

## Article X Compensation

### Section 1. Starting Salary

- A. A faculty member's starting salary shall be based on the position for which they are hired, years of experience, and academic degree as verified by Human Resources. The starting salary for faculty members and lecturers on a nine-month contract with a master's degree and no experience is \$50,000, (\$47,500 without a master's degree). The starting salary for a faculty member on a twelve-month contract (e.g., librarians and program managers) with a master's degree and no experience is \$58,000. Additional Critical skill areas (e.g., nurses) is \$63,000.
- B. A year of experience will be defined as teaching experience and/or relevant work experience that is comparable to the annual workload assigned to LSSC Faculty. Lake-Sumter State College will recognize a maximum of 10 years of experience for the purpose of starting salary calculation. A year of previous working experience outside of Lake-Sumter State College is valued at \$500 for the purpose of starting salary calculation. New faculty members entering employment with Lake-Sumter State College with five or more years of experience will have the opportunity to apply for Assistant Professor or Assistant Librarian after one-year of employment at Lake-Sumter State College, which garners an additional \$4,000 in salary.
- C. There are four salary classifications for faculty based on academic degrees and graduate level educational credit hours: (1) Master's Degree; (2) Master's Degree with 18 additional credit hours in a different field than that of the Master's Degree; (3) Master's Degree with 30 additional credit hours in the field of study; and (4) Doctorate Degree. Faculty will be credited the following permanent salary increases for attaining each

respective classification: \$3,000 for a Master's Degree with 18 additional credit hours in a different field than that of the Master's Degree; \$4,500 for a Master's Degree with 30 additional credit hours in the field of study; and \$7,000 for a Doctorate Degree. Salary increases based on academic degrees and graduate level educational credit hours will begin to be awarded one month after the courses are completed and/or the degree is conferred and will continue to be awarded in perpetuity.

- D. Faculty currently employed at LSSC shall also receive credit for their graduate training and coursework in the amounts designated above, for the levels of coursework designated above in subsection C, upon providing transcripts substantiating their training to the college. Thus, a faculty member with a Master's Degree and 18 additional credit hours of coursework shall, upon submitting documentation that is accepted by the College as complete, receive a \$3,000 increase to base salary.
- E. The College shall confirm receipt of the transcripts in writing within five days of the faculty member submitting them. Within fifteen days of the faculty member's submission of their transcripts, the College shall confirm in writing that the required documentation is complete and has been accepted or is incomplete. If the documentation is deemed incomplete, the College shall list the required documents remaining. The faculty member shall be allowed to submit additional documentation.

## **Section 2. Salary Adjustments and Additional Compensation**

- A. Rank and Promotion—Article XI outlines the procedures for faculty to apply for rank and promotion. Each rising stage of the promotion process garners a permanent salary increase. The stages of Assistant Professor and Assistant Librarian merit a permanent salary increase of \$4,000. The stages of Associate Professor and Associate Librarian

merit a permanent salary increase of \$4,200. The stages of Professor and Librarian merit a permanent salary increase of \$4,400. The final stages of Senior Professor and Senior Librarian merit a permanent salary increase of \$4,600.

- B. Overload Compensation - Full-Time faculty teaching credit classes in excess of the stated full-time semester hour load (15 contact hours for annual or continuing contract faculty and 18 for lecturers) will receive overload pay per credit hour as follows: Master's Degree (\$575); Master's Degree with 18 additional credit hours in a separate field (\$600); Master's Degree with 30 additional credit hours in the field of study (\$625); and Doctorate Degree (\$650).
- C. Compensation for Instruction during Summer Semesters - Full-time faculty in all salary classifications teaching in the summer will be paid at the rate of \$734.00 per contact hour).
- D. Compensation for Independent Study Instruction - An independent study course is one that has a college course prefix and number, utilizes a delivery method designed for one-on-one instruction, is a Lake-Sumter State College established course, and complies with that course's approved description and objectives. Faculty members who teach independent study courses will be paid \$50 per credit hour per student.
- E. Salary Adjustments
  - 1. The Lake-Sumter State College faculty acknowledge the efforts of the college administration to develop and pass a salary compression package for the 2018-2019 academic year contract period. Thus, a reevaluation of each current faculty member's years of experience and resulting compensation increase for those years of experience is not necessary. Instead, each faculty member will receive a base

salary adjustment respective to the compensation categories that are defined as permanent for the salary calculation model, which include the minimum starting salary, salary classifications (i.e. masters, masters +18, masters +30, and doctoral), and stages of rank and promotion.

2. These salary adjustments described above will represent the total compensation increase for faculty during the 2020-2021 academic year contract period.
3. During the remainder of the contract period, all faculty employed by Lake-Sumter State College will receive a permanent base salary raise of \$1,500 annually.

### **Section 3. Special Project Stipends and Reassigned Time**

- A. Faculty members who voluntarily agree to take on additional roles and/or projects that the administration believes are both substantive and valuable to the institution will be granted stipends and/or reassigned time in recognition of that work.
- B. Faculty entering into such an agreement with the institution will complete an EAR (see appendix) for each semester he or she will spend working on the project. The EAR must be signed by the faculty member and the supervising administrator, as well as any other relevant administrators, at least one month before the faculty member is expected to begin working on the assignments outlined in the EAR. Approval of the EAR must be communicated to the faculty member, in writing, at least two weeks before the faculty member is expected to begin working on any of the assignments outlined in the EAR. Any stipends associated with the additional roles and/or projects will be paid out according to the college's overload payment schedule.
- C. Reassigned time that is budgeted based on the cost of adjunct backfill will take the place of instructional hours only. So, for example, a faculty member who is given 3-credit

hours of reassigned time, budgeted at \$1,625, would have their total required contact hours for that semester reduced from 225 to 180 but would still be expected to complete 10 hours of office hours and 10 hours of other duties as assigned each week. Reassigned time that is budgeted based on a percentage of the faculty's salary will come with a reduction not only in instructional contact hours, but also in office hours and other duties as assigned. So, for example, a faculty member who is given 20% reassigned time to complete a specific project, which is budgeted as 20% of that faculty members salary, will receive a 20% reduction in instructional hours as well as a 20% reduction in mandatory office hours and other duties as assigned.

#### **Section 4. Awards for Excellence**

At the discretion of the college president or designee, a faculty member may be granted an award for excellence of up to two thousand five hundred dollars (\$2,500). These awards should not be granted in lieu of raises.

#### **Section 5. Terminal Pay**

- A. Terminal pay for unused sick leave accumulated at or transferred to Lake-Sumter State College and unused vacation leave accumulated at Lake-Sumter State College will be paid to either a full-time faculty member who terminates his or her employment at the College or to his or her beneficiary if service is terminated by death in accordance with the following provisions.
- B. In lieu of payment at the time of termination, faculty members electing to participate in the Deferred Retirement Option Program (DROP) may elect to be paid for unused vacation leave in accordance with this policy effective the day preceding the DROP begin date. Faculty members electing such lump-sum payment will not be eligible to receive a

second lump-sum payment upon termination, except to the extent that they have earned additional vacation leave which combined with the original payment does not exceed the lump-sum payment allowed under this policy.

- C. For the purpose of calculating terminal pay, a year of service will be credited when the faculty member serves one day more than one-half of the number of days in the contract year/fiscal year or the equivalent.
- D. The daily rate of pay for nine (9) month employees is determined by dividing the annual rate for nine (9) months by 161 and the daily rate for twelve (12) month employees is determined by dividing the annual rate for twelve months by 239.
- E. Terminal pay for regular full-time members includes:
  - 1. Sick Leave
    - a) At the employee's option, any or all accumulated sick days may be transferred to another participating State of Florida Retirement System Agency.
    - b) Subject to advanced notification, qualified Faculty employees shall be paid accumulated sick leave days at the separating employee's current rate of pay upon separation.
  - 2. Vacation Leave: Subject to advanced notification, qualified employees shall be paid accumulated vacation leave days based on the following schedule:
    - a) The daily rate of pay multiplied by the number of accumulated and unused vacation days, not to exceed 44 days (330 hours), unless the College has a claim against the employee or the employee's benefits, if the required advance notice of termination is given to the employee's supervisor (see Board Rules 5.01 and 5.07).

b) An involuntarily separated employee shall be paid for a maximum of 44 days of accumulated vacation leave.

F. Employees will call the Human Resources office to discuss the necessary paperwork to receive terminal pay benefits (e.g., Notice of resignation/retirement and Exit Checklist).

G. Upon receipt of the DROP Notice of Election form completed by the faculty member, DROP participants who elect to do so will be paid terminal vacation pay the day preceding the DROP begin date.

Terminal sick and vacation leave payments to faculty employees separating from the college will be made in the final paycheck only after the employee completes and submits the Exit Checklist to the Human Resources Department.