL | DEGREE | 193 Days 10-month | |
|---|---|---|---|
| | | Minimum | Maximum |
| I | Doctorate | $71,310 | $117,865 |
| II | Master's + 30 | $67,915 | $112,252 |
| III | Master's Highly Technical | $64,681 | $106,907 |
| IV | Bachelor's | $61,601 | $101,816 |
| V | Associate's | $58,667 | $96,968 |

## FACULTY DUTY DAY

A. College recognized holidays and closures are not considered faculty duty days. A duty day for full-time faculty is a contractual workday, defined as working on campus seven and a half hours each day, thirty-seven and a half hours per week (see paragraph regarding summer term). Office hours are scheduled so students have a reasonable opportunity to meet with the faculty. Adjustments to approved schedules must be authorized in advance by the appropriate Academic Dean.

B. Full-time faculty are required to schedule a minimum of thirty-seven and a half (37.5) hours each workweek. The workweek will comprise of ten (10) on-campus office hours, fifteen (15) class-contact hours, seven and a half (7.5) campus hours, and seven and a half (7.5) discretionary hours; hours may be adjusted, as required, with written approval of the appropriate Academic Dean. College business conducted during campus hours or discretionary hours may include, but is not limited to, preparation for classes, meetings and committee participation, grading assignments, etc. Please see the paragraph regarding work hours during the summer term.

C. Overload class hours are in addition to the minimum on campus hours required.

| Contract Length | REQUIRED Weekly Hours | Description |
|---|---|---|
| 10 Month | 37.5 hours | 15 teaching hours* (12.5 in class) + 10 office hours + 7.5 discretionary hours + 7.5 campus hours |

*Please note per Florida Statute 1012.82, "a classroom contact hour consists of a regularly scheduled classroom activity of not less than 50 minutes in a course of instruction." At the College, one teaching hour is equivalent to fifty minutes in class. Fifteen teaching hours is equivalent to 12.5 in-class hours.

## INSTRUCTIONAL LOAD CREDIT

A. Full-time faculty members' instructional load per fall and spring term is five classes, without laboratories, of three credit hours each, or 15 credit hours in total. For each class taught with less than three credit hours, the full instructional load per term will be 15 credit hours, or as close to 15 credit hours as possible. 10-month faculty members are required to teach 6 credits in the summer term. Please see chart below for additional information regarding the summer schedule.

| Contract Length | REQUIRED Total Summer Hours | DESCRIPTION |
|---|---|---|
| 10 Month | 203 hours | 90 teaching hours* (75 in class hours) + 60 office hours + 23 discretionary hours + 45 on-campus hours |

*Please note per Florida Statute 1012.82, "a classroom contact hour consists of a regularly scheduled classroom activity of not less than 50 minutes in a course of instruction." At the College, one teaching hour is equivalent to fifty minutes in class. Thus, 90 teaching hours is equivalent to 75 in class hours.

B. In the event that full-time faculty does not meet the required instructional load, the Executive Vice President, Academic Affairs may approve one of the following to complete the faculty's full load assignment:

- Assignment of an additional course.
- Development of an online course.
- "Banking" of the deficient load by adding an additional course in the subsequent term. Other assignments, i.e., conducting a faculty or staff workshop, conducting student review workshops, teaching in Continuing Education, tutoring, completing institutional research, recruiting, handbook revisions, etc. The faculty supervisor will establish an outcomes contract reflecting time and contact hours equivalent to a 3-credit course and evaluate the assignment at the end of the term.
- Supporting documentation of augmented duties will be included with the Faculty Load Letter.

C. For combined courses (C) and laboratory courses (L), the credit hours assigned to classroom hours are

considered separately from the credit hours assigned to laboratories. For example, one hour load credit is given for one credit hour of class taught. One hour of load credit is given for every two hours of laboratory, unless special conditions allow for a different ratio. The President or designee may approve deviation from this ratio.

D. When two or more courses are cross listed by the same instructor, these classes are considered one class for instructional salary purposes.
E. Independent study is not part of assigned instructional load credit for computing salary.

## OVERLOAD CREDIT

When courses assigned to a full-time instructor for either Term I or Term II exceed 15 credit hours the excess load credit is considered an overload. Overload compensation will be calculated on additional credit hours taught beyond the standard 15 credit hour load. Payment is made according to the Overload rate outlined in the Adjunct and Overload Compensation section, and is limited to two courses per Faculty member, at the discretion of the Executive Vice President, Academic Affairs. In unusual circumstances, when the College finds it necessary, the Executive Vice President, Academic Affairs may approve a deviation from the two-course overload limit. Deviations also require approval of the President.

## SUMMER TERM COMPENSATION FOR FULL-TIME FACULTY

Faculty are required to teach six credits during Term III (summer), in addition to assigned administrative duties, as part of their regular load and are paid at the adjunct rate for overload, based on education level.

## SUBSTITUTE COMPENSATION

Full-time faculty is not typically authorized to substitute teach during regularly scheduled work hours. If substitute instruction is needed during the faculty's regularly scheduled work hours, the faculty's class, campus and/or office hours are rearranged with the approval of the appropriate Academic Dean.

## TRAVEL-TIME COMPENSATION FOR INSTRUCTION AT TEMPORARY OFF-SITE LOCATION

A. All travel-time compensation must be requested and approved by the Executive Vice President, Academic Affairs or designee prior to the first day of class for which the compensation is requested.
B. Compensation applies to full-time faculty and adjuncts teaching credit and non-credit courses.
C. Compensation is paid for teaching at an off-campus temporary location which is: 1) greater than 30 minutes driving time (one way) from official employment site or 2) greater than 30 minutes driving time (one-way) from home. Driving time is computed using an average speed of 45 mph at $8.10 per hour.
D. Mileage is paid at the Board approved mileage rate from center to center, or the distance from the instructor's home to the teaching center (whichever amount is less). There is no per diem for meals and lodging.

IF OFFICIAL EMPLOYMENT SITE IS KEY WEST:

| Destination | Mileage | One way Travel time | Return trip travel time | Compensation |
|---|---|---|---|---|
| Middle Keys Center | 45 miles | 1 hour | 1 hour | 2 hrs. X 15 meetings= 30 hrs. 30 hrs. @ $8.10 = $243.00 |
| Upper Keys Center | 102 miles | 2.25 hours | 2.25 hours | 4.5 hrs. X 15 meetings = 67.5 hrs. 67.5 hrs. @ $8.10 = $546.75 |
| Site in Upper Keys at MM 112 | 112 miles | 2.5 hours (112/45= 2.5 hrs.) | 2.5 hours | 5 hrs. X 15 meetings = 75 hrs. 75 hrs. @ $8.10 = $607.50 |

A. Compensation does not apply to travel to an instructional site outside of Monroe County.
B. Compensation is not paid for an instructor commuting between place of residence and the official employment site as part of regular teaching load.
C. This policy applies to regularly scheduled classes meeting a specified number of times at an approved location. It does not apply to field trips.
D. Compensation is paid at the completion of the scheduled class.

## INDEPENDENT STUDY

Requests for independent studies are reviewed on a case-by-case basis by the Executive Vice President, Academic Affairs. Independent Study is given in those exceptional cases when a student needs a required class to fulfill a requirement. Compensation for independent studies for full-time and adjunct faculty members shall be the greater of $100 or as detailed on the following tables.

| Level I: Doctorate Level | | | | | | |
|---|---|---|---|---|---|---|
| | *Compensation = No. of Credits x No. of Students x (1/7) x $727* | | | | | |
| Credits: | 1 Student | 2 Students | 3 Students | 4 Students | 5 Students | 6 Students |
| 1 | $ 104 | $208 | $ 312 | $ 415 | $ 519 | $ 623 |
| 2 | $ 208 | $ 415 | $ 623 | $ 831 | $ 1,039 | $ 1,246 |
| 3 | $ 312 | $ 623 | $ 935 | $ 1,246 | $ 1,558 | $ 1,896 |
| 4 | $ 415 | $ 831 | $ 1,246 | $ 1,662 | $ 2,077 | $ 2,493 |

| Levels II: Master +30 Level | | | | | | |
|---|---|---|---|---|---|---|
| | *Compensation = No. of Credits x No. of Students x (1/7) x $676* | | | | | |
| Credits: | 1 Student | 2 Students | 3 Students | 4 Students | 5 Students | 6 Students |
| 1 | $ 100 | $ 193 | $ 290 | $ 386 | $ 483 | $ 579 |
| 2 | $ 193 | $ 386 | $ 579 | $ 773 | $ 966 | $ 1,159 |
| 3 | $ 290 | $ 579 | $ 869 | $ 1,159 | $ 1,449 | $ 1,738 |
| 4 | $ 386 | $ 773 | $ 1,159 | $ 1,545 | $ 1,931 | $ 2,317 |

| Levels III: Master's / Highly Technical | | | | | | |
|---|---|---|---|---|---|---|
| | *Compensation = No. of Credits x No. of Students x (1/7) x $628* | | | | | |
| Credits: | 1 Student | 2 Students | 3 Students | 4 Students | 5 Students | 6 Students |
| 1 | $ 100 | $179 | $269 | $359 | $449 | $538 |
| 2 | $179 | $359 | $538 | $718 | $897 | $1,077 |
| 3 | $269 | $538 | $807 | $1,077 | $1,346 | $1,615 |
| 4 | $359 | $718 | $1,077 | $1,435 | $1,794 | $2,153 |

| Level IV: Bachelor's Level | | | | | | |
|---|---|---|---|---|---|---|
| | *Compensation = No. of Credits x No. of Students x (1/7) x $584* | | | | | |
| Credits: | 1 Student | 2 Students | 3 Students | 4 Students | 5 Students | 6 Students |
| 1 | $ 100 | $ 167 | $ 250 | $ 334 | $ 4117 | $ 501 |
| 2 | $ 166 | $ 334 | $ 501 | $ 667 | $ 834 | $ 1,001 |
| 3 | $ 250 | $ 501 | $ 751 | $ 1,001 | $ 1,251 | $ 1,502 |
| 4 | $ 334 | $ 667 | $ 1,001 | $ 1,335 | $ 1,669 | $ 2,002 |

| Level V: Associate's Level | | | | | | |
|---|---|---|---|---|---|---|
| | *Compensation = No. of Credits x No. of Students x (1/7) x $543* | | | | | |
| Credits: | 1 Student | 2 Students | 3 Students | 4 Students | 5 Students | 6 Students |
| 1 | $ 100 | $ 155 | $ 233 | $ 310 | $ 388 | $ 465 |
| 2 | $ 155 | $ 310 | $ 465 | $ 621 | $ 776 | $ 931 |
| 3 | $ 233 | $ 465 | $ 698 | $ 931 | $ 1,164 | $ 1,396 |
| 4 | $ 310 | $ 621 | $ 931 | $ 1,241 | $ 1,551 | $ 1,862 |

Any qualified instructor, whether full-time or part-time, may teach independent study courses. For full-time faculty members who teach an independent study, but do not have a full load for a specified term, the independent study will be considered part of their regular instructional load duties, and no additional compensation will be given. Any instructor teaching an independent study for a class they are currently already teaching will only receive compensation for that independent study if the class size is equal to or greater than the state standardized class size. For classes that do not have the minimum enrollment, instructors may be compensated at a reduced rate in accordance with the independent study compensation schedule.

## ONLINE LEARNING COURSE INSTRUCTION

Compensation for online courses is based on course credit load. Adjunct online learning course instruction is paid using the Adjunct Salary Schedule. Level of compensation is based on the highest degree(s) held by the instructor or the level the instructor is credentialed to teach. For load purposes a standard course is three credits.

## ONLINE COURSE DEVELOPMENT COMPENSATION

Compensation for the development of a new online course or the substantial redesign of an existing course shall be paid at the faculty instructional overload rate and shall be calculated based on the total number of credit hours assigned to the course being developed or redesigned. All online course development requires prior written approval from the Executive Vice President, Academic Affairs.

Faculty whose new or redesigned online course achieves Quality Matters certification shall receive additional compensation equivalent to one instructional overload credit hour.

## RELEASE TIME

At the President's discretion, release time may be provided to full-time faculty members who serve as standing committee chairpersons when the College documents a significant workload increase due to chairperson responsibilities.

## FACULTY TITLES

Faculty titles include Instructors, Assistant Professors, Associate Professors and Professors. Faculty titles are determined by consideration of the faculty member's teaching experience and education, as detailed on the next page.

| Faculty Title Chart | | | | | |
|---|---|---|---|---|---|
| *Teaching Experience:* | *Education Achieved:* | | | | |
| Years | Level I: Doctorate | Level II: Master's Degree + 30 related credits | Level III: Master's Degree | Level IV: Bachelor's Degree | Level V: Associate's Degree |
| 1 | Instructor | Instructor | Instructor | Instructor | Instructor |
| 2 | Instructor | Instructor | Instructor | Instructor | Instructor |
| 3 | Instructor | Instructor | Instructor | Instructor | Instructor |
| 4 | Assistant Professor | Assistant Professor | Assistant Professor | Assistant Professor | Assistant Professor |
| 5 | Assistant Professor | Assistant Professor | Assistant Professor | Assistant Professor | Assistant Professor |
| 6 | Assistant Professor | Assistant Professor | Assistant Professor | Assistant Professor | Assistant Professor |
| 7 | Assistant Professor | Assistant Professor | Assistant Professor | Assistant Professor | Assistant Professor |
| 8 | Associate Professor | Assistant Professor | Assistant Professor | Assistant Professor | Assistant Professor |
| 9 | Associate Professor | Assistant Professor | Assistant Professor | Assistant Professor | Assistant Professor |
| 10 | Associate Professor | Associate Professor | Assistant Professor | Assistant Professor | Assistant Professor |
| 11 | Associate Professor | Associate Professor | Associate Professor | Assistant Professor | Assistant Professor |
| 12 | Associate Professor | Associate Professor | Associate Professor | Associate Professor | Assistant Professor |
| 13 | Associate Professor | Associate Professor | Associate Professor | Associate Professor | Associate Professor |
| 14 | Professor | Associate Professor | Associate Professor | Associate Professor | Associate Professor |
| 15 | Professor | Associate Professor | Associate Professor | Associate Professor | Associate Professor |
| 16 | Professor | Professor | Associate Professor | Associate Professor | Associate Professor |
| 17 | Professor | Professor | Associate Professor | Associate Professor | Associate Professor |
| 18 | Professor | Professor | Associate Professor | Associate Professor | Associate Professor |
| 19 | Professor | Professor | Associate Professor | Associate Professor | Associate Professor |
| 20 | Professor | Professor | Professor | Associate Professor | Associate Professor |
| 21 | Professor | Professor | Professor | Associate Professor | Associate Professor |
| 22 | Professor | Professor | Professor | Professor | Associate Professor |
| 23 | Professor | Professor | Professor | Professor | Associate Professor |
| 24 | Professor | Professor | Professor | Professor | Professor |

## *FULL-TIME FACULTY STEP FRAMEWORK*

For Instructional Employees, Instructional bargaining unit employees will be placed on the Step Framework for Full-Time Faculty corresponding to the grade assigned to their position. Initial placement within the step framework will be determined according to verified years of prior teaching experience at the postsecondary level. At the time of hire, employees may be placed up to Step 4 on the applicable salary grade.

Step 1
The candidate has less than one (1) year of experience teaching at the postsecondary level.

Step 2
The candidate has one (1) to three (3) years of experience teaching at the postsecondary level.

Step 3
The candidate has four (4) to nine (9) years of experience teaching at the postsecondary level.

Step 4
The candidate has ten (10) or more years of experience teaching at the postsecondary level.

At the discretion of the President, or their designee, with approval by the District Board of Trustees, new employees may be hired above initial placement to a maximum of step four (4).

| Grade | Grade |
|---|---|
| Associate's | 1 |
| Bachelor's | 2 |
| Masters/Highly Technical | 3 |
| Masters +30 | 4 |
| Doctorate | 5 |

| Grade | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | $40.53 | $41.75 | $43.00 | $44.29 | $45.62 | $46.99 | $48.39 | $49.85 | $51.34 | $52.88 | $54.47 | $56.10 | $57.79 | $59.52 | $61.31 | $63.14 | $65.04 | $66.99 |
| 2 | $42.56 | $43.83 | $45.15 | $46.50 | $47.90 | $49.33 | $50.81 | $52.34 | $53.91 | $55.53 | $57.19 | $58.91 | $60.68 | $62.50 | $64.37 | $66.30 | $68.29 | $70.34 |
| 3 | $44.68 | $46.02 | $47.41 | $48.83 | $50.29 | $51.80 | $53.36 | $54.96 | $56.60 | $58.30 | $60.05 | $61.85 | $63.71 | $65.62 | $67.59 | $69.62 | $71.71 | $73.86 |
| 4 | $46.92 | $48.33 | $49.78 | $51.27 | $52.81 | $54.39 | $56.02 | $57.70 | $59.44 | $61.22 | $63.05 | $64.95 | $ 66.89 | $68.90 | $70.97 | $73.10 | $75.29 | $77.55 |
| 5 | $49.26 | $50.74 | $52.26 | $53.83 | $55.45 | $57.11 | $58.82 | $60.59 | $62.41 | $64.28 | $66.21 | $68.19 | $70.24 | $72.35 | $74.52 | $76.75 | $79.06 | $81.43 |

# ADJUNCT, PROFESSIONAL OVERLOAD, AND PROFESSIONAL DUTY COMPENSATION

## ADJUNCT, PROFESSIONAL OVERLOAD AND PROFESSIONAL DUTY COMPENSATION

Adjunct Instructors are allowed to teach a maximum of nine credit hours per term[1]. Adjunct and professional overload compensation is paid semi-monthly according to the annual Payroll Schedule, which is available on the College's SharePoint site. Increases to adjunct pay rates are effective with the first pay of each academic year.

| LEVEL | DEGREE | RATE[2] | CLASSROOM CONTACT RATE |
|---|---|---|---|
| I | Doctorate | $727 per credit hour | $48.46 per hour |
| II | Master's + 30 credit hours | $676 per credit hour | $45.07 per hour |
| III | Master's/Highly Technical | $628 per credit hour | $41.87 per hour |
| IV | Bachelor's | $584 per credit hour | $38.93 per hour |
| V | Associate degree/ Asst. Instructor | $543 per credit hour | $36.20 per hour |

## ADJUNCT PERFORMANCE EVALUATIONS

Adjunct instructors will be evaluated on performance at the end of their first term and then annually thereafter.

## SENIOR ADJUNCT FACULTY

An adjunct instructor who completes five academic years of continuous service teaching, at least, two courses per academic year and whose instructional evaluations, classroom observation, and student evaluations have received a score of "meets expectations" or higher, will be recognized as a Senior Adjunct Faculty member and is eligible for a 10% increase above the normal adjunct pay rate for their level.

## NURSING AND EMS ADJUNCT INSTRUCTORS:

- Nursing and EMS instructors who hold one or more professional certifications beyond the minimum requirements for the position shall be paid at one level above their standard placement on the salary schedule.

  *Example:* A nursing or EMS adjunct instructor with a bachelor's degree (Level IV) who obtains an additional qualifying certification beyond position requirements would be placed at Level III, one level higher than the standard bachelor's placement.

- Nursing adjuncts teaching clinical courses are paid in a 3:1 ratio (3 load credits for every 1 credit hour taught).
- EMS adjuncts are paid in a 3:1 ratio while teaching clinical courses in a medical facility (3 load credits for every 1 credit hour taught).

[1] Two laboratory hours equate to one credit hour for payment purposes unless special conditions allow for a different ratio. The President or designee may approve deviation from this ratio.
[2] 15 Classroom contact hours per credit.

## PROFESSIONAL DUTY COMPENSATION

Professional duty compensation is $17.50/hour. A reduced rate not less than the minimum wage may be paid for a class of fewer than seven students, subject to approval of the President. Compensation may be paid as a supplement to full-time, part-time, regular and temporary College employees, and to adjunct instructors who work on a finished product such as a report, project, consulting services, or other “hourly duty” responsibilities. Time sheets are required by Payroll to document hours worked.

# CAREER

# CAREER

## EMPLOYMENT AUTHORIZATION

Full-time, part-time, and temporary career employees are placed at the appropriate grade and range for their positions. The President is authorized by the District Board of Trustees to employ part-time and temporary Career employees. The District Board of Trustees must approve full-time employment.

## NON-EXEMPT STATUS, OVERTIME ELIGIBILITY

Non-exempt Career employees are paid overtime or receive compensatory time for work performed over forty (40) hours per week. This includes total hours worked for course preparation time. Payment of overtime or compensatory time is made in accordance with the Fair Labor Standards Act. Overtime provisions for College employees are reflected in College Procedure 52.40. Except in extraordinary circumstances approved in advance by the President, non-exempt Career employees are not authorized to work more than forty (40) hours in any work week. Record-keeping procedures for hours worked by non-exempt employees are provided in College Procedure 56.53.

## PART-TIME CAREER POSITIONS

The standard work schedule for part-time Career employees is twenty-five (25) hours per week or less. Individual work schedules are determined by the supervisor. Schedules may vary on a week-to-week basis depending on the needs of the department. Except in extraordinary circumstances approved in advance by the President, part-time Career employees are not authorized to work more than twenty-five (25) hours in any work week.

Part-time Career positions are placed in the appropriate pay grade for the position at the time of appointment. Appointment of part-time Career employees is recommended by the President and approved by the District Board of Trustees. Pay is determined by the grade in which the position has been classified and is typically set at the minimum pay level for the position. Exceptions may be made for education and experience above that of the required qualifications with the President's approval.

## EMPLOYEE EVALUATIONS

Probationary Evaluation

Full-time, part-time, and temporary employees are under a probationary period for the first six months of employment. During this probationary period, employment is "at will", meaning that the employee may be discharged by the College or may choose to leave the College without cause. Their immediate supervisor evaluates job performance at the end of this probationary period and recommends to the Executive/Administrative supervisor: 1) removal from probation and continuation of employment; 2) extension of the probation period for up to an additional 90 days; or 3) termination of employment. The probationary period may not extend beyond a total of nine months. Employees who transfer to another position are not subject to probationary review.

Annual Evaluations

Career employees participate in an annual evaluation with their immediate supervisor each fiscal year.

## CAREER OVERTIME PROCEDURES FOR EMPLOYEES WHO PERFORM OVERTIME AT TWO OR MORE JOBS AT DIFFERENT RATES OF PAY

With the President's prior approval, non-exempt employees who work more than forty (40) hours per week are due overtime payment or compensatory time. The method of overtime calculation for multiple jobs at different hourly rates of pay is based on a weighted average rate of employee compensation.

Step 1: Gross Wages / All hours worked = Weighted Average Rate

Step 2: Weighted Average Rate x 1.5 x Total Hours Worked over 40 hours per week = Total Overtime Pay

Example:
An employee works 37.5 hours per week in a regularly established position, making $15.00 per hour. The employee then works ten hours a week in a grant-funded position, making $19.00 per hour. The employee is working 7.5 overtime hours. Payment calculation is as follows:

$562.50 + $190.00 = $752.50 gross wages / 47.5 total hours worked = $15.84 (Weighted Average Rate)
$15.84 x 1.5 = $23.76 * 7.5 hours of overtime = $178.20 (Total Overtime Pay) $178.20 overtime pay +
$752.50 gross wages = $930.70 (Total Pay)

## CAREER SALARY SCHEDULE

| POSITION GRADE | POSITION TITLE | SALARY RANGE** |
|---|---|---|
| 1 | Clerical Assistant Administrative | $17.56 - $29.02 |
| 2 | Assistant, Aquatics | $18.96 - $31.35 |
| 2 | Laboratory Technician, Marine Science | |
| 3 | Administrative Assistant, Workforce Development and Continuing Education | $20.48 - $33.85 |
| 3 | Specialist, Academic Support Services | |
| 3 | Specialist, Student Success Services | |
| 4 | Senior Specialist, Dive Facilities | $22.12 - $36.56 |
| 4 | Senior Specialist, Enrollment Services | |
| 4 | Senior Specialist, Maintenance (FT/PT) | |
| 4 | Senior Specialist, Marine Technology | |
| 4 | Senior Specialist, STEM Grants | |

Full-time non-bargaining unit employees serving in Career positions will be placed on the College's salary step framework corresponding to the grade assigned to their position. Initial placement within the step framework will be determined based on the individual's relevant education and previous work experience. At the time of hire, employees may be placed up to Step 4 on the applicable salary grade. A higher salary may be granted at the discretion of the President or their designee and approved by the District Board of Trustees.

Step 1

The candidate does not meet one or more position requirements regarding education, prior related work experience, certifications, etc.

Step 2

The candidate meets all position requirements regarding education, prior work experience, certifications, etc.

Step 3

The candidate meets all position requirements and has an additional one to ten years of related work experience and/or exceeds the degree and/or certification requirement by one degree level or approved certification.

Step 4

The candidate meets all position requirements and has an additional ten-plus years of related work experience and/or exceeds the degree and or certification requirement by two or more degree levels or two or more approved certifications.

# CAREER STEP FRAMEWORK

| Grade | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | $ 17.56 | $ 18.09 | $ 18.63 | $ 19.19 | $ 19.76 | $ 20.36 | $ 20.97 | $ 21.60 | $ 22.24 | $ 22.91 | $ 23.60 | $ 24.31 | $ 25.04 | $ 25.79 | $ 26.56 | $ 27.36 | $ 28.18 | $ 29.02 |
| 2 | $ 18.96 | $ 19.53 | $ 20.12 | $ 20.72 | $ 21.35 | $ 21.99 | $ 22.64 | $ 23.32 | $ 24.02 | $ 24.74 | $ 25.49 | $ 26.25 | $ 27.04 | $ 27.85 | $ 28.69 | $ 29.55 | $ 30.43 | $ 31.35 |
| 3 | $ 20.48 | $ 21.10 | $ 21.73 | $ 22.38 | $ 23.05 | $ 23.74 | $ 24.46 | $ 25.19 | $ 25.95 | $ 26.72 | $ 27.53 | $ 28.35 | $ 29.20 | $ 30.08 | $ 30.98 | $ 31.91 | $ 32.87 | $ 33.85 |
| 4 | $ 22.12 | $ 22.78 | $ 23.47 | $ 24.17 | $ 24.90 | $ 25.64 | $ 26.41 | $ 27.21 | $ 28.02 | $ 28.86 | S29.73 | $ 30.62 | $ 31.54 | $ 32.48 | $ 33.46 | $ 34.46 | $ 35.50 | $ 36.56 |
| 5 | $ 23.89 | $ 24.61 | $ 25.35 | $ 26.11 | $26-89 | $ 27.70 | $ 28.53 | $ 29.38 | $ 30.26 | $ 31.17 | S32.11 | $ 33.07 | $ 34.06 | $ 35.08 | $ 36.14 | $ 37.22 | $ 38.34 | $ 39.49 |

# MISCELLANEOUS EMPLOYMENT

## MISCELLANEOUS EMPLOYMENT

## NON-CREDIT COMPENSATION

### Continuing Education, Recreation & Leisure, Criminal Justice, Nursing

A. Per Clock Hour:

| Job Title | Hourly Rate | Notes |
|---|---|---|
| Apprenticeship, Continuing Education, Professional, and Technical Education | $35.00-$50.00 | Rate is based on the specific course assigned. |
| Criminal Justice | $45.00-$50.00 | $45 per hour for instruction.<br>$50 per hour for advanced and specialized training. |
| English as a Second Language (ESOL) | $25-$80 per hour | Minimum 3 students $25 per hour +$5 per hour per additional student, rate cap at $80 per hour. |
| Nursing | $30.00-$32.00 | $30 per hour for instruction.<br>$32 per hour for advanced and specialized training. |
| Recreation, Leisure, Enrichment & Lifelong Learning | $15.00-$35.00 | Rate is based on the specific course assigned. |

B. In cases where an instructor teaches more than 180 hours per term (four – 45-hour courses) an additional $5 per hour may be given with the approval of the President.
C. $40.00 / hour for part-time Operation Specialist, Nursing Simulation.
D. $45.00 / hour for part-time Criminal Justice Instructional Coordinator.
E. When highly specialized and/or critical and/or hard to hire non-credit courses are taught, a rate above each specified level may be paid to qualified personnel with the approval of the President.

## EMPLOYMENT OF DAY LABOR AND PERSONNEL SERVICE CONTRACTS

Individuals employed on day labor projects, or employed to perform services requiring special skills, training or experience, on a part-time or temporary basis, are paid at no less than the current minimum wage. Actual wages are determined according to the skills, training or experience required.

## SUPPLEMENTAL PAY FOR STUDENT CLUB ADVISORS

Student clubs are chartered in the fall and spring terms. Unless otherwise part of their normal duties, Club Advisors may be paid a stipend each term. If authorized, stipends may be paid at the end of the term upon satisfactory completion of Club Advisor requirements, as per the Club Advisor Agreement on file with the Office of Student Activities.

## OTHER EMPLOYMENT

Employment of Student Assistants, Student Work Study, and Artist's Models is approved by the President or designee and does not require District Board of Trustees' action.

| Job Title | Hourly Rate | Notes |
|---|---|---|
| Aquatics Center Technician | $17.50 | |
| Artist's Model | $15.00 | |
| Boat Captains | $25.00 | |
| College Work Study | $15.00-$17.00 | Returning work-study students will receive a $0.50 increase each fall and spring term, not to exceed $17.00 |
| Deck Hands | $18.96 | |
| Disabled Students Services | $15.00 to $35.00 | Rates dependent on level of specialization |
| Lab Assistant | $17.50 | |
| Marine Research Assistant | $20.00 | Grant funded |
| Paid Internships | 15.00-$17.50 | |
| Scholarship Advisor | $25.00 | |
| Senior Technical Advisor | $22.00 | PADI certifications required |
| Sous Chef | $17.50 | |
| Summer Camp Assistant | $18.00 | |
| Summer Camp Director | $35.00 | |
| Summer Camp Instructor | $35.00 | |
| Technical Advisor | $18.96 | |
| Technical Diver (Rebreather) | $56.25 | |
| Tutor / Note Taker | $17.50 | |

# EMPLOYEE CATEGORIES
# COLLEGE PAID FRINGE BENEFITS

## EMPLOYEE CATEGORIES AND COLLEGE-PAID FRINGE BENEFITS

## EMPLOYEE CATEGORIES:

A. Full-time: Executive, Administrative, Professional, Career, and Instructional Faculty employment requires a minimum of 37.5 regularly scheduled hours per week.

B. Part-time: Positions requiring 25 hours per week or less.

C. Temporary Position: Employment not to exceed six consecutive months.

D. Regularly Established, Non-Instructional Position: Grant-funded employment exceeding six consecutive months or total intermittent employment exceeding 2,080 hours.

## ELIGIBILITY FOR FRINGE BENEFITS BASED ON EMPLOYEE CATEGORY:

A. Full-time, Regularly Established Position - 7.65% of compensation for Social Security/Medicare; 13.59% of compensation for the Florida Retirement System*; employer contribution toward health insurance coverage; employee assistance program; and 403b plan.

B. Part-time, Regularly Established Positions - 7.65% of compensation for Social Security/Medicare; 13.59% of compensation to the Florida Retirement System, and 403b plan.

C. Full-time, Temporary Position - 7.65% of compensation for Social Security/Medicare and 403b plan.

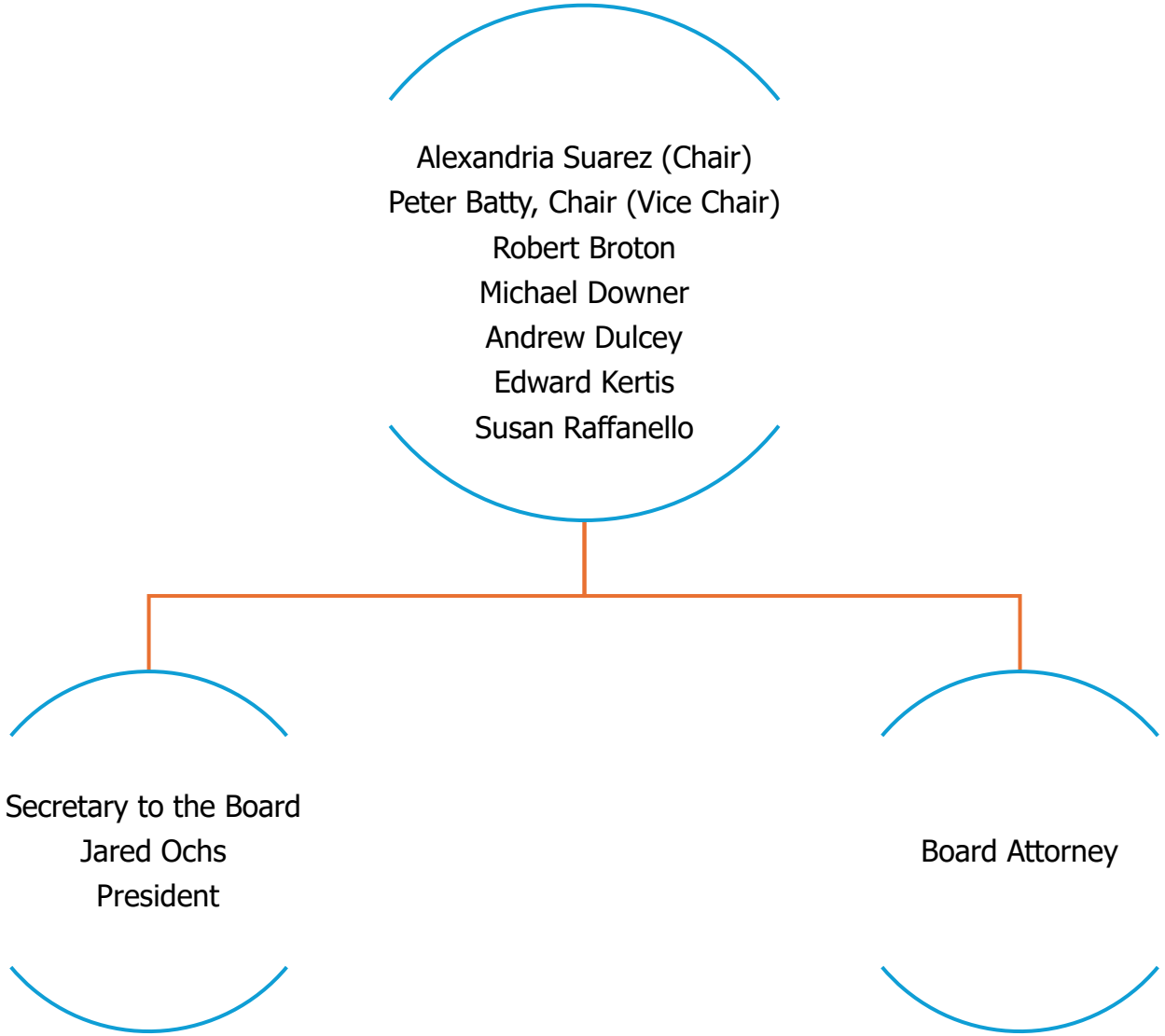
D. Part-time, Temporary Position - 7.65% of compensation for Social Security/Medicare and 403b plan.

E. Designated Senior Management Service Class Position – 7.65% of compensation for Social Security/ Medicare; 32.60% of compensation for the Florida Retirement System*; employer contribution toward health insurance coverage; employee assistance program; and 403bplan.

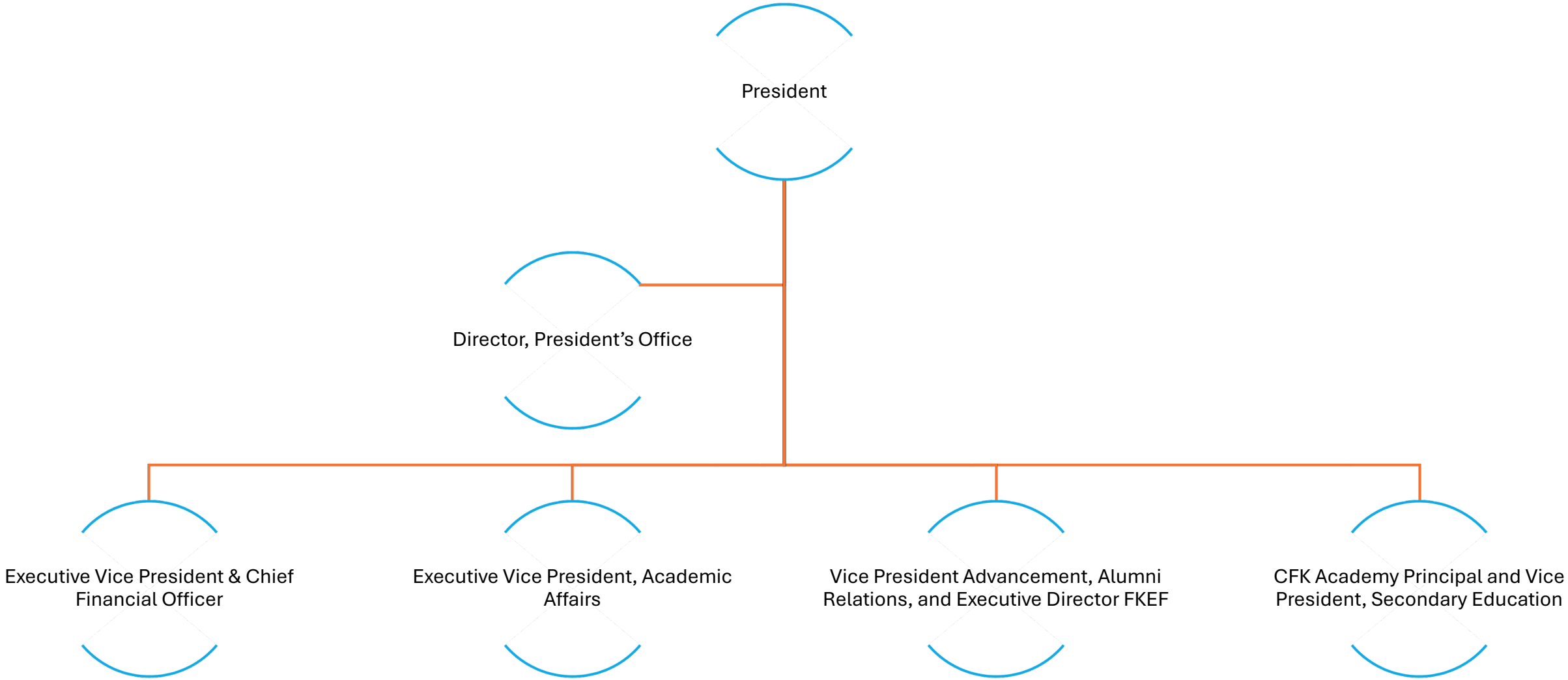
NOTE: Florida Retirement System rate is the same for both Pension and Investment Plan Participants.

*****Employees are required to pay 3% of gross pay into their Florida Retirement System plan. Rates listed above are the entire amount paid per employee, inclusive of 2.00% Health Insurance Subsidy Contribution rate, 0.06% administrative/educational fee and applicable Unfunded Actuarial Liability rates. Additional information regarding contribution rates is available at FRS Annual Contribution Rates.

# The College of the Florida Keys 2026-2027 Organizational Chart
## District Board of Trustees



# The College of the Florida Keys 2026-2027
# Organizational Chart



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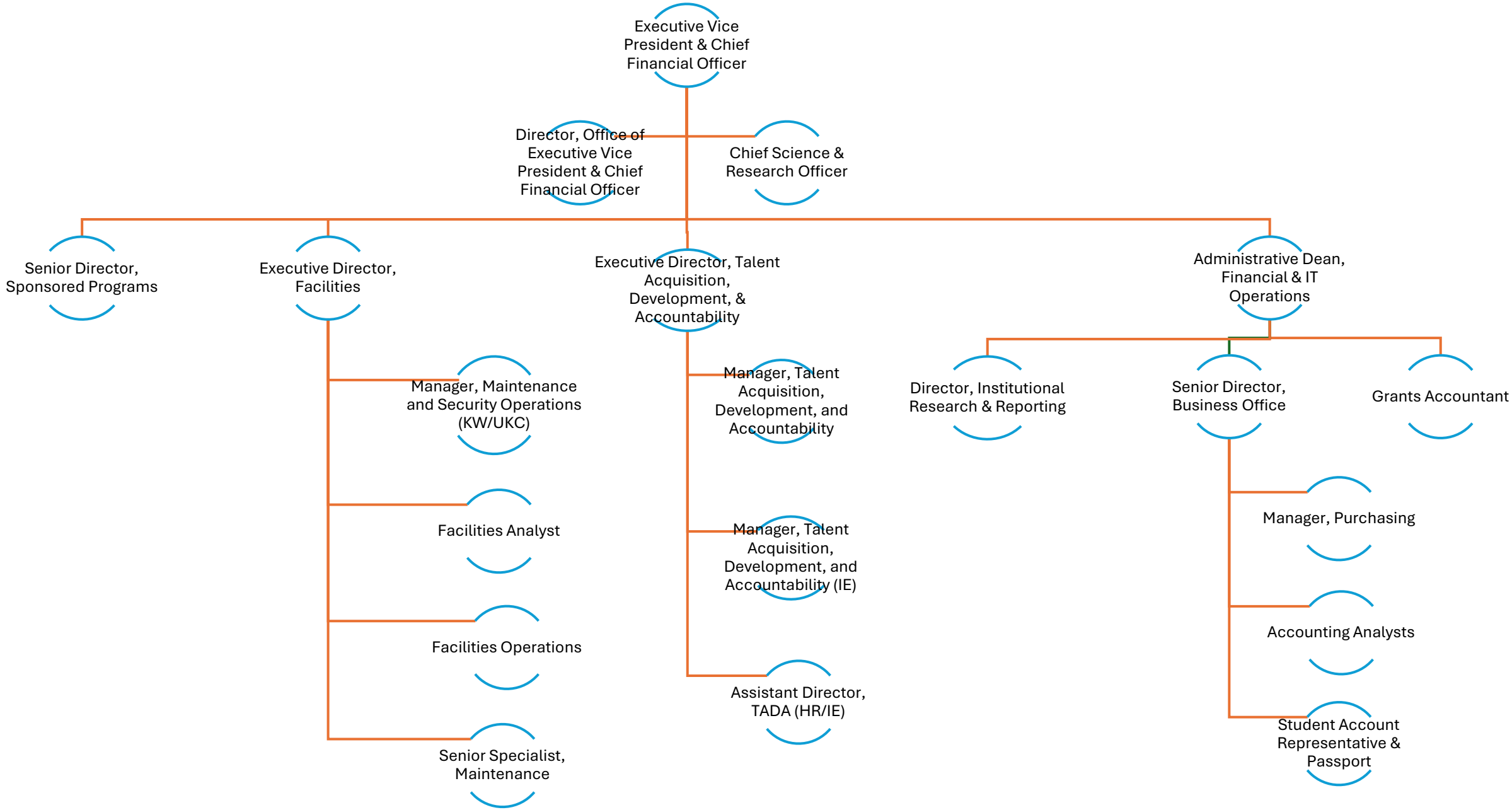

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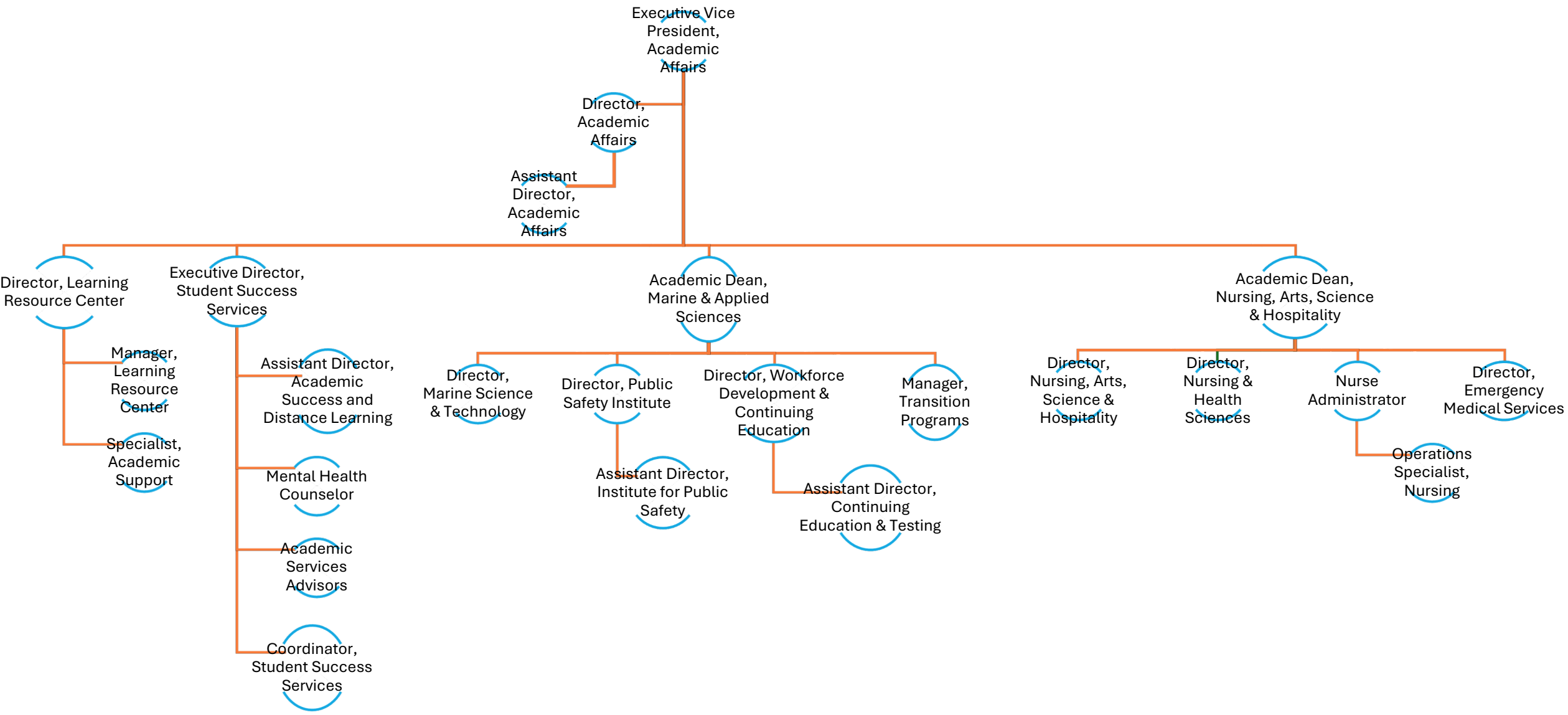

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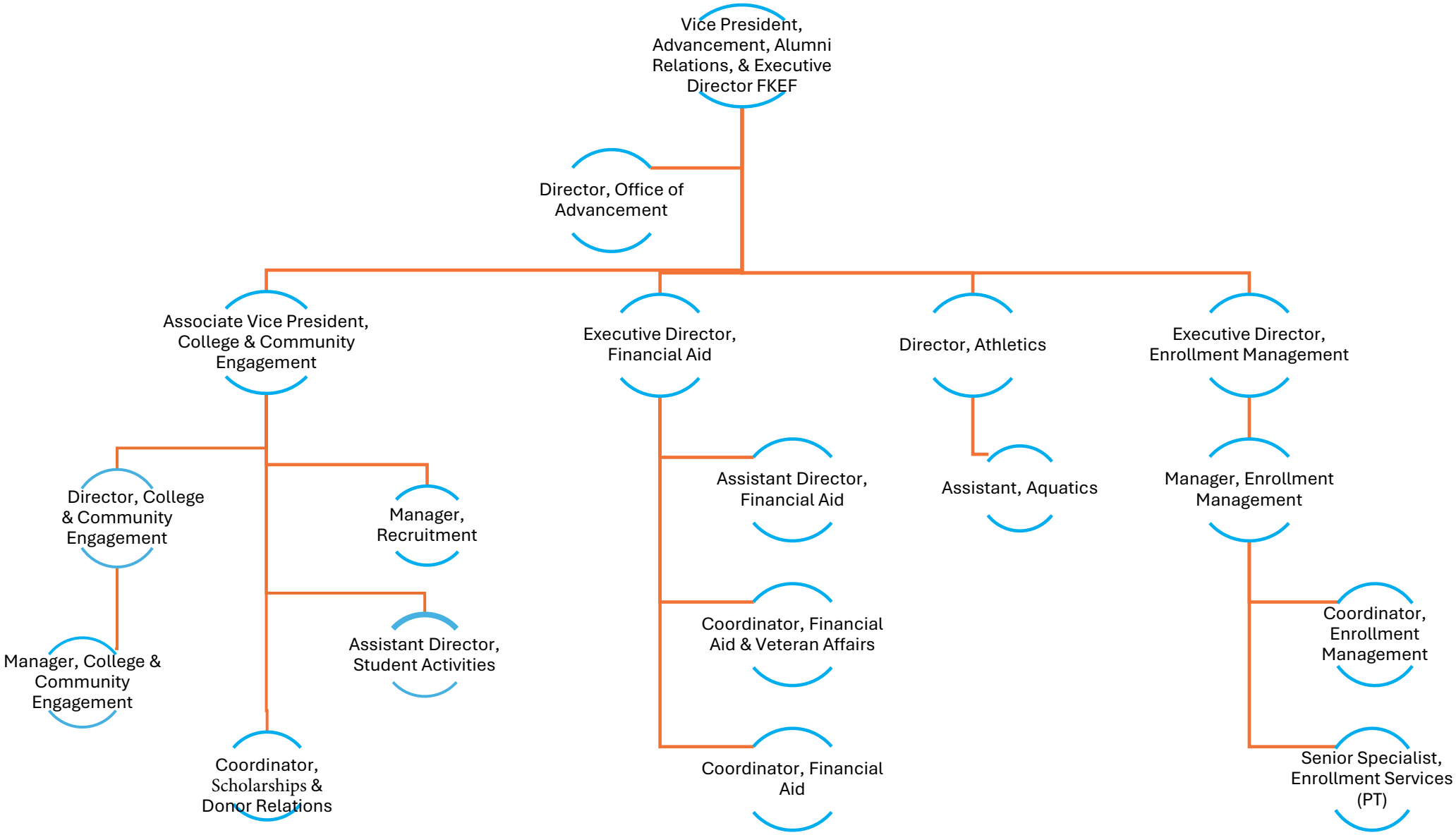

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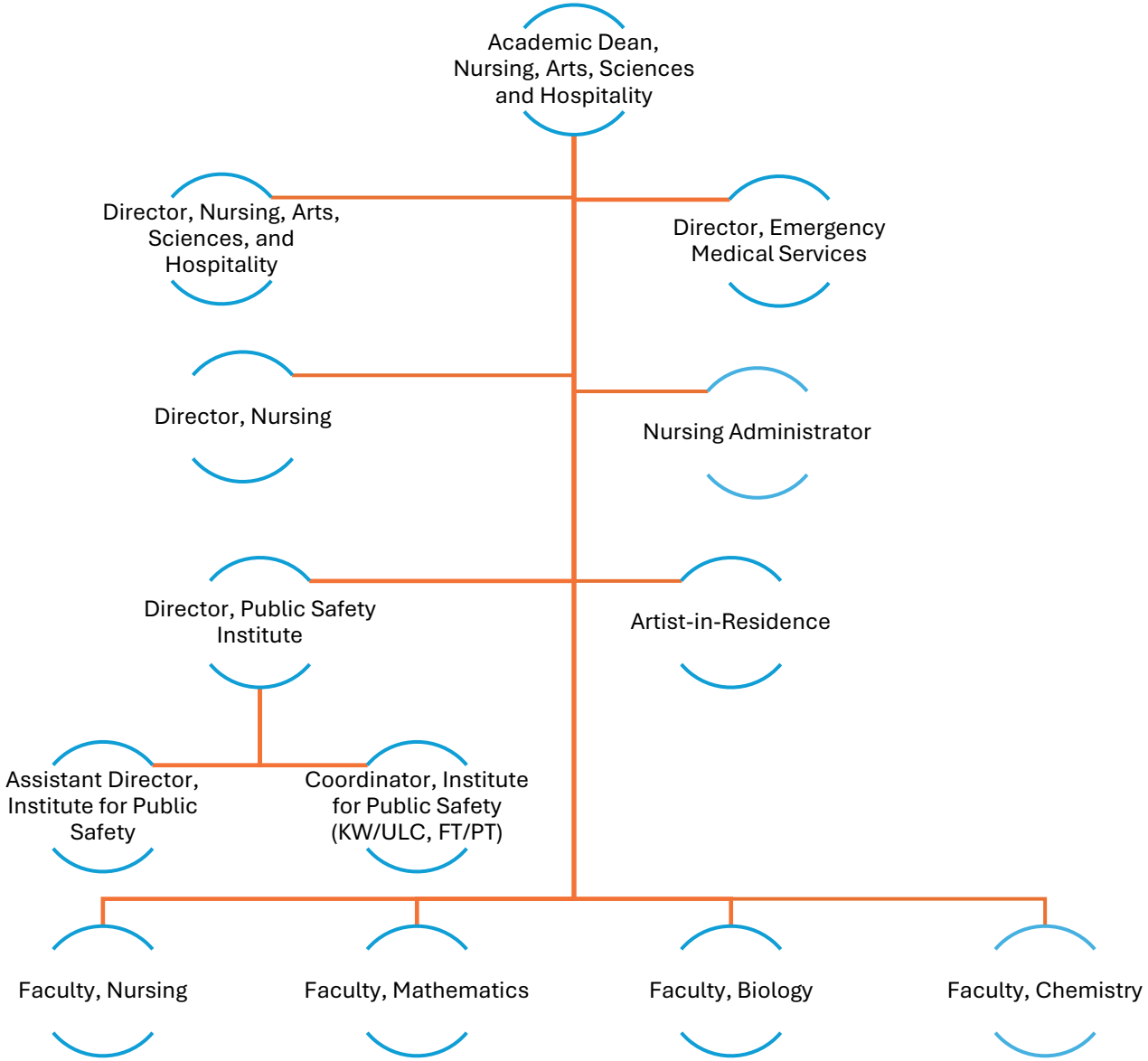
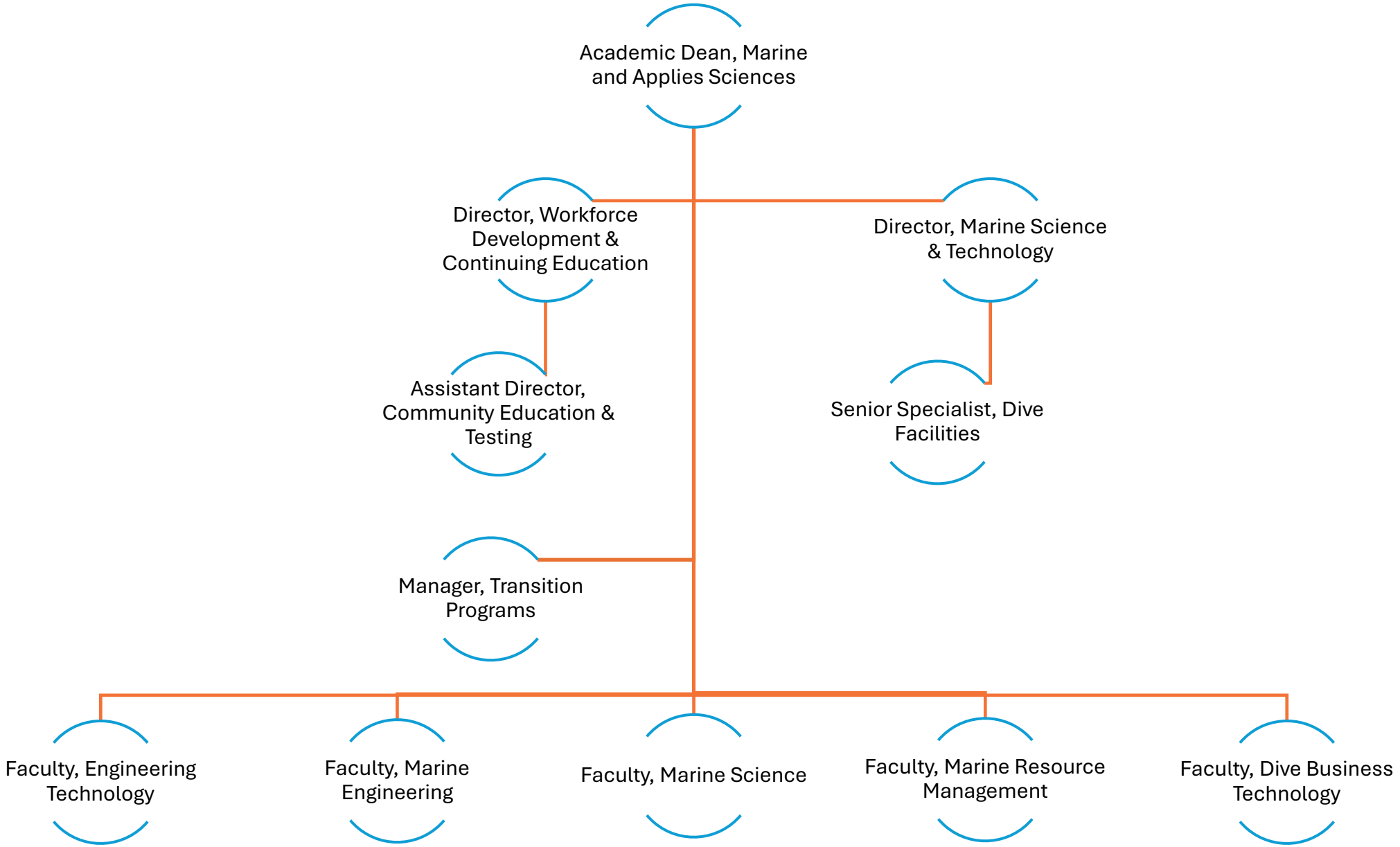


**The College of the Florida Keys 2026-2027**
**Organizational Chart**



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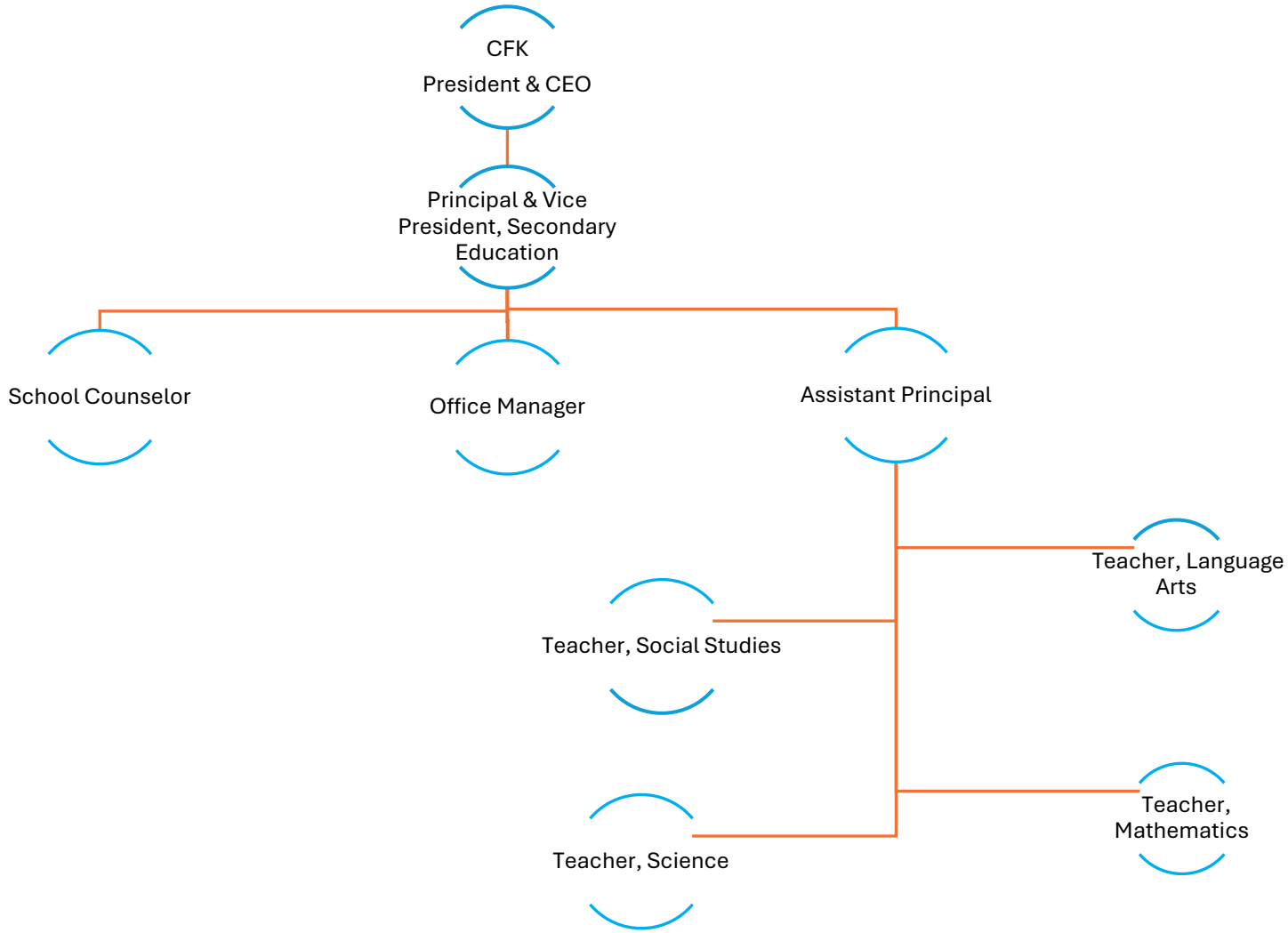

# President/CEO:

Jared Ochs

# Board of Trustees:

Alexandria Suarez (Chair)
Peter Batty, Chair (Vice Chair)
Robert Broton
Michael Downer
Andrew Dulcey
Edward Kertis
Susan Raffanello

## Mission:

The College of the Florida Keys is an open access, educational institution dedicated to serving the intellectual, diverse, cultural, and occupational needs of the Florida Keys as well as the global community. The College is committed to student-centric academic programs and services, workforce development, continuing education, diverse partnerships, electronically delivered instruction, and sustainable practices that prepare students for personal success and responsible citizenship.

## STATEMENT OF ACCREDITATION:

The College of the Florida Keys is accredited by the Higher Learning Commission (hlcommission.org), a historically regional accreditation agency recognized by the U.S. Department of Education.

## Notice of Non-Discrimination:

The College of the Florida Keys does not discriminate on the basis of race, color, national origin, ethnicity, age, sex (including sexual orientation and gender identity), marital status, military status, protected veteran status, genetic information, religion, pregnancy, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies:

**Civil Rights Compliance Officer:**
Promise Clark Kimbio, Manager, Talent Acquisition, Development and Accountability
(305) 809-3151 or promise.clarkkimbio@cfk.edu
**Title IX Coordinator:**
Jessica Losardo, Director of Advancement
(305) 809-3198 or jessica.losardo@cfk.edu
**Disability Services:**
Nicole Gerrard, Executive Director, Student Success Services
(305) 809-3262 or nicole.gerrard@cfk.edu

**Mailing Address:**
The College of the Florida Keys
5901 College Road
Key West, FL 33040