



ST. JOHNS RIVER
S T A T E C O L L E G E

2024-2025
Non-Bargaining Unit
Salary Schedule



Prepared by the
Office of Human Resources
5001 St. Johns Avenue
Palatka, FL 32177

**ST. JOHNS RIVER STATE COLLEGE
CAREER SERVICE SALARY SCHEDULE
2024-2025**

The Salary Schedule serves as a guideline for the initial placement of new, full-time, career service employees. Starting salaries for career service positions are usually between the minimum and midpoint ranges. Certain employees may be above the range listed on this Salary Schedule based on years of service, education, experience, and/or other factors as approved by the President. Supervisory approval is required prior to Career Service employees working over 40 hours in any given week. For recommended hiring guidelines within each salary range, see page 11.

This schedule also serves as a guideline for part-time Career Service positions. The starting hourly rate should be at least equivalent to the full-time hourly rate for a similar position.

	Min	Mid	Max
Grade 103 <i>Part-time at least \$15.00/hour</i>	\$31,200	\$41,340	\$51,480
<i>Custodian Day Porter</i>			
Grade 104 <i>Part-time at least \$15.23/hour</i>	\$31,668	\$41,960	\$52,252
<i>Custodian II Mail & Receiving Operations Asst.</i>			
Grade 105 <i>Part-time at least \$15.45/hour</i>	\$32,143	\$42,590	\$53,036
<i>Maintenance Apprentice</i>			
Grade 106 <i>Part-time at least \$15.69/hour</i>	\$32,625	\$43,228	\$53,832
<i>Library Assistant Maintenance II Student Services Receptionist</i>			
Grade 107 <i>Part-time at least \$15.92/hour</i>	\$33,115	\$43,877	\$54,639
<i>Administrative Assistant I Business Office Assistant Human Resources Assistant Publications Assistant Testing Assistant Workforce Assistant</i>			
Grade 108 <i>Part-time at least \$16.16/hour</i>	\$33,611	\$44,535	\$55,459
<i>Admissions Specialist Arts & Sciences Assistant Campus Safety Officer-Sergeant Library Technical Assistant/Circulation Manager Registration Specialist Student Support Representative Testing Specialist</i>			

	<i>Min</i>	<i>Mid</i>	<i>Max</i>
Grade 109 <i>Part-time at least \$16.40/hour</i>	\$34,115	\$45,203	\$56,290
<i>Groundskeeper</i> <i>HR Specialist</i> <i>Maintenance III</i> <i>Safety & Compliance Coordinator</i>			
Grade 110 <i>Part-time at least \$16.65/hour</i>	\$34,627	\$45,881	\$57,135
<i>Academic Advising Office Specialist</i> <i>Academic Affairs Office Specialist</i> <i>Administrative Assistant II</i> <i>Foundations Specialist</i> <i>Learning Resources Office Specialist</i> <i>Math Tutor</i> <i>Workforce Specialist</i>			

PART-TIME CAREER SERVICE

A part-time or temporary Career Service employee will be paid at least the prevailing Florida hourly minimum wage up to a maximum of \$30 per hour.

**ST. JOHNS RIVER STATE COLLEGE
 PARA-PROFESSIONAL SALARY SCHEDULE
 2024-2025**

The Salary Schedule serves as a guideline for the initial placement of new, full-time, para-professional employees. Starting salaries for para-professional positions are usually between the minimum and midpoint ranges. Certain employees may be above the range listed on this Salary Schedule based on years of service, education, experience, and/or other factors as approved by the President. Supervisory approval is required prior to para-professional employees working over 40 hours in any given week. For recommended hiring guidelines within each salary range, see page 11.

This schedule also serves as a guideline for part-time para-professional positions. The starting hourly rate should be at least equivalent to the full-time hourly rate for a similar position.

	<i>Min</i>	<i>Mid</i>	<i>Max</i>
Grade 111 <i>Part-time at least \$16.90/hour</i>	\$35,147	\$46,569	\$57,992
<i>Bookstore Manager</i> <i>Engineering Services Apprentice</i>			
Grade 112 <i>Part-time at least \$17.15/hour</i>	\$35,674	\$47,268	\$58,862
<i>Accounting Specialist</i> <i>Administrative Assistant to VP</i> <i>Adult and Sec. Ed Program Specialist</i> <i>Articulation & Career Services Specialist</i> <i>Assistant Coach</i> <i>Creative Services Specialist</i> <i>Facilities Office Manager</i> <i>Learning Culture Office Specialist</i> <i>One-Stop Center/Campus Specialist for the Orange Park Campus</i> <i>Purchasing & Aux Services Specialist</i> <i>Purchasing Specialist</i> <i>Recruitment Specialist</i> <i>Senior Academic Affairs Specialist</i> <i>Senior Human Resources Specialist</i> <i>Senior Student Support Representative</i> <i>Senior Workforce Specialist</i> <i>Social Media Specialist</i>			
Grade 113 <i>Part-time at least \$17.41/hour</i>	\$36,209	\$47,977	\$59,745
<i>Campus Safety Command Officer</i>			
Grade 114 <i>Part-time at least \$17.93/hour</i>	\$37,295	\$49,416	\$61,537
<i>Academic Support Coordinator</i> <i>Admissions Coordinator</i> <i>Athletics Logistics Coordinator</i> <i>Campus Maintenance Coordinator</i> <i>Conference Center Events Coordinator</i> <i>Coordinator of Student Onboarding, Engagement & Success</i> <i>Enrollment and Instructional Records Coordinator</i> <i>HR Coordinator- Compensation</i> <i>HR Coordinator- Talent Acquisition & Engagement</i> <i>Institutional Effectiveness Coordinator</i> <i>IT Support Technician</i> <i>Science Laboratory Coordinator</i> <i>Testing Coordinator</i> <i>Web Coordinator</i>			

	<i>Min</i>	<i>Mid</i>	<i>Max</i>
Grade 115 <i>Part-time at least \$18.47/hour</i>	\$38,414	\$50,899	\$63,383
<i>Accountant Financial Aid Coordinator Foundation Finance Coordinator Guest Services Coordinator HR Coordinator – Leave & Retirement Institutional Research Coordinator Orientation & Recruitment Coordinator Payroll Coordinator</i>			
Grade 116 <i>Part-time at least \$19.02/hour</i>	\$39,566	\$52,425	\$65,285
<i>Custodial Services Coordinator Engineering HVAC Specialist Teacher Education Coordinator</i>			
Grade 117 <i>Part-time at least \$19.59/hour</i>	\$40,753	\$53,998	\$67,243
<i>IT Analyst IT State Reporting Analyst Senior IT Support Technician</i>			
Grade 118 <i>Part-time at least \$20.18/hour</i>	\$41,976	\$55,618	\$69,260
<i>Executive Assistant to Senior Management Executive Assistant to President Senior Accountant</i>			
Grade 119 <i>Part-time at least \$20.79/hour</i>	\$43,235	\$57,287	\$71,338
<i>Academic Advisor Career Services Coordinator Dual Enrollment Advisor Workforce Student Outreach & Success Coordinator</i>			

PARA-PROFESSIONAL

A part-time or temporary Para-Professional employee will be paid at least the grade 111 hourly minimum wage or up to a maximum of \$75 per hour.

ST. JOHNS RIVER STATE COLLEGE
PROFESSIONAL SUPPORT SALARY SCHEDULE
2024-2025

The Professional Support Exempt Salary Schedule serves as a guideline for the initial placement of new, full-time, professional support exempt employees. Certain employees may be above the range listed on this Salary Schedule based on years of service, education, experience, and/or other factors as approved by the President. Salary figures are based on a 12-month appointment. For recommended guidelines within each salary range, see page 11.

This schedule also serves as a guideline for part-time Professional Support Exempt positions. The starting hourly rate should be at least equivalent to the full-time hourly rate for a similar position.

	Min	Mid	Max
Grade 120 Part-time at least \$25.59/hour	\$53,235	\$70,537	\$87,838
<i>Annual Giving & Engagement Coord.</i> <i>Assistant Director of Financial Aid</i> <i>Assistant Facilities Director</i> <i>Asst. Director of Campus Safety</i> <i>Athletic Trainer</i> <i>Business Analyst/Reports Coord.</i> <i>Care Counselor</i> <i>Conference Center Operations Manager</i> <i>Digital Marketing Manager</i> <i>FSA Admissions Coordinator</i> <i>Guest Services Manager</i> <i>Head Coach</i> <i>Instructional Design Technologist</i> <i>Instructional Project Manager</i> <i>IT Business Analyst</i> <i>Marketing Manager</i> <i>Nursing Clinical Coordinator</i> <i>Production & Events Manager</i> <i>Programmer</i> <i>Stage Operations Manager</i> <i>Student Support Ombudsman</i> <i>System Administrator</i> <i>Web Digital Strategies Manager</i>			
Grade 121 Part-time at least \$27.04/hour	\$56,235	\$74,512	\$92,788
<i>BACC Admissions & Success Manager</i> <i>Director of Bookstore and Mail Operations</i> <i>Director of Community & Corporate Education</i> <i>Environmental Systems Coordinator</i> <i>Facilities Planner</i> <i>IT DevOps Engineer</i> <i>Sr. Instructional Design Technologist</i>			
Grade 122 Part-time at least \$28.48/hour	\$59,235	\$78,487	\$97,738
<i>Assistant Director of Capital Projects and Maintenance</i>			
Grade 123 Part-time at least \$29.92/hour	\$62,235	\$82,462	\$102,688
<i>Assistant Controller</i> <i>Director of Artistic & Guest Services</i> <i>Director of Digital Marketing</i> <i>Director of Testing</i>			

	Min	Mid	Max
Grade 124 <i>Part-time at least \$31.36/hour</i>	\$65,235	\$86,437	\$107,638
<i>Director of Athletics/Head Baseball Coach</i> <i>Director of Campus Safety</i> <i>Director of Operations & Production</i> <i>Director of Plant Operations</i> <i>Director of Purchasing/Auxiliary Services</i> <i>Information Operations Director</i> <i>Information Systems Director</i>			

PROFESSIONAL SUPPORT

A part-time or temporary Professional Support employee will be paid at least the grade 120 hourly minimum wage or up to a maximum of \$100 per hour.

**ST. JOHNS RIVER STATE COLLEGE
ADMINISTRATIVE SALARY SCHEDULE
2024-2025**

ADMINISTRATIVE - 12 MONTH CONTRACT

Twelve (12) month administrative salaries are determined by formal education, teaching or administrative experience, job responsibilities, and performance of administrative duties at St. Johns River State College. Salaries and salary increases are recommended by the President and approved by the Board of Trustees. All administrative positions are for a one-year period starting on July 1, unless otherwise stated. Grade levels are assigned based on the duties and responsibilities of each administrative position. The titles listed below should be used as a guide in assigning grade level, but deviations may take place as approved by the President. Starting salaries for administrative positions are usually between the minimum and midpoint ranges.

<u>Level</u>	<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Chief Operating Officer, Sr. VP	131	\$116,235	\$154,012	\$191,788
Chief Academic Officer, VP Chief Financial Officer, VP Vice Presidents	130	\$106,235	\$140,762	\$175,288
Associate Vice Presidents Chief Human Resources Officer, AVP Chief Information Officer	129	\$96,235	\$127,512	\$158,788
Assistant Vice Presidents Controller	128	\$86,235	\$114,262	\$142,288
Deans Executive Directors Registrar	127	\$76,235	\$101,012	\$125,788
Associate Deans	126	\$71,235	\$94,387	\$117,538
Directors	125	\$68,235	\$90,412	\$112,588

COMPLIANCE: The College complies with Section 1012.885, Florida Statute, in compensation to designated individuals by funding remuneration proportionately from authorized College operating revenue sources.

**ST. JOHNS RIVER STATE COLLEGE
NON-BARGAINING UNIT
SALARY SCHEDULE 2024-2025**

Contracts for twelve (12) month full-time, faculty employees start on July 1, unless otherwise stated. Contracts for nine (9) and ten (10) month full-time, faculty employees start on August 1, unless otherwise stated.

**FULL-TIME, FACULTY SALARY SCHEDULE - 12 MONTH CONTRACT
2024-2025**

<u>Academic Credentials</u>	<u>Starting Salary – Twelve (12) Month</u>
Doctorate	\$62,685
Masters with a total of 60 or more graduate hours	\$61,163
Masters	\$59,640
Bachelors or Associate Degree and Program Specific Credentials	\$56,805

**FULL-TIME, FACULTY SALARY SCHEDULE - 10 MONTH CONTRACT
2024-2025**

<u>Academic Credentials</u>	<u>Starting Salary – Ten (10) Month</u>
Doctorate	\$52,185
Masters with a total of 60 or more graduate hours	\$50,978
Masters	\$49,770
Bachelors or Associate Degree and Program Specific Credentials	\$47,355

**FULL-TIME, FACULTY SALARY SCHEDULE - 9 MONTH CONTRACT
2024-2025**

<u>Academic Credentials</u>	<u>Starting Salary – Nine (9) Month</u>
Doctorate	\$46,956
Masters with a total of 60 or more graduate hours	\$45,864
Masters	\$44,772
Bachelors or Associate Degree and Program Specific Credentials	\$42,588

A Faculty member’s starting salary shall be based upon academic and professional qualifications predicated upon earned Doctorate, Masters, or Bachelors Degrees from an accredited institution.

**ST. JOHNS RIVER STATE COLLEGE
PART-TIME INSTRUCTIONAL
For CREDIT COURSES
SALARY SCHEDULE 2024-2025**

\$700 per credit hour (in some cases per contact hour with appropriate VP approval.)

CTE, CLINICALS, CONTINUING EDUCATION and APPLIED VOICE INSTRUCTION

Part-time or temporary instructors who teach Career and Technical Courses, College Credit Clinicals or non-credit Continuing Education (Continued Workforce Education, Corporate College, and Recreation and Leisure) courses, and Applied Voice Instruction will be paid from at least the prevailing Florida hourly minimum wage up to \$175 an hour.

Part-time Career and Technical course instructors or continued workforce faculty will be paid an hourly amount based on market conditions or tuition recommended by the appropriate Vice President from the range indicated. The range will be adjusted as the market condition or tuition changes and will be approved by the District Board of Trustees.

ADULT EDUCATION INSTRUCTION

Part-time or temporary instructors of Adult Education will be paid \$20.00 - \$30.00 per contact hour. This rate will be adjusted as the market requires and will be approved by the District Board of Trustees.

Recommended Hiring Guidelines for Professional Support and Career Service Employees

1 st quartile	<i>The candidate meets minimum qualifications in experience (assumes at least 1 year necessary if nothing is listed) and education, or equivalent. May increase starting pay between minimum and mid-point of pay range for additional years of experience above minimum (up to 3 additional years)</i>
2 nd quartile	<i>The candidate meets minimum qualifications in experience and education, or equivalent; and preferred if listed (or equivalent). Candidate exceeds minimum qualifications. May increase starting pay between minimum and mid-point of pay range for additional years of experience above minimum (between 4-6)</i>
3 rd quartile	<i>The candidate meets preferred qualifications (or equivalent) in experience and education, and candidate exceeds minimum qualifications by at least 7 years. May increase starting pay between minimum and mid-point of pay range for additional years of experience above minimum (between 7-9).</i>
4 th quartile	<i>The candidate meets preferred qualifications (or equivalent) in experience and education, including at least 10 additional years of experience. May increase starting pay between minimum and mid-point of pay range for more than 10 additional years of experience</i>
	<i>When an existing employee is promoted or reclassified to a position that is at least 1 pay grade higher than his/her pay grade, the employee may receive a salary increase to the greater of at least the minimum rate of the new pay range or up to 10% of their current salary as follows: 1 pay grade = 5% 2 pay grades = 7% 3 pay grades or more = 10% *The quartile method may be used where it may be more equitable in cases when an internal candidate has additional experience, degrees, etc.</i>
	<i>Increases of up to \$5,000 may be allowed for professional exempt employees that are given new responsibilities (such as additional supervisory/department responsibilities) that warrant a significantly revised job description.</i>

**ST. JOHNS RIVER STATE COLLEGE
SUPPLEMENTS
2024-2025**

Instructional Technology Certifications

<i>A full-time Information Technology staff member holding the status of Oracle Certified Associate</i>	\$2,000 per year*
<i>A full-time Information Technology staff member holding the status of Oracle Certified Professional</i>	\$3,000 per year*
<i>A full-time Information Technology staff member holding the status of Cisco Certified Network Associate</i>	\$2,000 per year*
<i>A full-time Information Technology staff member holding the status of Cisco Certified Network Professional</i>	\$3,000 per year*
<i>A full-time Information Technology staff member holding the status of Microsoft MCSE Certification</i>	\$2,000 per year
<i>A full-time Informational Technology staff member holding the status of IBM Certified Administrator-Tivoli Storage Manager</i>	\$3,000 per year
<i>A full-time Information Technology staff member holding the status of VMWare Certified Professional</i>	\$2,000 per year*
<i>A full-time Information Technology staff member holding the status of VMWare Certified Design Expert</i>	\$3,000 per year*
<i>A full-time Information Technology staff member holding the status of CompTIA Security+</i>	\$2,000 per year*
<i>A full-time Information Technology staff member holding the status of CASP/CISSP</i>	\$3,000 per year*

The College will determine the number of supplements available and which positions qualify for supplements. Persons seeking supplements should notify Human Resources in order to determine eligibility and availability of supplemental pay. Supplemental pay requires certifications be current and relevant to the needs of the College.

*Approved staff members seeking a supplement should notify the Human Resources Office by **April 1** of anticipated licensure/certification status, which would affect their salary. Once status has been attained, documentation should be submitted immediately to the Human Resources Office. Changes in salary will not take effect until new contracts are issued in July. Contracts will not be amended or reissued during the year to reflect changes in licensure/certification status.*

**NOTE: Only one supplement can be awarded at any given time for each of the following certification categories: Oracle Certified, Cisco Certified, VMWare Certified, and Security Credentials.*

Longevity

Once a full-time non-bargaining employee reaches 10 years of service, they will receive a 1% plus \$1,000 increase to their annual salary on July 1st of the next fiscal year.

Club Sponsor Supplement

Employees selected to serve as a student club sponsor may be eligible to receive a stipend. Employees serving as club sponsors will be responsible for attending club meetings/events, submitting appropriate documentation and other paperwork, and completing other relevant tasks. The annual stipend for employee club sponsors will be determined by the Office of Student Affairs, and it will be based upon the number of students in the club, the number of events/activities each semester, travel requirements, and other variables. The annual stipend will be paid in two installments, at the end of the fall and spring semesters. Following is the compensation plan for Employee Club Sponsors:

Major Club Sponsor - \$800.00/year

Academic/Service Club Sponsor - \$500/year

Special Interest Club Advisor - \$250.00 max/year

Athletic Supplement

A Professional Support or Career Service Athletic Coach or Assistant Coach may qualify for only one of the athletic supplements in the following schedule. The athletic supplement will be applied to each eligible athletic program and divided among the coaching staff according to a rate established by the President of the College; and paid no later than the month following the event.

Division II Programs:

Win a regular season OR Conference Tournament/Championship title – up to \$5,000

Win both a regular season AND Conference Tournament/Championship title– up to \$7,500

Win a NJCAA Regional Tournament – up to \$12,000

Win a NJCAA National Championship – up to \$20,000

Periodic Salary Supplement

The President may recommend to the District Board of Trustees (the Board) that all full-time non-bargaining unit employees and/or permanent part-time non-instructional employees be paid a one-time, non-recurring salary supplement that is not added to base salary during the fiscal year. This payment is not a performance bonus or pay for service already rendered. The criteria for the payment is solely based on being employed at SJR State. These payments are not subject to FRS deductions.

Board approval of the operating budget including the wage and salary schedules constitutes authority for the President of the College, or his designated representative, to execute all other contracts and appointments.

When approved by the Board, payments of the supplements will be as directed by the President. The President will establish the lump sum amount or percentage of employee base salary to be paid. In addition, the President may recommend to the Board other conditions for the payment of supplements including, but not limited to, College budgetary requirements or restrictions.

Special Services Supplements

<i>Administrative</i>	<i>up to \$10,000 per year</i>
<i>Military and Veteran's Support Liaison</i>	<i>Up to \$750 per Year</i>

This Salary Schedule is subject to revision upon approval by the St. Johns River State College District Board of Trustees; and in accordance with the Fair Labor Standards Act, the Florida Statutes, and all other applicable laws and regulations.

St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Equity Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070.