

SALARY SCHEDULE

Revised 9/22/04

2004 - 2005

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HILLSBOROUGH COMMUNITY COLLEGE

2004-2005 SALARY SCHEDULE

Revised 09/22/04

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GENERAL PROVISIONS

This Salary Schedule is established by the District Board of Trustees as a ***summary*** of the College's monetary compensation programs. This schedule is subject to change at any time by the Board and is further subject to the explanations, interpretations, and conditions more fully contained in the College's administrative rules and procedures, and union contracts.

SALARY CALCULATIONS

Annual compensation for full-time, part-time, temporary and on-call, administrator, non-SEIU covered staff exempt and staff non-exempt employees and part-time faculty is established by the Board of Trustees through this Salary Schedule. Compensation for full-time faculty and SEIU covered employees is determined by the respective collective bargaining agreement, as approved by the Board. A copy of the salary table from the FUSA agreement is included for reference.

INCORRECT SALARY ADJUSTMENT

If an employee receives an incorrect salary due to a miscalculation, the salary will be adjusted to the correct amount. Under/over payments will be paid/recouped as appropriate. No salary shall be paid differing from the amount to which the employee is entitled under the Salary Schedule.

BUDGETED POSITIONS

College employees may be placed only in District Board of Trustees approved budgeted positions. Position classifications/titles not included in the Salary Schedule must be approved by the Board of Trustees. Establishment of temporary positions must be approved by the President prior to staffing. See Administrative Procedure 2.003 for guidelines on establishing a new position.

COMPENSATION BASIS

Staff non-exempt employees (those covered by the Wage & Hour overtime rules) are employed on an hourly basis. As the number of work hours changes slightly from year to year the equivalent yearly compensation figures vary. The 2004-2005 academic year contains 261 work days comprising 1957.5 work hours.

Staff exempt employees (those exempted from the Wage & Hour overtime rules) are employed on a yearly salary basis. As the number of work hours changes slightly from year to year the equivalent hourly compensation figures vary also. The 2004-2005 academic year contains 261 work days comprising 1957.5 work hours.

HILLSBOROUGH COMMUNITY COLLEGE

**FULL-TIME
STAFF PAY SCHEDULE**

2004-2005

HILLSBOROUGH COMMUNITY COLLEGE
FULL-TIME ADMINISTRATOR SALARY TABLE

2004 – 2005
 Effective July 1, 2004

Level	Yearly *		Hourly	Note
2	<i>Min</i>	89,423.00	45.6822	* Figures in the Yearly column are used as the basis for pay. Equivalent calculations: Hourly = Yearly / 1957.5 Weekly = Yearly / 52.14 Bi-weekly = Yearly / 26.07 Monthly = Yearly / 12
	<i>Max</i>	152,018.00	77.6593	
3	<i>Min</i>	80,739.00	41.2460	
	<i>Max</i>	134,834.00	68.8807	
4	<i>Min</i>	72,907.00	37.2450	
	<i>Max</i>	119,568.00	61.0820	
5	<i>Min</i>	65,844.00	33.6368	
	<i>Max</i>	106,009.00	54.1553	
6	<i>Min</i>	59,473.00	30.3821	
	<i>Max</i>	93,967.00	48.0036	
7	<i>Min</i>	53,725.00	27.4457	
	<i>Max</i>	83,275.00	42.5415	

HILLSBOROUGH COMMUNITY COLLEGE
FULL-TIME CLASSIFIED, PROFESSIONAL/MANAGERIAL SALARY/WAGE TABLE

2004 – 2005

Effective July 1, 2004 for Non-bargaining Unit, August 18, 2004 for Bargaining Unit

Grd		Hourly ¹	Yearly ²	Notes
E	<i>Min</i>	24.4919	47,942.88	<p>1. For hourly employees, figures in the Hourly column are used as the basis for pay.</p> <p>Equivalent calculations: Weekly = Hourly x 37.5 Bi-weekly = Hourly x 75 Monthly = Hourly x 163.75 Yearly = Hourly x 1957.5</p> <p>2. For salaried employees, figures in the Yearly column are used as the basis for pay.</p> <p>Equivalent calculations: Hourly = Yearly / 1957.5 Weekly = Yearly / 52.14 Bi-weekly = Yearly / 26.07 Monthly = Yearly / 12</p> <p>3. Because both hourly and salaried classes comprise grade H and I, the hourly and yearly figures for those grades are set independently.</p>
	<i>Max</i>	39.5709	77,459.98	
F	<i>Min</i>	19.9117	38,977.24	
	<i>Max</i>	32.1715	62,975.67	
G	<i>Min</i>	17.2052	33,679.15	
	<i>Max</i>	26.9301	52,715.69	
H ³	<i>Min</i>	14.5789	28,542.09	
	<i>Max</i>	22.8154	44,674.15	
I ³	<i>Min</i>	12.3494	24,173.88	
	<i>Max</i>	19.3411	37,860.41	
J	<i>Min</i>	10.7800	21,101.81	
	<i>Max</i>	16.3215	31,949.30	
K	<i>Min</i>	9.2106	18,029.69	
	<i>Max</i>	13.9512	27,309.57	
L	<i>Min</i>	7.8685	15,402.55	
	<i>Max</i>	11.9164	23,326.31	

These figures constitute a 3 % increase over the 2003-2004 table.

FULL-TIME STAFF CLASSES
By Class Title

Class Title	Grade/Level	Class Code
Academic Advisor	I	N0924
Academic Technologies Manager	F	E0635
Accountant	H	E0820
Accounting Services Officer	E	E0503
Accounting Specialist	K	N1105
Accounting Technician	J	N1016
Administrative Clerk	L	N1201
Administrator on Special Assignment	*	*
Admissions, Registration and Records Supervisor	H	E0813
Admissions, Registration, & Records Officer	E	E0559
Assistant Bookstore Manager	G	E0704
Assistant to Dean	G	E0709
Assistant to the President	5	A0514
Audio Visual Technician	J	N1022
Auxiliary Services Officer	E	E0560
Benefits Manager	F	E0612
Bookstore Fiscal Control Coordinator	G	E0729
Bookstore Supervisor	I	N0906
Bookstores Manager	F	E0603
Business Intelligence Manager	F	E0640
Buyer	G	E0722
Campus Business Assistant	I	N0926
Campus Facilities Supervisor	H	E0811
Campus Grants Officer	E	E0561
Campus President	3	A0359
Campus Services Supervisor	H	E0816
Career Planning and Placement Manager	F	E0623

**Administrator on Special Assignment is the title of a position that the President may, at his/her discretion, establish in an appropriate class.*

FULL-TIME STAFF CLASSES
By Class Title

Class Title	Grade/Level	Class Code
Career Planning and Placement Manager	F	E0623
Cashier Clerk - Bookstore	L	N1203
Cashier Clerk - Financial Services	L	N1204
Child Development Associate	K	N1116
Child Development Center Coordinator	G	E0739
College Attorney	3	A0304
College President	1	A0101
Construction Inspector	H	E0827
Continuing Education Coordinator	G	E0712
Controller	6	A0605
Curriculum Assistant	H	E0826
Curriculum Designer	F	E0639
Data Processing Lab Supervisor	H	N0803
Dean of Academic Affairs	5	A0513
Dean of Arts and Sciences	5	A0512
Dean of Associate of Arts Degree Program	5	A0510
Dean of Associate Science Degree Program	5	A0511
Dean of Community Service Program	6	A0604
Dean of Environmental and Technical Programs	5	A0509
Dean of Health, Wellness & Sports Technology	5	A0508
Dean of Student Services	5	A0507
Dental Assistant Program Coordinator	G	E0738
Desktop Support Services Agent	I	N0928
Desktop Support Services Supervisor	H	N0810
Director of Academic Technology	7	A0708
Director of Associate in Arts Programs	5	A0506
Director of Facilities	6	A0602
Director of Financial Aid	7	A0707
Director of Financial Services	7	A0706
Director of Foundation	5	A0505

FULL-TIME STAFF CLASSES
By Class Title

Class Title	Grade/Level	Class Code
Director of Human Resources	5	A0504
Director of Institutional Advancement and Special Projects	7	A0705
Director of Institutional Research	6	A0603
Director of International Education	7	A0704
Director of Management Informations Systems	7	A0703
Director of Marketing and Creative Services	7	A0702
Director of Purchasing	7	A0701
Director of Student Services	4	A0402
Director of Technical Programs	5	A0502
Distance Learning Manager	F	E0622
Duplicating Clerk	L	N1202
Duplicating Specialist	K	N1114
Employee/Labor Relations Manager	F	E0637
Employment Manager	F	E0620
Enrollment Development Coordinator	G	E0734
Equity Program Manager	F	E0617
Evening/Weekend Campus Coordinator	G	E0721
Executive Assistant	G	E0727
Executive Director For Economic Development	6	A0601
Executive Director of Marketing and Public Relations	5	A0501
Executive Director of Strategic Planning and Institutional Research	5	A0503
Executive Staff Assistant	I	N0908
Facilities Coordinator	G	E0736
Facilities Manager	F	E0631
Facilities Planner	F	E0606
Financial Aid Counselor	H	E0824
Financial Aid Manager	F	E0625
Financial Aid Technician	J	N1013
Financial Services Manager	F	E0634
Grants Development Manager	F	E0627

FULL-TIME STAFF CLASSES
By Class Title

Class Title	Grade/Level	Class Code
Health Sciences Program Coordinator	G	E0735
Human Resources Analyst	G	E0733
Human Resources Specialist	K	N1109
Human Resources Supervisor	H	N0806
Human Resources Systems Officer	E	E0562
Human Resources Technician	J	N1005
HVAC Station Operator	J	N1015
Job Placement Assistant	H	E0825
Lab Assistant	I	N0914
Learning Disability Specialist	H	E0808
Learning Resources Automation Assistant	I	N0927
Learning Resources Automation Coordinator	G	E0724
Learning Resources Clerk	L	N1208
Learning Resources Coordinator	G	E0730
Learning Resources Technician - District Learning Resources	J	N1020
Learning Resources Technician - Library/Student Services	J	N1010
Legal Assistant	H	N0808
Locksmith	I	N0921
Mail Carrier	L	N1207
Maintenance Supervisor	H	E0809
Maintenance Worker	K	N1115
Management Information Systems Manager	F	E0601
Network Manager	F	E0641
Off-Campus Credit Manager	F	E0621
Operations Manager	F	E0613
PABX Operator	L	N1206
Payroll Manager	F	E0628
Program Analyst	H	E0805
Program Biologist	G	E0737
Project Manager	F	E0633

FULL-TIME STAFF CLASSES
By Class Title

Class Title	Grade/Level	Class Code
Property Coordinator	G	E0704
Public Service Program Coordinator	G	E0702
Public Service Program Manager	F	E0618
Publications and Production Analyst	H	E0810
Records Specialist	K	N1112
Research Analyst	H	N0805
Risk Management Manager	F	E0629
Safety/Security Officer	K	N1102
Science Lab Supervisor	H	E0802
Security Coordinator	G	E0728
Security Supervisor	H	N0801
Senior Accountant	G	E0716
Senior Cashier - Financial Services	J	N1025
Senior Staff Assistant	J	N1007
Senior Tradesworker	I	N0905
Senior Vice President for Operations	2	A0201
Server Systems Coordinator	G	E0741
Service Worker	L	N1205
Service Worker Supervisor	J	N1011
Services for Students with Disabilities Coordinator	G	E0715
Shipping and Receiving Specialist	K	N1108
Slide and Gallery Technician	J	N1023
Special Services Coordinator	G	E0701
Special Services Program Officer	E	E0564
Staff Assistant	K	N1104
Student Activities Advisor	I	N0903
Student Information Advisor	I	N0901
Supervisor, Cashier	J	N1024
Systems Operations Technician	H	N0802
Technical Specialist, Special Projects	H	N0809

FULL-TIME STAFF CLASSES By Class Title		
Class Title	Grade/Level	Class Code
Technical Support Services Manager	F	E0607
Telecommunications Technician	I	N0920
Telephone Supervisor	H	N0807
Test Proctor	K	N1106
Testing Assistant	I	N0907
Textbook Supervisor	I	N0922
Tradesworker	J	N1012
Tradesworker Apprentice - HVAC	K	N1111
Tradesworker Apprentice - Lock and Key	K	N1110
Trainer, Special Projects	F	E0638
Vice President for Administration / Chief Financial Officer	3	A0303
Vice President for Education and Student Development	3	A0302
Vice President of Information Technology	4	A0401
Warehouse Supervisor	J	N1017
Web Services Manager	F	E0636
Writing Center Supervisor	I	N0923

A 5 % salary/wage increase for those staff exempt (professional/managerial) and staff non-exempt (classified) employees not covered by a collective bargaining agreement is effective July 1, 2004.

A 5 % salary/wage increase for those staff exempt (professional/managerial) and staff non-exempt (classified) employees covered by a collective bargaining agreement is effective August 18, 2004.

Individual increases for administrative employees, as determined by the 2004 Mercer Study is effective July 1, 2004.

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HILLSBOROUGH COMMUNITY COLLEGE

**PART-TIME
NON-CONTRACTUAL HOURLY PAY SCHEDULE**

2004 - 2005

PART-TIME
HOURLY WAGE SCHEDULE
 Effective August 1, 2002

Grd	Min Max	Class Title	Class Code	Associated Work	Entry Wage
1	6.75 8.42	Part-time Student Assistant	Z0101	Student Assistant	6.75
				Part-time Federal Work Study Assistant	Z0102
		Federal Work Study (CWSP) America Reads	7.15		
		Supplemental Instruction Leader	8.17		
		Part-time Assistant	Z0100	Reader, Tutor, Notetaker,	6.75
				Clerical Assistant, Information Processor	6.89
				Cashier Clerk, Sr Clerical Asst, PABX Operator, Receptionist, Records Specialist, Service Worker	6.97
				Acctng Clerk, Personnel Asst, Duplicating Tech, Test Proctor, Advanced Tutor	7.58
				Model	7.93
		2	8.43 10.94	Part-time Technician	Z0200
Safety/Security Officer	8.94				
Financial Aid Specialist, Staff Assistant II	9.45				
Staff Associate, Staff Assistant III	9.96				
Property Control Spl	10.46				
3	10.95 13.33	Part-time Advanced Technician	Z0300	Accountant, Academic Assistant, Academic Advisor, Art Dept Model	10.95
				Activities Dir, Exec Staff Assistant	11.36
				Asst Program Coord, Special Tutor, Program Coord	12.33
4	13.34 17.63	Part-time Specialist	Z0400	Asst to Dean, Cont Educ Coord, Learning Disability Specialist, Naturalist, Minority Recruitment Coord, Minority Recruiter, Interp/Hearing Disab	13.34
				Clinical Supervisor I, Tech Spt Spl	14.23
				Applied Music Tech, Program Coord, Public Service Program Coord	15.27
5	17.64 23.44	Part-time Associate	Z0500	Curriculum Resource Spl, Evening/Weekend Campus Mgr, Adult Lit Coord, Mgr, Tech Spt Svc	17.64
				Clinical Supervisor II, CE Coord (Special)	20.43

All employees in positions in part-time classes above are paid an hourly rate in accordance with this schedule. Positions must be established prior to hiring or recruiting efforts.

The initial hiring wage will be the entry wage for similar work currently being performed. If the work to be performed is not currently being performed the initial wage will be the grade minimum.

Amounts over the grade minimum or entry wage for exceptional qualifications of the individual may be granted based upon the formula in effect for full-time hires.

PART-TIME COACH WAGE SCHEDULE				
Sport	Season	Role	Class Code	Amount
Basketball Baseball	Portions of fall and spring terms	Head Coach	Z9901	9,000.00
		Asst Coach	Z9902	3,500.00
Softball, Volley Ball, Tennis	Practice period in one term and regular play in following term.	Head Coach	Z9901	7,500.00
		Asst Coach	Z9902	3,500.00
Payment made via stipend paid in bi-weekly installments over the period described in Seasons above.				

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HILLSBOROUGH COMMUNITY COLLEGE

**FULL-TIME
FACULTY SALARY SCHEDULE**

2004 - 2005

HILLSBOROUGH COMMUNITY COLLEGE

FULL-TIME FACULTY SALARY TABLE

2004 - 2005

Level		Entry	Maximum
III	Bachelor's plus College Faculty Experience	\$35,300	\$57,178
II	Master's Degree with 18 Semester Hours in the Field	\$37,300	\$60,576
II+	Master's Degree plus 30 Semester Hours in the Teaching Field	\$39,500	\$64,315
I	Earned Doctorate in Major Field	\$41,700	\$68,052

Each Faculty member will receive a \$3,000 pay increase plus \$200 for each year of service not to exceed the range maximum for the grade, for the 2004-2005 academic year.

A new faculty member (including full time temporary grant-funded faculty and non grant-funded) may be paid above the minimum salary grade for prior experience as hereinafter provided. The prior experience must be relevant teaching, librarian or counselor experience. The amount of pay above minimum shall be approved by the Human Resources Director, provided that entry pay cannot exceed 10% of the minimum for the salary grade under Section 14.2 [HCC/FUSA Collective Bargaining Agreement].

Except as permitted in paragraph E below, the President may authorize up to 20% above the minimum.

A new faculty member (including full time temporary grant-funded and non grant-funded) with relevant, directly related teaching or non-teaching experience in instructional, technical or vocational fields, in business, libraries, counseling, or in the Armed Forces may be paid above the minimum for prior experience as defined hereinafter. Relevant, related teaching or non-teaching experience is defined as work experience as instructor or at the journeyman, technician engineer or trained employee level in the field for which hired. The amount of pay above the minimum shall be determined by the Human Resources Director, provided that it cannot exceed 10% above the minimum for the salary grade under Section 14.2 [HCC/FUSA Collective Bargaining Agreement]. The Administration will determine credit to be received.

When qualified faculty members cannot be obtained because of the College's inability to match prevailing salaries of private or public entities, the College President may authorize additional compensation in each of the above grades.

OVERLOAD SALARY SCHEDULE FOR FULL-TIME INSTRUCTIONAL FACULTY

Full-time instructional staff will be compensated for all teaching overloads at \$60.00 per instructional point.

POINT CONVERSION CHART	
FULL-TIME FACULTY OVERLOAD	
Points	Compensation
1	\$60.00
2	120.00
3	180.00
4	240.00
5	300.00
6	360.00
7	420.00
8	480.00
9	540.00
10	600.00
One (1) Lecture Credit Hour will generate ten (10) points	
One (1) Laboratory Contact Hour will generate eight (8) points.	
One (1) Clinical Contact Hour will generate eight (8) points	
One (1) Distance learning Credit Hour will generate ten (10) points.	

Effective with Summer term of 2005, full-time health science programs faculty members (not on college year contract) who are required to teach because of accreditation issues will be compensated a 1 ½ times (150%) the overload rate for those summer courses.

Note: In order to compute compensation in excess of ten (10) points, use the above conversion chart to calculate total sum of points; e.g., for a 12 point overload, add the amount at Step 10 and the amount at Step 2 (see example below for 12 points):

10 Points	=	\$ 600.00
2 Points	=	<u>+120.00</u>
12 Points	=	\$ 720.00

COUNSELORS AND LIBRARIANS

Overload compensation will be paid at the individual faculty member's daily rate of pay. However, if compensatory time is granted in lieu of the overload pay, the accrued compensatory time will be paid at the regular daily rate of pay by the end of the term in which it was earned.

SUPPLEMENTAL ACTIVITY AGREEMENTS	
LIBRARIAN & COUNSELOR PROGRAM MANAGERS	
Term	Compensation
Fall	\$ 1700.00 plus 7.5 clock hours per week of planning time
Spring	\$ 1700.00 plus 7.5 clock hours per week of planning time
7-wk summer	\$ 850.00
14 wk summer	\$ 1700.00
7 – 14 wk summer	Prorated

PROGRAM MANAGER SUPPLEMENTAL ACTIVITY AGREEMENTS

SUPPLEMENTAL ACTIVITY AGREEMENTS	
INSTRUCTIONAL FACULTY PROGRAM MANAGERS	
Term	Compensation
Fall	\$ 1700.00 + 30 pts release time
Spring	\$ 1700.00 + 30 pts release time
7-wk summer	\$ 850.00
14-wk summer	\$1700.00
7 – 14-wk summer	Prorated

COOPERATIVE EDUCATION INSTRUCTORS

Cooperative education instructors will be compensated at the rate of \$80.00 per student.

HILLSBOROUGH COMMUNITY COLLEGE

**PART-TIME
FACULTY SALARY SCHEDULE**

2004 - 2005

PART-TIME FACULTY SCHEDULES

Part-time credit-course instructional faculty who have taught satisfactorily at HCC for one to eight semesters will be compensated at the rate of \$55.00 per instructional point, based on the number of assigned load points. Those who have taught satisfactorily at HCC for more than eight semesters will be compensated at the rate of \$57.00 per instructional point, based on the number of assigned load points. There will be no distinction made for advanced degrees. If a part-time instructor is absent from his/her class, the number of sessions missed will be deducted from his/her pay on a prorated basis. (If a class is scheduled to meet 15 times per term and one session is missed by the instructor, 1/15th of his/her salary for the class will be deducted.)

POINT CONVERSION CHART		
PART-TIME FACULTY PAY DETERMINATION		
Points	Compensation	
	Level 1	Level 2
1	55.00	57.00
2	110.00	114.00
3	165.00	171.00
4	220.00	228.00
5	275.00	285.00
6	330.00	342.00
7	385.00	399.00
8	440.00	456.00
9	495.00	513.00
10	550.00	570.00
One (1) Lecture Credit Hour will generate ten (10) points One (1) Laboratory Contact Hour will generate eight (8) points. One (1) Clinical Contact Hour will generate eight (8) points. One (1) Distance Learning Credit Hour will generate ten (10) points.		

PART-TIME COUNSELORS AND LIBRARIANS

Part-time Counselors and Librarians will be compensated at the rate of \$20.00 per clock hour.

PART-TIME, NON-CREDIT

CATEGORY I

\$ 16.00 per hour

For those skill levels associated with self-supporting classes in which the instructor is not required to have a college degree and/or certification by an external agency. Examples:

Arts, Crafts, Recreational Activities, Basic Skills in Typing and Computing, Personal Enrichment.

CATEGORY II

\$ 20.00 - \$25.00 per hour

For those skill levels associated with PSAV certificate training in which the instructor is required to hold a specified level of professional certification. Examples:

Fire Fighting, Security related courses such as Security Guard, Private Investigator, and "EE" Recovery Agent.

CATEGORY III

\$ 25.00 per hour

For those courses in which the instructor must have the required licensure/certification and/or college degree training. Examples:

Health occupation continuing education for licensure taught by a registered nurse or physical therapist, Small Business training such as Stocks and Bonds taught by a broker with 6,63 and 7 license, Financial Planning taught by a CFP (certified Financial Planner), Travel Agent Certification.

CATEGORY IV

\$ 35.00 per hour

For those courses of advanced technology and/or business in which the instructor must have license and state certification to administer state-required examinations,

and expert skill acquired through a graduate degree and state licensing. Examples:

Computer Engineering and Software Development, Environmental Science Engineering and Technology, Insurance Licensing, Real Estate Licensing, Attorney-taught Bail Bond, Legal Process Services, Attorney-taught Criminal Justice, Physician-taught Health.

SUBSTITUTE INSTRUCTORS

Substitute instructors will be compensated at the rate of \$20.00 per clock/contact hour.

COURSE DEVELOPMENT

For newly developed courses not in the common course numbering system payment shall be one half of the number of hours the class meets times the rate of the skill category required for instruction, not to exceed \$1500.00.

Example: A new course in Category III, meeting for 20 hours of instruction. 10 hrs x \$25.00 = \$250.00

For courses from another institution requiring modification payment shall be one half of the number of hours the course meets times one half the hourly rate, not to exceed \$1500.00.

Example: A revised course in Category III, meeting for 20 hours of instruction. 10 hrs x \$12.50 = \$125.00