



SALARY SCHEDULE

2008 - 2009

Revision 2, October 21, 2008

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HILLSBOROUGH COMMUNITY COLLEGE

2008-2009 SALARY SCHEDULE

Revision 2, October 21, 2008

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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 all full-time positions must be approved by the President prior to staffing. See Administrative Procedure 3.03 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 2008-2009 academic year contains 1957.5 work hours.

Staff exempt employees (those exempted from the Wage & Hour overtime rules) are employed on a yearly salary basis. For pay purposes, the daily rate for periods of less than a full year are computed at a rate of 260 days per year

HILLSBOROUGH COMMUNITY COLLEGE

**FULL-TIME
STAFF PAY SCHEDULE**

2008-2009

**HILLSBOROUGH COMMUNITY COLLEGE
FULL-TIME ADMINISTRATOR SALARY TABLE**

Effective July 1, 2008

Level	Yearly*		Hourly	Note
2	<i>Min</i>	95,373.25	48.7220	* 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>	162,134.37	82.8273	
3	<i>Min</i>	86,111.41	43.9905	
	<i>Max</i>	143,805.91	73.4641	
4	<i>Min</i>	77,758.27	39.7233	
	<i>Max</i>	127,524.10	65.1464	
5	<i>Min</i>	70,225.29	35.8750	
	<i>Max</i>	113,062.89	57.7588	
6	<i>Min</i>	63,430.36	32.4038	
	<i>Max</i>	100,219.60	51.1978	
7	<i>Min</i>	57,299.89	29.2720	
	<i>Max</i>	88,816.16	45.3722	

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

Effective July 1, 2008

Grade	Hourly ¹	Yearly ²	Notes
E <i>Min</i>	26.3790	51,636.83	<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 grades H and I, the hourly and yearly figures for those grades are set independently.</p>
E <i>Max</i>	43.8888	85,912.24	
F <i>Min</i>	21.4459	41,980.39	
F <i>Max</i>	35.6820	69,847.45	
G <i>Min</i>	18.5308	36,274.08	
G <i>Max</i>	29.8687	58,467.91	
H ³ <i>Min</i>	15.7022	30,741.22	
H ³ <i>Max</i>	25.3050	49,548.89	
I ³ <i>Min</i>	13.3010	26,036.46	
I ³ <i>Max</i>	21.4516	41,991.66	
J <i>Min</i>	11.6107	22,727.95	
J <i>Max</i>	18.1024	35,435.45	
K <i>Min</i>	9.9202	19,418.79	
K <i>Max</i>	15.4736	30,289.57	
L <i>Min</i>	8.4747	16,589.23	
L <i>Max</i>	13.2167	25,871.69	

FULL-TIME STAFF CLASSES
By Class Title

Class Title	Grade/Level	Class Code
Academic Advisor	I	N0924
Academic Assessment Officer	E	E0569
Academic Support Services Manager	F	E0649
Academic Success Center Coordinator	G	E0748
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
Annual Fund Coordinator	G	E0749
Applications Engineer	E	E0505
Applications Manager	F	E0643
Assistant Bookstore Manager	G	E0704
Assistant Dean, Student Services	E	E0565
Assistant to Dean	G	E0709
Assistant to the President	5	A0514
Audio Visual Technician	J	N1022
Auxiliary Services Officer	E	E0560
Benefits Officer	E	E0573
Bookstore Fiscal Control Coordinator	G	E0729
Bookstore Supervisor	I	N0906
Bookstores Manager	F	E0603
Business Assistant	I	N0929
Business and Professional Development Officer	E	E0567
Business Intelligence Manager	F	E0640

** 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
Buyer	G	E0722
Campus Business Assistant	I	N0926
Campus Facilities Supervisor	H	E0811
Campus Grants Officer	E	E0561
Campus President	3	A0301
Campus Services Supervisor	H	E0816
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
Chief of Public Safety	E	E0571
Client Services Representative	J	N1026
College Attorney	3	A0304
Continuing and Community Education Officer	E	E0577
College President	1	A0101
Continuing Education Coordinator	G	E0712
Controller	6	A0605
Curriculum Assistant	H	E0826
Curriculum Coordinator	G	E0743
Curriculum Designer	F	E0639
Database Manager	F	E0642
Data Processing Lab Supervisor	H	N0803
Dean of Academic Affairs	5	A0513
Dean of Associate of Arts Degree Program	5	A0510
Dean of Associate Science Degree Program	5	A0511
Dean of Health, Wellness & Sports Technology	5	A0508
Dean of Student Services	5	A0507
Dental Assistant Program Coordinator	G	E0738
Dental Clinic Coordinator	G	E0750

FULL-TIME STAFF CLASSES
By Class Title

Class Title	Grade/Level	Class Code
Desktop Support Services Agent	I	N0928
Desktop Support Services Supervisor	H	N0810
Director of Academic Technology	7	A0708
Director of Administrative Systems	6	A0608
Director of Associate in Arts Programs	5	A0506
Director of Dental Clinic	6	A0609
Director of Facilities Planning & Construction	6	A0602
Director of Financial Aid	7	A0707
Director of Financial Services	7	A0706
Director of Institutional Research	6	A0603
Director of Instructional Technology	7	A0708
Director of International Education	7	A0704
Director of Management Information Systems	7	A0703
Director of Networking and Telecommunications	6	A0607
Director of Professional Development	7	A0711
Director of Purchasing	7	A0701
Director of Risk Management, Safety, and Auxiliary Services	7	A0709
Director of Technical Programs	5	A0502
Director of Trio and Special Programs	7	A0710
Distance Learning Coordinator	G	E0747
Distance Learning Manager	F	E0622
Duplicating Clerk	L	N1202
Duplicating Specialist	K	N1114
Employee/Labor Relations Officer	E	E0504
Employment Manager	F	E0620
Enrollment Development Coordinator	G	E0734
Enrollment and Student Success Officer	E	E0559
Equity Program Manager	F	E0617
Evening/Weekend Campus Coordinator	G	E0721
Executive Assistant	G	E0727

FULL-TIME STAFF CLASSES
By Class Title

Class Title	Grade/Level	Class Code
Executive Director, FL-ATE	6	A0606
Executive Director of Foundation	5	A0505
Executive Director of Human Resources	5	A0504
Executive Director For Economic Development	5	A0516
Executive Director of Marketing and Public Relations	5	A0501
Executive Staff Assistant	I	N0908
Facilities Construction Management Officer	E	E0568
Facilities Manager	F	E0631
Facilities Manager, District Administrative Offices	F	E0645
Facilities Planner	F	E0606
Financial Aid Counselor	H	E0824
Financial Aid Manager	F	E0625
Financial Aid Technician	J	N1013
Financial Services Manager	F	E0634
Foundation Manager	F	E0648
Grants Development Manager	F	E0627
Grant Specialist	H	E0828
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
Information Technology Technician	H	N0814
Institutional Effectiveness Analyst	H	E0830
Institutional Research Officer	E	E0575
Job Placement Assistant	H	E0825
Lab Assistant	I	N0914
Learning Disability Specialist	H	E0808

FULL-TIME STAFF CLASSES
By Class Title

Class Title	Grade/Level	Class Code
Learning Resources Automation Coordinator	G	E0724
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
Maintenance Supervisor	H	E0809
Maintenance Worker	K	N1115
Major Gifts Officer	E	E0576
Management Information Systems Manager	F	E0601
Network Coordinator	G	E0745
Network Engineer	E	E0507
Network Security and Integration Engineer	E	E0572
Network Manager	F	E0641
New Student Programs Coordinator	G	E0752
Off-Campus Credit Manager	F	E0621
Operations Manager	F	E0613
Operations Specialist	H	N0812
PABX Operator	L	N1206
Payroll Manager	F	E0628
Performing Arts Technician	H	N0811
Program Analyst	H	E0805
Program Biologist	G	E0737
Project Manager	F	E0633
Property Coordinator	G	E0744
Public Safety Lead Officer	I	N0931
Public Service Programs Coordinator	G	E0702
Public Service Programs Manager	F	E0618
Public Service Programs Officer	E	E0570
Publications and Production Analyst	H	E0810

FULL-TIME STAFF CLASSES
By Class Title

Class Title	Grade/Level	Class Code
Purchasing Assistant	H	E0829
Records Specialist	K	N1112
Research Analyst	H	N0805
Safety/Security Officer	K	N1102
Science Lab Supervisor	H	E0802
Security Supervisor	H	N0801
Senior Accountant	G	E0716
Senior Cashier - Financial Services	J	N1025
Senior Child Development Associate	I	N0930
Senior Staff Assistant	J	N1007
Senior Tradesworker	I	N0905
Senior Vice President for Operations	2	A0201
Server Systems Coordinator	G	E0741
Server Systems Engineer	E	E0506
Server Systems Manager	F	E0644
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
Spl Asst to the President for Strategic Planning & Analysis	4	A0403
Staff Assistant	K	N1104
Student Activities Advisor	I	N0903
Student Information Advisor	I	N0901
Student Information Coordinator	G	E0742
Student Services Advising Generalist	H	N0813
Student Services Manager	F	E0647
Student Services Systems Officer	E	E0574
Systems Operations Technician	H	N0802

FULL-TIME STAFF CLASSES By Class Title		
Class Title	Grade/Level	Class Code
Technical Specialist	H	N0809
Technical Support Services Manager	F	E0607
Telecommunications and Help Desk Coordinator	G	E0744
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, Student Services & Enrollment Management	3	A0306
Vice President for Administration / Chief Financial Officer	3	A0303
Vice President for Academic Affairs	3	A0302
Vice President of Information Technology	4	A0401
Warehouse Supervisor	J	N1017
Web Services Manager	F	E0636
Writing Center Supervisor	I	N0923

A 3 % salary/wage increase for staff exempt (professional/managerial) and staff non-exempt (classified) employees is effective July 1, 2008.

A 2 % salary increase for all administrators is effective July 1, 2008

HILLSBOROUGH COMMUNITY COLLEGE

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

2008-2009

PART-TIME
HOURLY WAGE SCHEDULE
 Effective January 1, 2008

Grd	Min Max	Class Title	Class Code	Associated Work	Entry Wage
1	6.79 8.42	Part-time Student Assistant	Z0101	Student Assistant	6.79
			Z0102	Federal Work Study (CWSP)	6.79
		Federal Work Study (CWSP) America Reads		7.15	
		Supplemental Instruction Leader		8.17	
		Part-time Assistant	Z0100	Reader, Tutor, Notetaker,	6.79
				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**

2008-2009

HILLSBOROUGH COMMUNITY COLLEGE

FULL-TIME FACULTY SALARY TABLE

Effective August 19, 2008

Level		Entry	Maximum
III	Bachelor's plus College Faculty Experience	\$ 40,487.84	\$ 67,025.54
II	Master's Degree with 18 Semester Hours in the Field	\$ 42,548.29	\$ 70,630.48
II+	Master's Degree plus 30 Semester Hours in the Teaching Field	\$ 44,814.79	\$ 74,597.18
I	Earned Doctorate in Major Field	\$ 47,081.28	\$ 78,561.77

A 3% salary increase, not to exceed the range maximum for the grade, for faculty is effective August 19, 2008.

OVERLOAD SALARY SCHEDULE FOR FULL-TIME INSTRUCTIONAL FACULTY

Full-time instructional staff will be compensated for all teaching overloads at \$65.00 per instructional point.

POINT CONVERSION CHART	
FULL-TIME FACULTY OVERLOAD	
Points	Compensation
1	\$65.00
2	130.00
3	195.00
4	260.00
5	325.00
6	390.00
7	455.00
8	520.00
9	585.00
10	650.00
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.	

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 1½ 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	=	\$ 650.00
2 Points	=	<u>+130.00</u>
12 Points	=	\$ 780.00

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.

FULL-TIME BASIC YEAR FACULTY WORKING SUMMER TERM

Full-time instructional faculty on a basic year contract working in the summer term will be assigned to adjunct positions and be paid at the overload rate.

Full-time librarians and counselors on a basic year contract working in the summer term will be paid via stipend, the amount determined by dividing the basic year salary by the number of contractual days in that academic year, then multiplying by the number of days worked in the summer term.

HILLSBOROUGH COMMUNITY COLLEGE

**PART-TIME
FACULTY SALARY SCHEDULE**

2008-2009

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