



THE
COLLEGE
OF THE
FLORIDA KEYS

SALARY SCHEDULE 2024-2025

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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. Once adopted, the Salary Schedule becomes the sole instrument used to determine employee compensation. 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 Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Questions about the accreditation of The College of the Florida Keys may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on the SACSCOC's website (www.sacscoc.org).

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

Main Contact: Dr. Jenee Mendez, Manager, Talent Acquisition, Development, and Accountability (305) 809-3118 or hr@cfk.edu

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

Disability Services: Nicole Gerrard, Associate Dean, 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

EFFECTIVE DATE

The 2024-2025 Salary Schedule is effective July 1, 2024, through June 30, 2025.

ELIGIBILITY

Pursuant to College Board Rule 5.621 criteria for employment at the College includes, but is not limited to, educational requirements, prior experience, knowledge related to specific position, and commitment to the mission and vision of the College.

Prior to approval by the Board of Trustees the following will be completed:

- Professional Reference Checks.
- Within thirty (30) days of employment, a Criminal History Investigation (which includes fingerprinting and a national search) must be completed by the employee.

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 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 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/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 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 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:

Employees are initially assigned to the minimum step within the appropriate grade for the position. See table on page for details on 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. An appropriate

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 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 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 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 was 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, 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. For full-time Instructional employees the work schedule is generally detailed as thirty-seven and one-half (37.5) hours per work week. The general business hours of the College are 8:30am to 5:00pm.

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.

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 contemplated 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 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 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 Board of Trustees. The President's contract is negotiated with and approved by the Board of Trustees for a maximum of three years.

EMPLOYEE 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 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 & PROFESSIONAL SALARY TABLE¹

GRADE	TITLE	SALARY RANGE
8	Assistant Director, College and Community Engagement	\$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	Artist in Residence	\$63,380 - \$104,757
9	Manager, Enrollment Management	
9	Manager, Food Services	
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)	\$68,450 - \$113,137
10	Director, Athletics	
10	Director, Office of Academic Affairs	
10	Director, Academic Success and Distance Learning	
10	Director, Office of Advancement	
10	Director, Arts and Hospitality	
10	Director, Emergency Medical Services	
10	Director, Institutional Research and Reporting	
10	Director, Learning Resource Center	
10	Director, Marine Science and Technology	
10	Director, Nursing Simulation	
10	Director, Office of Executive Vice President and Chief Financial Officer	
10	Director, President's Office	
10	Director, Public Safety Institute	
10	Director, Sciences and Nursing	
10	Director, Workforce Development and Continuing Education	\$73,926 - \$122,188
11	Senior Director, Business Office	
11	Senior Director, Sponsored Programs	\$79,840 - \$131,963
12	Executive Director, Enrollment Management	
12	Executive Director, Facilities	
12	Executive Director, Financial Aid	

¹ 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.

12	Executive Director, Student Success Services	
12	Executive Director, Talent Acquisition, Development and Accountability	
13	Academic Dean, Arts and Hospitality	\$86,227 - \$142,520
13	Academic Dean, Marine Sciences and Technology	
13	Academic Dean, Sciences and Nursing	
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 Sciences and Research Officer	
15	Vice President Advancement, Alumni Relations, and Director FKEF	\$100,575 - \$166,236
15	CFK Academy Principal and Vice President, Secondary Education	
15	Vice President Academic Affairs	
16	Executive Vice President and Chief Financial Officer	\$108,621 - \$179,535
N/A	President	Negotiated with BOT

CFK ACADEMY

**CFK ACADEMY SALARY SCHEDULE 2024-2025
STARTING SALARY DETERMINATION**

New hires in 2024-2025 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. All years of verified traditional public school or accredited private school teaching experience (in-state or out-of-state) will be recognized by CFK for initial placement on the salary schedule.

Initial placement will occur in the following manner: the first ten (10) years of 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 Board of Trustees. Initial placement will be in accordance with the following table:

The College of the Florida Keys Academy
2024-2025 Instructional Salary Schedule

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	Masters 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 rating of effective on their annual evaluation will have their salary adjusted an additional five steps on the salary schedule effective with the next contract year.
- Eligible employees who achieve a rating of highly effective on their annual evaluation will have their salary adjusted 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. A higher salary may be granted at the discretion of the President, or their designee, and approved by the District Board of Trustees.

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 Vice President, Academic Affairs and the President.

Nursing Faculty:

Master's degree in Nursing with one or more professional certifications is placed at Level II.

Bachelor's degree in Nursing with one or more professional certifications is placed at Level III.

Bachelor's degree in Nursing with no professional certifications is placed at Level IV.

Placement at all levels is subject to 10% for additional experience, as specified above.

Nursing Instructors teaching clinical courses are paid in a 3:1 ratio.

(3 workload credit hours 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.

CREENTIALING CRITERIA

The College of the Florida Keys is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) 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 Vice President, Academic Affairs and the President. The final determination on Faculty credentials lies with the 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 Vice President, Academic Affairs and the President. Final approval is determined by the 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 2024-2025 SALARY SCHEDULE

LEVEL	DEGREE	193 Days 10-month	
		Minimum	Maximum
I	Doctorate	\$65,120	\$108,529
II	Master's + 30	\$61,542	\$102,572
III	Master's Highly Technical	\$58,159	\$96,936
IV	Bachelor's	\$54,962	\$91,608
V	Associate's	\$51,940	\$86,572

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 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 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, meeting 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. 10-month contracts include one holiday.

- B. In the event that full-time faculty does not meet the required instructional load, the 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.
 - Assignment to teach 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 Vice President, Academic Affairs. In unusual circumstances, when the College finds it necessary, the 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.

NON-CREDIT COMPENSATION

Community Education, Recreation & Leisure, Criminal Justice, Nursing

A. Per Classroom Contact Hour:

Recreation and Leisure:	\$15.00 / hour for instructors.
Enrichment & Lifelong Learning:	\$35.00 / hour for instructors.
Technical/Professional/ Community Ed:	\$50.00 / hour for instructors.
Criminal Justice:	\$25.00 / hour for regular instructors and \$28.00 / hour for instructors of advanced and specialized training.
Nursing:	\$30.00 /hour for instructors and \$32. 00 / hour for instructors of advanced and specialized training.

- 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.
- \$25.00 / hour for part-time Criminal Justice Instructional Coordinator

- \$50.00 / hour for instructors teaching highly specialized and/or critical and/or hard to hire non-credit courses, with the approval of the President.
- B. 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.

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

- A. All travel-time compensation must be requested and approved by the 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 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							
<i>Compensation = No. of Credits x No. of Students x (1/7) x \$606</i>							
Credits:	1 Student	2 Students	3 Students	4 Students	5 Students	6 Students	7 Students
1	\$ 100	\$ 173	\$ 260	\$ 346	\$ 433	\$ 519	\$ 606
2	\$ 173	\$ 346	\$ 519	\$ 693	\$ 866	\$ 1,039	\$ 1,212
3	\$ 260	\$ 519	\$ 779	\$ 1,039	\$ 1,299	\$ 1,558	\$ 1,818
4	\$ 346	\$ 693	\$ 1,039	\$ 1,385	\$ 1,731	\$ 2,078	\$ 2,424
Levels II & III: All Master's Level							
<i>Compensation = No. of Credits x No. of Students x (1/7) x \$551</i>							
Credits:	1 Student	2 Students	3 Students	4 Students	5 Students	6 Students	7 Students
1	\$ 100	\$ 158	\$ 236	\$ 315	\$ 394	\$ 472	\$ 551
2	\$ 157	\$ 315	\$ 472	\$ 630	\$ 787	\$ 945	\$ 1,102
3	\$ 236	\$ 472	\$ 708	\$ 945	\$ 1,181	\$ 1,417	\$ 1,653
4	\$ 315	\$ 630	\$ 945	\$ 1,259	\$ 1,574	\$ 1,889	\$ 2,204
Level IV: Bachelor's Level							
<i>Compensation = No. of Credits x No. of Students x (1/7) x \$505</i>							
Credits:	1 Student	2 Students	3 Students	4 Students	5 Students	6 Students	7 Students
1	\$ 100	\$ 144	\$ 216	\$ 289	\$ 361	\$ 433	\$ 505
2	\$ 144	\$ 289	\$ 433	\$ 577	\$ 721	\$ 866	\$ 1,010
3	\$ 216	\$ 433	\$ 649	\$ 866	\$ 1,082	\$ 1,299	\$ 1,515
4	\$ 289	\$ 577	\$ 866	\$ 1,154	\$ 1,443	\$ 1,731	\$ 2,020
Level V: Associate's Level							
<i>Compensation = No. of Credits x No. of Students x (1/7) x \$476</i>							
Credits:	1 Student	2 Students	3 Students	4 Students	5 Students	6 Students	7 Students
1	\$ 100	\$ 136	\$ 204	\$ 272	\$ 340	\$ 408	\$ 476
2	\$ 136	\$ 272	\$ 408	\$ 544	\$ 680	\$ 816	\$ 952
3	\$ 204	\$ 408	\$ 612	\$ 816	\$ 1,020	\$ 1,224	\$ 1,428
4	\$ 272	\$ 544	\$ 816	\$ 1,088	\$ 1,360	\$ 1,632	\$ 1,904

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 online course development is \$500 per course, with prior written approval by the Vice President, Academic Affairs, and compensation will be paid upon approval and completion of the course as prescribed in the Online Course Development Standards.

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					
<u>Teaching Experience:</u>	<u>Education Achieved:</u>				
Years	Level I: Doctrate	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

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.³ Adjunct and professional overload compensation is paid semi-monthly according to the annual Payroll Schedule, which is available on the Forms drive under “Resources” and “TADA”. Increases to adjunct pay rates are effective with the first pay of each academic year.

LEVEL	DEGREE	RATE ⁴	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 ADJUNCT INSTRUCTORS:

Master’s degree in nursing with one or more professional certifications (beyond requirements for the position) is placed at Level II

Bachelor’s degree in nursing with one or more professional certifications (beyond requirements for the position) is placed at Level III.

Bachelor’s degree in nursing with no professional certifications (beyond requirements for the position) is placed at Level IV.

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

³ 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.

⁴ 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 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 Board of Trustees to employ part-time and temporary Career employees. The 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 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 OVER TIME 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:

$\$562.50 + \$19.00 = \$752.50$ gross wages / 47.5 total hours worked = \$15.84 (Weighted Average Rate)
 $\$15.84 \times 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 2024-2025 SALARY SCHEDULE⁵

Grade	Position Title	Hourly 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, Food Services	
4	Senior Specialist, Maintenance (FT/PT)	
4	Senior Specialist, STEM Grants	
5	College Fleet Captain	\$23.89 - \$39.49
5	Coordinator, Alumni and Donor Relations	
5	Coordinator, Developmental Education	
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 Success Services	
5	Coordinator, Student Support Services	
5	Student Account Representative and Passport Agent	
6	Accounting Analyst - Accounts Payable	\$25.80 - \$42.65
6	Accounting Analyst - Accounts Receivable	
6	Accounting Analyst - Payroll and Accounts Payable	
7	Grants Accountant	\$27.87 - \$46.06
7	Office Manager, CFK Academy	

⁵Salary 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 Board of Trustees.

MISCELLANEOUS EMPLOYMENT

MISCELLANEOUS EMPLOYMENT

NON-CREDIT COMPENSATION

Continuing Education, Recreation & Leisure, Criminal Justice, Nursing

C. Per Classroom Contact Hour:

Recreation and Leisure:	\$15.00 / hour for instructors.
Enrichment & Lifelong Learning:	\$35.00 / hour for instructors.
Technical/Professional/ Continuing Ed:	\$50.00 / hour for instructors.
Criminal Justice:	\$25.00 / hour for regular instructors and \$28.00 / hour for instructors of advanced and specialized training.
Nursing:	\$30.00 /hour for instructors and \$32. 00 / hour for instructors of advanced and specialized training.

- 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.
- \$25.00 / hour for part-time Criminal Justice Instructional Coordinator
- \$50.00 / hour for instructors teaching highly specialized and/or critical and/or hard to hire non-credit courses, with the approval of the President.

D. 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.

OTHER EMPLOYMENT

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

- Student Assistants: paid at the minimum range of a similar type of position on the Career Salary Schedule. TADA compensation recommendations are based on experience, qualifications, and skills required of the position.
- Artist's Models: \$15.00/hour.
- College Work Study Students: \$15/hour. There will be a \$0.50 increase each fall and spring term for returning work study students. Hourly rate not to exceed \$17.00. All programs (Florida Work Experience Program [FWEP], Perkins Grant, and College Work Study) and rates are dependent on Financial Aid funding.
- Disabled Students Services: \$15.00 to \$35.00/hour, depending on level of specialization.
- Tutor / Note Taker: \$15.00/hour.
- Technical Advisors (Diving, Engineering Technology, Marine Science, and STEM): \$17.50 /hour. \$25.00

/hour if supported by a grant or contract such as the Army Corp of Engineers.

G. Paid Internships: minimum wage - \$17.50 per hour

H. Boat Captains: \$25.00 per hour

I. Deck Hands: \$17.50 per hour

J. <u>Summer Camp Personnel</u> :	Director	\$22.50/hour
	Instructor	\$20.00/hour
	Assistant	\$15.00/hour

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.

**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 PAID BY THE COLLEGE BASED ON EMPLOYEE CATEGORY:

- A. Full-time, Regularly Established Position - 7.65% of compensation for Social Security/Medicare; 16.63% of compensation for the Florida Retirement System*; paid health insurance coverage for employee; \$.15 per each thousand dollars of compensation (to a maximum of \$50,000) per month for Basic Active Life Insurance and Accidental Death and Dismemberment (AD&D); employee assistance program; and 403b plan.
- B. Part-time, Regularly Established Positions - 7.65% of compensation for Social Security/Medicare; 6% 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; 37.52% of compensation for the Florida Retirement System*; paid health insurance coverage for employee; \$.15 per each thousand dollars of compensation (to a maximum of \$50,000) per month for Basic Active Life Insurance and AD&D; employee assistance program; and 403b plan.

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% HIS Contribution rate, 0.06% administrative/educational fee and applicable UAL rates. Additional information regarding contribution rates is available at [FRS Annual Contribution Rates](#).



THE COLLEGE OF THE FLORIDA KEYS

PRESIDENT/CEO:

Dr. Jonathan Gueverra

BOARD OF TRUSTEES:

Kevin Madok, Chair
Sheldon Suga, Vice-Chair
Daniel Leben
Michelle Maxwell
Mike Puto
Alexandria Suarez
Richard Weinstein

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 Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Questions about the accreditation of The College of the Florida Keys may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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:

Main Contact: Dr. Jenée Mendez, Manager, Talent Acquisition, Development and Accountability
(305) 809-3118 or jenee.mendez@cfk.edu

Title IX Coordinator: Jessica Losardo, Director of Advancement
(305) 809-3198 or jessica.losardo@cfk.edu

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

Mailing Address:

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