

NON-FACULTY FULL TIME COMPENSATION PLAN

1. Salary Structure - Initial Placement

Each pay grade has its own salary range consisting of a minimum salary to a maximum salary. Experience will be considered depending on qualified experience. Each year of qualified experience related to the job will correspond to 2 percent (.02).

Administrative: 8 years
 10 years

Additional increments will be added for each level of appropriate education achieved from a post-secondary institution that is accredited by a U.S. Department of Education recognized accreditor and/or an accreditor recognized by the Texas Higher Education Coordinating Board. Course work completed at a college or university outside the United States or at a college or university who is not accredited or whose accreditation is not recognized will be considered on an individual basis.

AA/AS: 1 Increment = 2%

BA/BS: 2 Increments = between the base rate of the new grade and the base rate of the former grade.
College President must approve any exceptions to this procedure.

3. Pay Upon Reassignment - including Demotion

If an employee is demoted to a position assigned to a lower pay grade, the pay will remain the same for a period of at least 90 days. The College President may extend this period of time or approve exceptions to this procedure. If an employee is demoted to a position assigned to a lower pay grade, the pay will remain the same for a period of at least 90 days. The College President may extend this period of time or approve exceptions to this procedure. If an employee is demoted to a position assigned to a lower pay grade, the pay will remain the same for a period of at least 90 days. The College President may extend this period of time or approve exceptions to this procedure.

4. Interim Pay

If a position is vacant due to a planned or unplanned event the appropriate Vice President may appoint an employee to the position on an interim basis. An interim

Compensatory time off to which an employee is entitled must be taken during the 12-month period following the end of the workweek in which the compensatory time was accrued or it lapses and the employee may not be paid for that compensatory time.
Texas Government Code 659.015 (2) (g)

An employee who accumulates more than two hundred and forty (240) hours of eligible compensatory time will receive the overage in paid compensation. An employee who leaves employment of the College will be paid for all eligible accrued compensatory time. Compensation paid for accrued compensatory time will be at the hourly rate earned by the employee at the time the employee accrued the comp-time.

7. Industry Stipends

A non-permanent additional pay above the base salary offered to recruit employees in high demand fields where applicants are in short supply. Industry Stipends will be evaluated prior to the beginning of each fiscal year before renewal and must be applicable to the job description requirement.