

VALENCIA COMMUNITY COLLEGE

SALARY SCHEDULES 2009-10

**VALENCIA COMMUNITY COLLEGE
2009-2010 FISCAL YEAR
ADMINISTRATIVE AND PROFESSIONAL SALARY PLAN**

RANGE A
MINIMUM \$34,464 MID-POINT \$54,882 MAXIMUM \$75,300

Administrative Manager
Coordinator
Grants Coordinator
Professional Counselor
News Copywriter
Operations Manager
Paralegal
Producer
Specialist
Superintendent

RANGE B
MINIMUM \$39,908 MID-POINT \$62,796 MAXIMUM \$85,684

Assistant Director
Assistant to the Provost
Creative Director
Manager
Scenarios Developer

RANGE C
MINIMUM \$46,211 MID-POINT \$71,857 MAXIMUM \$97,503

Grant Director
Director
Bursar
Planner

RANGE D
MINIMUM \$53,510 MID-POINT \$82,230 MAXIMUM \$110,950

Managing Director
Internal Auditor

**VALENCIA COMMUNITY COLLEGE
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ADMINISTRATIVE AND PROFESSIONAL SALARY PLAN**

RANGE E
MINIMUM \$74,657 MID-POINT \$98,365 MAXIMUM \$122,073

Director

RANGE F
MINIMUM \$81,498 MID-POINT \$110,204 MAXIMUM \$138,909

Assistant Chief Information Officer
 Assistant Vice President
 Assistant Provost
 Dean
 Dean of Students

RANGE G – EXECUTIVE MANAGEMENT
MINIMUM \$101,582 MID-POINT \$129,824 MAXIMUM \$158,066

Chief Information Officer
 Provost
 Special Assistant to the President, Strategic Initiatives & Executive Dean,
 Economic Development

RANGE H – EXECUTIVE MANAGEMENT
MINIMUM \$117,627 MID-POINT \$148,747 MAXIMUM \$179,866

Executive VP and CLO
 Foundation President and CEO
 Vice President

**VALENCIA COMMUNITY COLLEGE
2009-2010 FISCAL YEAR
ADMINISTRATIVE AND PROFESSIONAL SALARY PLAN**

IT SALARY RANGES				
Grade	Position Class	Level I	Level II	Level III
100	Banner DBA	\$65,000 - \$90,000	\$75,000 - \$110,000	N/A
200	IT Manager	N/A	\$45,000 - \$85,000	\$55,000 - \$95,000
300	Network Server Specialist	\$35,000 - \$60,000	\$45,000 - \$85,000	\$55,000 - \$95,000
400	Programmer/Analyst	\$35,000 - \$60,000	\$45,000 - \$85,000	\$55,000 - \$95,000
500	System Administrator	\$65,000 - \$90,000	\$75,000 - \$110,000	N/A
600	Technical Support Specialist	\$35,000 - \$60,000	N/A	N/A
700	Web/Portal Developer	\$35,000 - \$60,000	\$45,000 - \$85,000	\$55,000 - \$95,000

TECHNICAL SALARY RANGES			
Grade	MINIMUM \$43,749	MID-POINT \$57,096	MAXIMUM \$70,443
T-20	Technical Manager Technical Specialist		
Grade	MINIMUM \$50,659	MID-POINT \$65,409	MAXIMUM \$80,159
T-30	Database Administrator Data Warehouse Specialist Technical Coordinator		
Grade	MINIMUM \$58,660	MID-POINT \$74,937	MAXIMUM \$91,213
T-40	Technical Director		

**VALENCIA COMMUNITY COLLEGE
2009-2010 FISCAL YEAR
ADMINISTRATIVE AND PROFESSIONAL SALARY PLAN**

Notes:

1. These are Non-Tenure earning, annual contract positions.
2. The President is authorized to assign administrative and professional employees a salary between the minimum and the maximum of the appropriate pay range. Individuals returning to the college after having received benefits under the Retirement Incentive Program shall be reemployed at the entry level without credit for experience. This is done in conjunction with the Vice President, Human Resources and Diversity.
3. Full-time personnel assigned to the Downtown Center will be paid a supplemental allowance of \$20.00 per pay period, if the college does not pay for parking. Part-time employees assigned to the Downtown Center will be paid a supplemental allowance of 75 cents for each hour worked.
4. An administrative or professional employee performing special assignments outside his/her normal working hours may be paid a salary supplement for the extra duties. The pay rate for such extra duties shall be at a minimum rate of \$7.25 per hour to a maximum rate of \$25.00 per hour. An administrative or professional employee may not receive payment when exceeding his/her normal working hours by more than ten (10) hours per week unless approved by the president or his designate in conjunction with the Vice President, Human Resources and Diversity.
5. Board approved salary increases for personnel employed under federal/state grants will be granted only if the increases are budgeted in the grants.
6. For twelve (12) calendar month personnel, the annual salary will be divided into twenty-seven (27) payments. For personnel beginning or terminating during the year, the salary will be prorated based on a 261-day work year from July 1, 2009, through June 30, 2010.

**VALENCIA COMMUNITY COLLEGE
2009-2010 FISCAL YEAR
ADMINISTRATIVE AND PROFESSIONAL SALARY PLAN**

Notes Continued:

7. Full-time administrative and professional employees on a twelve-month contract who worked one day more than six months during the 2008-2009 fiscal year will receive a 1.89% increase. Employees who worked less than six months with salaries above the minimum of the applicable pay range will not receive an increase. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, may approve a salary increase that exceeds the maximum.
8. An administrative or professional employee who attains an advanced job-related degree from a regionally accredited institution beyond the minimum required for the position is eligible for a salary increase in accordance with policy 6Hx28:08-23 and based upon the recommendation of the supervisor and approval of the President or his designate.
9. Effective July 1, 1991, executive management employees shall accumulate seven (7) days of administrative incentive credit each year; such credit to be prorated for each month worked, with a maximum accrual of thirty-five (35) days. Payment for such credited service will be made at the time of his/her termination from full-time executive management service for any reason other than for cause. Payment will be made in accordance with Policy 6Hx28:07-32.
10. Position Classification and Salaries for employees transitioning from SunGard Higher Education (SGHE) to college employees are being studied during fiscal year 09-10. Salaries were established based on the best information available from SGHE and may be below the minimum represented in this salary schedule while we are in transition.

**VALENCIA COMMUNITY COLLEGE
2009-2010 ACADEMIC YEAR
FACULTY SALARY PLAN**

	MASTER'S DEGREE			MASTER'S DEGREE		
STEP	10 MONTH	12 MONTH		STEP	10 MONTH	12 MONTH
1	42000	50400		16	58050	69660
2	43070	51684		17	59120	70944
3	44140	52968		18	60190	72228
4	45210	54252		19	61260	73512
5	46280	55536		20	62330	74796
6	47350	56820		21	63400	76080
7	48420	58104		22	64470	77364
8	49490	59388		23	65540	78648
9	50560	60672		24	66610	79932
10	51630	61956		25	67680	81216
11	52700	63240		26	68750	82500
12	53770	64524		27	69820	83784
13	54840	65808		28	70890	85068
14	55910	67092		29	71960	86352
15	56980	68376		30	73030	87636

Notes:

1. For twelve (12) month faculty, the annual salary will be distributed in the same manner as other (12) month employees. For personnel beginning or terminating during the year, the salary will be prorated based on 261-days from July 1, 2009, through June 30, 2010. For ten (10) month faculty, the annual salary will be divided into twenty-two (22) or twenty-six (26) equal payments at the election of the faculty member. For ten (10) month faculty beginning or terminating during the year, the salary will be prorated based on 194 days.

**VALENCIA COMMUNITY COLLEGE
2009-2010 ACADEMIC YEAR
FACULTY SALARY PLAN**

Notes Continued:

- 2. Faculty on a supplemental contract who teach less than a normal teaching load for Summer A or B may be paid based on a corresponding percentage of the normal full-time salary if regularly required office and student engagement hours are maintained. Staff and Program Development salaries will not vary from approved salary schedules. Salaries of personnel employed under federal projects may not exceed board-approved salaries. Personnel assigned to the Downtown Center will be paid a supplemental allowance of \$20.00 per pay period if the college does not pay for parking.

- 3. A new employee may receive up to a maximum of 15 years of credit for relevant prior professional experience as a component of a faculty member's base salary. A year's credit is allowed if an employee was employed for more than one-half the duty days in an academic year as a full-time employee. Minor fractions of a year cannot be added to obtain experience credit on the salary schedule. New employees will be placed on the salary schedule as follows:

Years of Experience	Step
Less than 1	1
1	2
2	3
3	4
4	5
5	6
6	7
7	8
8	9
9	10
10	11
11	12
12	13
13	14
14	15
15	16

**VALENCIA COMMUNITY COLLEGE
2009- 2010 ACADEMIC YEAR
FACULTY SALARY PLAN**

Notes Continued:

4. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, shall have the authority to accept, for salary purposes in lieu of educational experience, an individual's full-time employment that is deemed appropriately related to the individual's assignment. Placement on the salary schedule may be made at a level other than as described when deemed necessary by the President and in conjunction with the Vice President, Human Resources and Diversity. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, is authorized to approve a salary supplement for faculty members who are performing additional duties. As an exception to the provisions of this paragraph, individuals returning to the college after having received benefits under the Retirement Incentive Program shall be reemployed at the entry-level salary without credit for experience.

5. Education component: The Faculty Compensation Plan salary amount shown in steps 0 – 30 are based on a Master's degree. The following amounts will be added to or subtracted from (reflected in parenthesis) an employee's 10 - month base salary according to degree level at the time of employment:

Associate's	(4,900)	Bachelor's	(3,500)	Master's +30	3,500	Doctorate	7,000
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6. Professional development: Faculty members who meet the requirements outlined in the Faculty Compensation Plan Professional Development Component Plan will be eligible for one payment level described below upon approval by the President or his designee.

Level I	750	Level II	1,500
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7. Institutional effectiveness: Payments under this component of the Faculty Compensation Plan will be based on established criteria and paid upon the approval of the President or his designee.

8. Board approved salary increases will not be processed for personnel employed under federal/state grants unless money for these increases have been budgeted in the grants.

**VALENCIA COMMUNITY COLLEGE
2009- 2010 ACADEMIC YEAR
FACULTY SALARY PLAN**

Notes Continued:

9. Individuals returning to the college within two (2) years of separation will be placed on the salary schedule at a step with a salary that is closest, but not lower than their salary when they terminated employment. Individuals returning to the college after two (2) years of separation will be credited with relevant prior professional experience in accordance with paragraph four (4) above of the Faculty Compensation Plan.
10. Full-time Non-Tenure earning instructional employees will be paid in accordance with the Salary Schedule for Full-Time Non-Tenure earning Faculty.
11. A faculty member performing extra, non-teaching duties outside his/her normal working hours may be paid a salary supplement for the additional duties. The pay rate for such extra duties shall be at a minimum rate of \$7.25 per hour to a maximum of \$25.00 per hour. For additional teaching duties see the credit overload and/or continuing education schedules. A faculty member may not receive payment for hours worked which exceed his/her normal working hours by more than ten (10) hours per week unless approved by the President or his designate and in conjunction with the Vice President, Human Resources and Diversity.

**VALENCIA COMMUNITY COLLEGE
2009-2010 ACADEMIC YEAR
SALARY SCHEDULE FOR FULL-TIME NON-TENURE EARNING FACULTY**

DEGREE	FALL	SPRING	SUMMER TERM A	SUMMER TERM B	SUMMER FULL TERM
BACHELOR'S	15,004	15,004	6,001	6,001	12,002
MASTER'S	17,155	17,155	6,863	6,863	13,726
MASTER'S +30	18,480	18,480	7,392	7,392	14,784
DOCTORATE	19,915	19,915	7,967	7,967	15,934

Note:

Full-time Non-Tenure earning faculty will be paid a flat rate that does not correlate to the regular faculty salary schedule. The compensation, listed above, is based on a full teaching load and the associated office and student engagement hours. For personnel beginning or terminating during the session, the salary will be prorated based on a ratio of the number of actual days worked and the number of work days in the academic session.

**VALENCIA COMMUNITY COLLEGE
2009-2010 ACADEMIC YEAR**

CREDIT COURSES TAUGHT BY FULL-TIME FACULTY, NON-FACULTY FULL-TIME STAFF WHO HAVE FEWER THAN 60 FACULTY DEVELOPMENT HOURS AND ADJUNCT FACULTY.

	1 CONTACT HOUR COURSE		3 CONTACT HOUR COURSE		4 CONTACT HOUR COURSE		5 CONTACT HOUR COURSE		6 CONTACT HOUR COURSE	
EARNED DOCTORATE	\$610.00	(\$916.00)	\$1,830.00	(\$2,748.00)	\$2,440.00	(\$3,664.00)	\$3,050.00	(\$4,580.00)	\$3,660.00	(\$5,496.00)
MASTER'S DEGREE	\$557.00	(\$837.00)	\$1,671.00	(\$2,511.00)	\$2,228.00	(\$3,348.00)	\$2,785.00	(\$4,185.00)	\$3,342.00	(\$5,022.00)
BACHELOR'S DEGREE	\$510.00	(\$766.00)	\$1,530.00	(\$2,298.00)	\$2,040.00	(\$3,064.00)	\$2,550.00	(\$3,830.00)	\$3,060.00	(\$4,596.00)

CREDIT COURSES TAUGHT BY NON-FACULTY FULL-TIME STAFF AND FULL-TIME NON-TENURE EARNING FACULTY WHO HAVE 60 OR MORE FACULTY DEVELOPMENT HOURS AND ASSOCIATE FACULTY.

	1 CONTACT HOUR COURSE		3 CONTACT HOUR COURSE		4 CONTACT HOUR COURSE		5 CONTACT HOUR COURSE		6 CONTACT HOUR COURSE	
EARNED DOCTORATE	\$646.00	(\$969.00)	\$1,938.00	(\$2,907.00)	\$2,584.00	(\$3,876.00)	\$3,230.00	(\$4,845.00)	\$3,876.00	(\$5,814.00)
MASTER'S DEGREE	\$593.00	(\$889.00)	\$1,779.00	(\$2,667.00)	\$2,372.00	(\$3,556.00)	\$2,965.00	(\$4,445.00)	\$3,558.00	(\$5,334.00)
BACHELOR'S DEGREE	\$546.00	(\$819.00)	\$1,638.00	(\$2,457.00)	\$2,184.00	(\$3,276.00)	\$2,730.00	(\$4,095.00)	\$3,276.00	(\$4,914.00)

CREDIT COURSES TAUGHT BY SENIOR TEACHING FELLOWS

	1 CONTACT HOUR COURSE		3 CONTACT HOUR COURSE		4 CONTACT HOUR COURSE		5 CONTACT HOUR COURSE		6 CONTACT HOUR COURSE	
EARNED DOCTORATE	\$991.00	(\$1,488.00)	\$2,973.00	(\$4,464.00)	\$3,964.00	(\$5,952.00)	\$4,955.00	(\$7,440.00)	\$5,946.00	(\$8,928.00)
MASTER'S DEGREE	\$936.00	(\$1,405.00)	\$2,808.00	(\$4,215.00)	\$3,744.00	(\$5,620.00)	\$4,680.00	(\$7,025.00)	\$5,616.00	(\$8,430.00)
BACHELOR'S DEGREE	\$891.00	(\$1,336.00)	\$2,673.00	(\$4,008.00)	\$3,564.00	(\$5,344.00)	\$4,455.00	(\$6,680.00)	\$5,346.00	(\$8,016.00)

Note: Amounts in parenthesis are for off-campus dual enrollment credit classes.

**VALENCIA COMMUNITY COLLEGE
2009-2010 ACADEMIC YEAR**

HOURLY RATES OF PAY FOR SPECIALIZED SERVICES

HEALTH AND PUBLIC SERVICE:

Associate's Degree	\$21.83 PER HOUR	\$23.14 PER HOUR	(\$33.91) PER HOUR
Bachelor's Degree	\$23.82 PER HOUR	\$25.47 PER HOUR	(\$37.50) PER HOUR
Master's Degree	\$25.54 PER HOUR	\$27.16 PER HOUR	(\$40.74) PER HOUR
Earned Doctorate	\$28.84 PER HOUR	\$30.51 PER HOUR	(\$46.61) PER HOUR
APPLIED PRIVATE MUSIC	\$35.66 PER HOUR		
PHYSICIANS, DENTISTS AND CRIMINAL JUSTICE	\$66.23 PER CLOCK HOUR MAXIMUM		
VALENCIA ENTERPRISE	UP TO \$100 PER CLASSROOM CLOCK HOUR		
	(Fee includes development, preparation, coordination and instruction)		

Notes:

1. A maximum of six (6) one-hour private lessons may be included within the normal fifteen (15) hour workload. Additional private lessons to students may be taught on an overload basis (over and above the required thirty-five [35] hours per week) with the approval of the Dean.
2. Where other specialized services are necessary and/or where contracts at different rates of pay are necessary, the President or his designate, in conjunction with the Vice President, Human Resources and Diversity may approve these. This would include services of temporary part-time professional and career personnel involved in the instructional process or program development, and contracting with career service employees for services that are not under the Career Service Salary Plan.
3. A part-time employee assigned to the Downtown Center will be paid a supplemental allowance of 75 cents for each hour worked if the college does not pay for parking.
4. Part-time employees are hired by the session or on an hourly basis. A part-time instructional employee teaching credit classes will not be hired in excess of one session at a time unless specifically approved by the President or his designate and in conjunction with the Vice President, Human Resources and Diversity.
5. The bolded amount represents the Associate Faculty rates. Amount in parenthesis represents Senior Teaching Fellows' rates.

**Valencia Community College Deaf/Hard of Hearing Service Provider Pay Scale
Effective January 2, 2007**

Credentials	With C-Print	Base Rate per hr	AA or 5 yrs exp	BA or 10 yrs exp	MA or 15 yrs exp	PhD
NIC Master	\$ 36.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00
NIC Advanced	\$ 34.00	\$ 33.00	base + \$.25	base + \$.75	base + \$1	base + \$1.50
NIC	\$ 33.00	\$ 32.00	base + \$.25	base + \$.75	base + \$1	base + \$1.50
CI & CT	\$ 33.00	\$ 32.00	base + \$.25	base + \$.75	base + \$1	base + \$1.50
CI or CT	\$ 31.00	\$ 30.00	base + \$.25	base + \$.75	base + \$1	base + \$1.50
QA 3	\$ 24.00	\$ 23.00	base + \$.25	base + \$.75	base + \$1	base + \$1.50
QA 2/EIE 2	\$ 22.00	\$ 21.00	base + \$.25	base + \$.75	base + \$1	base + \$1.50
Speech to Text Only	Base Rate per hr	5 yrs exp				
C-print only	\$ 18.00	\$ 22.00				
SR only	\$ 16.00	\$ 17.00				

Key:	NIC	National Interpreter Certification
	CI	Certificate of Interpreting (National)
	CT	Certificate of Transliterating (National)
	QA	Quality Assurance Certificate (FL)
	EIE	Educational Interpreter Evaluation
	SR	Speech Recognition

**VALENCIA COMMUNITY COLLEGE
2009-2010 ACADEMIC YEAR
*SUBSTITUTE TEACHING SALARY SCHEDULE**

Earned Doctorate	\$23.48 per hour
Master's Degree	\$20.23 per hour
Bachelor's Degree	\$17.70 per hour
Associate's Degree	\$13.71 per hour

Note: Full-time faculty, when teaching day or evening classes for other instructors who are absent from campus on sick leave, personal leave or professional leave without pay, will be paid in accordance with policy 6Hx28:08-17.

*The rate for dual enrollment substitute teaching is 1.5 times the standard substitute teaching salary schedule rate.

INTERNSHIP PROGRAM

The rate of pay for supervising a student intern is \$100.00 per student.

INDEPENDENT STUDY COURSES

The rate of pay for independent study courses is \$25.00 per student credit hour.

STUDENT ORIENTATION/MENTORING

The rate of pay for student orientation/mentoring is \$25.00 per student per term.

Note: The instructor will be eligible for pay at the end of the term.

**VALENCIA COMMUNITY COLLEGE
2009-2010 ACADEMIC YEAR
FLAT RATES FOR SPECIALIZED SERVICES**

Alternative Delivery Contract Rates	
Quality Matters Review	\$150
Quality Matters Team Chair	\$250
Master Course Shell Leadership	\$500
Course Development	\$1,611
Faculty Development Contract Rates	
Participant	\$500
Workshop Facilitator	\$300
Online Faculty Development Workshop/Course Developer	\$500
Online Faculty Development Course Facilitator (4 weeks)	\$500
Online Faculty Development Course Facilitator (6 weeks)	\$700
Learning Communities Contract Rates	
LinC Implementation Contract	\$800 per term
LinC College-wide Coordinator	\$3,342 per term (Fall and Spring) or (2) release times
LinC Campus Coordinator	\$800 per term (West and Osceola) \$1,600 per term (East)
SL College-wide Coordinator	\$1,671 per term
Campus SL Coordinator	\$160 per section (up to the limit approved for the annual budget)
SPA/Comp House Coordinator	\$1,671 per term or (1) release time

**VALENCIA COMMUNITY COLLEGE
2009-2010 ACADEMIC YEAR
CAREER SERVICE SALARY PLAN**

<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>JOB TITLE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>JOB TITLE</u>
1	\$22,207 - \$28,375	Custodian Groundskeeper	6	\$25,876 - \$36,216	Accounting Clerk Audio Visual Specialist Bookstore Specialist Equipment Mechanic Financial Records Specialist Lead Reprographic Equipment Operator Physical Education Equipment Manager Placement Services Technician Program Support Specialist Records Specialist Staff Assistant II Supplies Assistant Technical Document Specialist Testing Center Specialist Word Processing Specialist, Senior
2	\$22,457 - \$29,795	Irrigation Specialist Lead Custodian Lead Groundskeeper			
3	\$22,707 - \$31,284	Cashier Cashier/Stock Clerk Communications Operator Security Clerk Security Officer	7	\$27,041 - \$38,026	Accounting Clerk II Business Office Specialist Communications Operations Supervisor Database Specialist Library Technician, Senior Office Supervisor I
4	\$23,696 - \$32,849	Delivery Courier Financial Aid Clerk Financial Aid/Scholarship Clerk Maintenance Assistant Reprographic Equipment Operator Shipping/Receiving Clerk Staff Assistant I	8	\$28,257 - \$39,928	Accounting Clerk Senior Accounts Payable Specialist Administrative Assistant Assessment Specialist Equipment Mechanic, Senior Fiscal Assistant Foundation Accounts Assistant Maintenance Technician Staff Assistant III Supplier Specialist Supplies Specialist Technical Support Specialist Training Support Specialist Tutorial Center Coordinator
5	\$24,761 - \$34,492	Asst Supervisor Enrollment Services Bookstore Supervisor I Custodial Working Supervisor Delivery Courier, Senior Groundskeeper Working Supervisor Library Assistant Master Security Officer Textbook Assistant Word Processing Specialist			

**VALENCIA COMMUNITY COLLEGE
2009-2010 FISCAL YEAR
CAREER SERVICE SALARY PLAN**

<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>JOB TITLE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>JOB TITLE</u>
9	\$29,529 - \$41,924	Assistive Technology Specialist Career Advisor Custodial Assistant Supervisor Instructional Assistant Property Records Specialist P-Card Administrator Advisor Purchasing Agent Security Field Supervisor Word Processing Supervisor	11	\$32,247 - \$46,221	Alumni Relations Specialist Budget Specialist Computer Support Specialist II Employee Relations/Diversity Specialist Grants Accounting Specialist Graphic Designer Instructional Support Spec Library Operations Supervisor Master Control Technician Photographer Program/Equipment Specialist Technical Specialist Trades/Maintenance Assistant Supervisor
10	\$30,858 - \$44,021	Accounts Assistant Air Conditioning Technician Classroom Technology Specialist Computer Support Specialist I Executive Assistant Honors Program Assistant Human Resources Specialist International Technical Specialist CJI Technology Support Spec ITS Technical Supervisor ITS Technician Supervisor Library Operations Assistant Library Services Supervisor Library Specialist Office Supervisor III Payroll Specialist Technical Document Spec, Senior	12	\$33,698 - \$48,532	Academic Advisor Accounts Payable Coordinator Admin Tech Support Specialist Assessment Coordinator ATLAS Student Access Coordinator Bookstore Manager (all) Business Office Coordinator Executive Assistant, Senior Financial Aid Specialist Human Resources Specialist, Senior Instructional Technical Supp Spec Library Office Systems Manager Operational Assets Coordinator Performing Arts Center Manager Purchasing Agent, Senior Research Analyst Scholarship Coordinator Security Supervisor Student Services Specialist

**VALENCIA COMMUNITY COLLEGE
2009-2010 FISCAL YEAR
CAREER SERVICE SALARY PLAN**

<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>JOB TITLE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>JOB TITLE</u>
13	\$35,215 - \$50,958	Compliance Inspector Contractor Liaison Specialist CADD Technician Facilities Specialist ICL Instructional Support Supervisor Graphic Designer, Senior Trades/Maintenance Supervisor Grounds Maintenance Supervisor Custodial Services Supervisor	15	\$38,455 - \$56,181	Procurement Operations Manager Computer Labs Manager Courier Services Manager Security Manager
14	\$36,800 - \$53,507	Admissions/Records Coordinator Fiscal Manager ICL Instructional Support Supervisor, Senior Instructional Assistant, Senior Offices Systems Manager Technical Director Theater/Entertainment Technology			

**VALENCIA COMMUNITY COLLEGE
2009-2010 FISCAL YEAR
CAREER SERVICE SALARY PLAN**

Notes:

1. New Career Service employees in Grades 1 – 9 will be paid at the minimum salary of the applicable pay grade. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, is authorized to hire new Career Service employees in Grades 10 and above between the minimum and maximum of the applicable salary range.
2. Individuals returning to the college within two (2) years of separation will be given a salary level commensurate with a promotion, reassignment or reduction in grade appointment as appropriate. After two (2) years of separation, the individual will be paid at the entry level salary of the applicable pay grade. As an exception to the provisions of this paragraph, individuals returning to the college after having received benefits under the Retirement Incentive Program shall be reemployed at the entry-level salary without credit for experience.
3. A promotion is an appointment of a Career Service employee to a position in a job classification that has a higher pay grade than his/her current position. An employee being promoted will receive either an increase in salary to the minimum of the new pay grade or a 5% increase in salary, whichever is higher, up to but not exceeding the maximum of the salary range.
4. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, may approve a salary that exceeds this schedule.
5. A reassignment is the appointment of a full-time Career Service employee to a position in a job classification with the same pay grade as his/her current position. An employee who is reassigned will retain his/her current salary.
6. A reduction in grade is an appointment of a full-time Career Service employee to a position in a job classification with a lower pay grade than his/her current position. An employee who is reduced in grade will have his/her salary determined on an individual basis by the President or his designate in conjunction with the Vice President, Human Resources and Diversity.
7. A full-time Career Service employee will be paid a night differential in accordance with policy 6Hx28:09-07. The differential will be an additional \$20.00 each pay period and will be paid to employees who regularly work 50% or more of their shift between 5:00 p.m. and 8:00 a.m.

**VALENCIA COMMUNITY COLLEGE
2009-2010 FISCAL YEAR
CAREER SERVICE SALARY PLAN**

Notes Continued:

8. For twelve calendar month employees, the annual salary will be divided into twenty-seven (27) payments. For personnel beginning or terminating during the year, the salary will be prorated on a 261-day work year from July 1, 2009, through June 30, 2010.
9. Personnel assigned to the Downtown Center will be paid a supplemental allowance of \$20.00 per pay period if the college does not pay for parking.
10. Placement on the Career Service salary schedule may be made at a level other than as described above when deemed necessary by the President or his designate in conjunction with the Vice President, Human Resources and Diversity.
11. Board approved salary increases will not be processed for personnel employed under federal/state grants unless money for these increases have been budgeted in the grants.
12. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, may authorize overtime or the hiring of part-time or temporary employees as necessary to meet peak workloads or for emergency reasons.
13. OVERTIME: A Career Service employee may not work in excess of ten (10) hours per week beyond forty (40) unless approved by the President or his designate in conjunction with the Vice President, Human Resources and Diversity.
14. Employees who worked one day more than six months in the 2008-2009 fiscal year and are within the current salary range will receive a 1.89% increase. Employees who have worked less than six months in the 2008-2009 fiscal year will not receive a raise, unless they are at the minimum of the salary range, in which case they will be placed at the new minimum. No one will be paid less than the minimum of the salary range.

VALENCIA COMMUNITY COLLEGE

2009- 2010 FISCAL YEAR

PART-TIME HOURLY SALARY PLAN

<u>PAY GRADE</u>	<u>HOURLY RATE</u>	<u>JOB TITLE</u>	<u>PAY GRADE</u>	<u>HOURLY RATE</u>	<u>JOB TITLE</u>
S	\$7.25	Student Assistant Student Escort	4	\$11.35	Curriculum Assistant, Senior Delivery Courier Laboratory Assistant I Library Support Specialist Reprographic Equipment Operator Staff Assistant I Support Specialist I Testing Assistant
S1	\$7.59	Entertainment Specialist I Laboratory Aide I Learning Assistant I Office Aide I			
1	\$10.64	Art Department Assistant Custodian Curriculum Assistant Dance Assistant Enrollment Specialist I Film Department Assistant Film Production Driver Groundskeeper Laboratory Aide II Learning Assistant II Nautilus Assistant Office Aide II Photo Laboratory Assistant Recreational Monitor	5	\$11.86	Assistant Tutoring Coordinator Box Office Manager Internet Technology Assistant I Intramurals Supervisor Library Assistant Nautilus Supervisor Support Specialist II Technology Resource Center Assistant Media Processing Specialist
2	\$10.76	Enrollment Specialist II Entertainment Specialist II	6	\$12.39	Accounting Clerk Atlas Technical Assistant Audio Visual Specialist Laboratory Assistant II Staff Assistant II Studio Technician Technical Document Specialist Testing Center Specialist
3	\$10.88	Cashier Communications Operator Event Planning Assistant Gallery Assistant Registration Clerk Security Clerk Security Officer	7	\$12.95	Business Office Specialist

VALENCIA COMMUNITY COLLEGE

2009- 2010 FISCAL YEAR

PART-TIME HOURLY SALARY PLAN

<u>PAY GRADE</u>	<u>HOURLY RATE</u>	<u>JOB TITLE</u>	<u>PAY GRADE</u>	<u>HOURLY RATE</u>	<u>JOB TITLE</u>		
8	\$13.53	Assessment Specialist	13	\$16.87	Business Development Coordinator		
		Software Support Specialist			Music Accompanist		
		Human Resources Assistant					
		Maintenance Technician					
		Non-Instruct Program Coordinator					
9	\$14.14	Staff Assistant III	14	\$17.62	Electronics Technician		
		Training Support Specialist			Instructional Assistant, Senior		
		Technical Records Specialist			Lighting Design Technician		
9	\$14.14		15	\$18.42	Manager		
		Career Advisor			-----	\$11.94	Testing Proctor
		Dance Performance Production Coord			----	\$14.02	Testing Supervisor
		Instructional Assistant			-----	\$18.67	Reference Assistant
		ITS Computer Support Technician			-----	\$21.36	Counselors
		LT Training Support Technician			----	\$21.36	Librarians
		Performing Arts Center Technician			A	\$16.51	Coordinator, College Transition
Student Development Advisor			Coordinator, Educational Technology Svcs Program Advisor				
10	\$14.78	Classroom Technology Specialist	C	\$22.13	Director, Employ FL Banner Ctr, H.S.		
		Dance Accompanist					
		Gallery Director					
		Human Resources Specialist					
		Library Specialist					
		Payroll Specialist					
11	\$15.44	Photographer					
		Graphic Designer					
12	\$16.14	Academic Advisor					
		Assessment Coordinator					
		Financial Aid Specialist					
		Laboratory Technician					
		Performing Arts Center Manager					
Student Services Specialist							

**VALENCIA COMMUNITY COLLEGE
2009- 2010 FISCAL YEAR
PART-TIME HOURLY SALARY PLAN**

Notes:

1. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, may approve an hourly rate that exceeds the Schedule.
2. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, is authorized to hire part-time employees as necessary. A part-time employee who is performing the equivalent work of a full-time administrative or professional employee will be paid an hourly rate determined by the President or his designate.
3. Part-time employees assigned to the Downtown Center will be paid a supplemental allowance of 75 cents for each hour worked if the college does not pay for parking.
4. Part-time employees will be paid a night shift differential of 25 cents per hour if 50% or more of their shift is between 5:00 p.m. and 8:00 a.m.
5. As part of the instructional process, Part-time Instructional Support employees are generally contracted on a session-by-session basis. The hourly rates for these employees (indicated on previous page) are effective at the beginning of the 2009-2010 academic year.

Instructional Assistants are classified as non-exempt positions and are subject to the provisions of the Fair Labor Standards Act.

VALENCIA COMMUNITY COLLEGE
2009 - 2010 FISCAL YEAR
STUDENT ASSISTANTS AND WORK-STUDY SALARY SCHEDULE

Students working part-time on college funds will be paid according to the rate of pay on the Student Assistants and Work Study Schedule.

The rate of pay for a student employed under these programs is \$7.25 per hour.

VALENCIA ENTERPRISE SALARY SCHEDULES

**VALENCIA ENTERPRISE
2009- 2010 FISCAL YEAR
ADMINISTRATIVE AND PROFESSIONAL SALARY PLAN**

PROFESSIONAL VEP1		
MINIMUM \$34,464	MID-POINT \$54,882	MAXIMUM \$75,300

Corporate Account Manager	- Manager Implement/Logistics
Corporate Meeting Services Manager	- International Program Manager
Operations Coordinator	
Operations Manager	
Program Manager	
Technical Course Manager	

PROFESSIONAL VEP2		
MINIMUM \$39,908	MID-POINT \$62,796	MAXIMUM \$85,684

Sales Support Specialist
 Systems Support Specialist
 Senior Performance Consultant
 Assistant Director
 Senior Corporate Account Manager

ADMINISTRATIVE VEP3		
MINIMUM \$53,510	MID-POINT \$82,230	MAXIMUM \$110,950

Enterprise Director

EXECUTIVE MANAGEMENT VEP4		
MINIMUM \$101,582	MID-POINT \$129,824	MAXIMUM \$158,066

Chief Operating Officer

Notes:

1. These are Non-Tenure earning positions.
2. The President or his designate is authorized to assign administrative and professional employees a salary between the minimum and the maximum of the appropriate pay range. Individuals returning to the college after having received benefits under the Retirement Incentive Program shall be reemployed at the entry level without credit for experience. This is done in conjunction with the Vice President, Human Resources and Diversity.

**VALENCIA ENTERPRISE
2009-2010 FISCAL YEAR
ADMINISTRATIVE AND PROFESSIONAL SALARY PLAN**

Notes Continued:

3. An administrative or professional employee performing special assignments outside his/her normal working hours may be paid a salary supplement for the extra duties. The pay rate for such extra duties shall be at a minimum rate of \$7.25 per hour to a maximum rate of \$25.00 per hour. An administrative or professional employee may not receive payment when exceeding his/her normal working hours by more than ten (10) hours per week unless approved by the President or his designate in conjunction with the Vice President, Human Resources and Diversity.
4. Board approved salary increases for personnel employed under federal/state grants will be granted only if the increases are budgeted in the grants.
5. For twelve (12) calendar month personnel, the annual salary will be divided into twenty-seven (27) payments. For personnel beginning or terminating during the year, the salary will be prorated based on a 261-day work year from July 1, 2009 through June 30, 2010.
6. Full-time administrative and professional employees on a twelve-month contract who worked one day more than six months during the 2008-2009 fiscal year will receive a 1.89% increase. Employees who worked less than six months with salaries above the minimum of the applicable pay range will not receive an increase. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, may approve a salary increase that exceeds the maximum.
7. An administrative or professional employee who attains an advanced job-related degree from a regionally accredited institution beyond the minimum required for the position is eligible for a salary increase in accordance with policy 6Hx28:08-23 and based upon the recommendation of the supervisor and approval of the President or his designate.

**VALENCIA ENTERPRISE
2009- 2010 FISCAL YEAR
ADMINISTRATIVE AND PROFESSIONAL SALARY PLAN**

Notes Continued:

8. Effective July 1, 1991, executive management employees shall accumulate seven (7) days of administrative incentive credit each year; such credit to be prorated for each month worked, with a maximum accrual of thirty-five (35) days. Payment for such credited service will be made at the time of his/her termination from full-time executive management service for any reason other than for cause. Payment will be made in accordance with Policy 6Hx28:07-32.
9. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, is authorized to create, implement and administer performance based compensation programs for administrative and professional employees.

VALENCIA ENTERPRISE

2009- 2010 FISCAL YEAR

CAREER SERVICE SALARY PLAN

PAY GRADE VE1		
MINIMUM \$28,257	MID-POINT \$34,093	MAXIMUM \$39,928

Training Support Specialist

PAY GRADE VE2		
MINIMUM \$29,529	MID-POINT \$35,727	MAXIMUM \$41,924

Client Service Consultant
Corporate Meeting Services Assistant

- Client Service Consultant,
Bilingual

PAY GRADE VE3		
MINIMUM \$30,858	MID-POINT \$37,440	MAXIMUM \$44,021

Account Assistant, VE
Project Coordinator

PAY GRADE VE4		
MINIMUM \$32,247	MID-POINT \$39,234	MAXIMUM \$46,221

Continuing Education Program Coordinator
Implementation Coordinator
Intensive English Program Coordinator
Language Program Coordinator

PAY GRADE VE5		
MINIMUM \$33,698	MID-POINT \$41,115	MAXIMUM \$48,532

Operations Bill/Collect Coordinator

PAY GRADE VE6		
MINIMUM \$35,215	MID-POINT \$43,087	MAXIMUM \$50,958

NO POSITIONS

PAY GRADE VE7		
MINIMUM \$36,800	MID-POINT \$45,154	MAXIMUM \$53,507

Business Office Manager

Notes:

1. New Career Service employees in Grades VE1 and VE2 will be paid at the minimum salary of the applicable pay grade. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, is authorized to hire new Career Service employees in Grades VE3 and above between the minimum and maximum of the applicable salary range.

VALENCIA ENTERPRISE**2009- 2010 FISCAL YEAR****CAREER SERVICE SALARY PLAN****Notes Continued:**

2. Individuals returning to the college within two (2) years of separation will be given a salary level commensurate with a promotion, reassignment or reduction in grade appointment as appropriate. After two (2) years of separation, the individual will be paid at the beginning salary. As an exception to the provisions of this paragraph, individuals returning to the college after having received benefits under the Retirement Incentive Program shall be reemployed at the entry-level salary without credit for experience.
3. A promotion is an appointment of a Career Service employee to a position in a job classification that has a higher pay grade than his/her current position. An employee being promoted will receive either an increase in salary to the minimum of the new pay grade or a 5% increase in salary, whichever is higher, up to but not exceeding the maximum of the salary range.
4. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, may approve a salary that exceeds this schedule.
5. A reassignment is the appointment of a full-time Career Service employee to a position in a job classification with the same pay grade as his/her current position. An employee who is reassigned will retain his/her current salary.
6. A reduction in grade is an appointment of a full-time Career Service employee to a position in a job classification with a lower pay grade than his/her current position. An employee who is reduced in grade will have his/her salary determined on an individual basis by the President or his designate in conjunction with the Vice President, Human Resources and Diversity.
7. A full-time Career Service employee will be paid a night differential in accordance with policy 6Hx28:09-07. The differential will be an additional \$20.00 each pay period and will be paid to employees who regularly work 50% or more of their shift between 5:00 p.m. and 8:00 a.m. Part-time employees will be paid a night shift differential of 25 cents per hour if 50% or more of their shift is between 5:00 p.m. and 8:00 a.m.
8. For twelve calendar month employees, the annual salary will be divided into twenty-seven (27) payments. For personnel beginning or terminating during the year, the salary will be prorated on a 261- day work year from July 1, 2009, through June 30, 2010. Personnel assigned to the Downtown Center will be paid a supplemental allowance of \$20.00 per pay period if the college does not pay parking. Placement on the Career Service salary schedule may be made at a level other than as described above when deemed necessary by the President or his designate in conjunction with the Vice President, Human Resources and Diversity. Board approved salary increases will not be processed for personnel employed under federal/state grants unless money for these increases have been budgeted in the grants.

VALENCIA ENTERPRISE
2009- 2010 FISCAL YEAR
CAREER SERVICE SALARY PLAN

Notes Continued:

9. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, may authorize overtime or the hiring of part-time or temporary employees as are necessary to meet peak workloads or for emergency reasons.

OVERTIME -- A Career Service employee may not work in excess of ten (10) hours per week beyond forty (40) unless approved by the President or his designate in conjunction with the Vice President, Human Resources and Diversity.

10. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, is authorized to hire part-time employees as necessary. A part-time employee who is performing the equivalent work of a full-time administrative or professional employee will be paid an hourly rate determined by the President or his designate.
11. Employees who worked one day more than six months in the 2008-2009 fiscal year will receive a 1.89% increase. Employees who have worked less than six months in the 2008-2009 fiscal year will not receive a raise, unless they are at the minimum of the salary range, in which case they will be placed at the new minimum. No employee will be paid less than the minimum of the salary range.
12. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity is authorized to create, implement and administer performance based compensation programs for career service employees.