

SANTA FE COLLEGE ACADEMY OF SCIENCE AND TECHNOLOGY 2024-2025 SALARY SCHEDULE

Introduction and Overview of Process

Santa Fe College acts as the employer of personnel assigned to the Santa Fe College Academy of Science and Technology (the “Academy”). Conditions of employment and terms of compensation comport to those for other similarly situated SF employees unless otherwise expressly noted in this salary schedule as approved by the Santa Fe College Academy of Science and Technology Governing Board (the “Governing Board”). The Governing Board hereby delegates authority to the College President to approve updates to compensation practices that are required to maintain compliance with local, state or federal requirements until memorialized in the next approved salary schedule (by way of example, this may include minimum wage increases and Department of Labor exemption thresholds). Additionally, to maximize efficiencies and ensure employee recruitment and retention remain competitive throughout the year, the College President is further authorized to approve updates, new titles, title changes, and editorial changes to the salary schedule provided that said changes are in accordance with the annual approved budget. Budget changes must be approved by the Governing Board.

Recommendations for appointments and beginning salaries are made to the designated College Human Resources official. Offers of employment and appointments are made by the designated Human Resources official, subject to approval by the College President or his/her designee in accordance with all applicable laws, rules, and policies. Recommendations for reappointments are made to the designated Human Resources official by the Academy Principal and are subject to approval by the College President.

When the desired effective date of an appointment predates the next regularly scheduled meeting of the Governing Board, the College President or his/her designee is authorized to approve the appointment. Final authorization is subject to approval of the Governing Board.

Personnel

Academy personnel that provide service of an instructional, managerial, or professional nature are under annual contract. Administrative support positions are non-exempt and are classified as Career Service Personnel that are not subject to contract.

A full-time teacher is an employee whose designated duties involve teaching and associated service as defined in the Full-time High School Teacher position description.

Part-time personnel are employed for a specific period of time and for specific duties as noted in each job description or individual appointment, and termination is automatic at the end of the specified appointment period. Part-time employees are limited to working no more than 28.5 hours weekly in all employment capacities with the college.

Substitute teachers are appointed on as-needed basis for a specific and limited period of time to cover when another teacher is absent. Beginning and ending times and required services are to be clearly articulated and documented and must accompany sub voucher requisitions for payment. Substitutes must be preapproved and

Full-time non-exempt personnel are employed for either 12 months at forty hours per week or a specific number of predetermined days for a specified number of hours weekly.

Full-time personnel who miss all or a portion of a work-day must submit leave in accordance with Academy and College policies.

Part-time teachers are also required to commit to a specific number of days in either the Fall or Spring appointment terms and will be docked for time missed or not made up via another comparable assignment.

Full and part time teachers are assigned a specific number of classes, which includes responsibility for class preparation and grading and being available to students along with other assigned non-instructional duties.

Additional Compensation

Full and part time teachers may be provided a stipend for additional days worked or a portion thereof using their standard compensation method as the basis for calculation. An additional duty day stipend request will be submitted to generate payment following completion of working the additional days.

Academy personnel may be eligible for various statewide incentives that are to be processed within guidelines provided to the College. These additional compensation payments are often based on additional funding provided specifically for this purpose. These payments will be processed via a supplement or stipend request that will state the nature of the incentive.

Full-time faculty assigned to teach six (6) classes will receive additional compensation in the amount of \$4094 per class per term.

Teachers who complete approved professional development outside of their standard work hours or contract days may receive a stipend of \$25/hour.

Annual sponsors of approved clubs and organizations may receive a \$250 stipend at the conclusion of the academic year based on terms and expectations that must be met to receive compensation that must be agreed to prior to commencement of the work and that are memorialized in writing by the Principal and the employee.

Salary Increase for 2024-2025

Full-time Teachers: Effective with the start of the 2024-2025 contract, full-time teachers will receive an increase of a step.

Full-time 12 Month: Effective July 1, 2024, full-time staff will receive an increase of 1.5% on their 2023-

SALARY TABLE

Initial or interim placement is generally at the minimum of salary range for full-time positions. However, under special circumstances, including hard to fill positions or in the case of exceptional qualifications, recommendations may be made with supporting documentation including internal/external marketplace comparisons for review by Human Resources for the College President's approval.

Position	Salary	Status
Principal	\$78,054-\$123,685	Full-time, 12-month, exempt, annual contract
Curriculum Coordinator	\$49,919-\$75,821	Full-time, 12-month, exempt, annual contract
Guidance Counselor	TBD	TBD
Administrative Assistant	\$36,120-\$52,986	Full-time, 12 month, non-exempt
Teacher	\$4094 per class per term	Part-time, exempt
Teacher Overload	\$4094 per class per term	Full-time, exempt
Paraprofessional (general)	\$16/hour	Full-time, non-

FULL-TIME TEACHER SALARY TABLE

Initial placement for teachers is based on highest degree conferred at the time of hire. Teachers may be given credit for up to 10 steps for full-time, verified teaching experience at the K-12 level.

30 66,305 69,529 72,747