

COMPENSATION AND BENEFITS
SALARIES AND WAGES

DEA
(LOCAL)

The Chancellor shall recommend an annual compensation plan for all College District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. The recommended plan shall support College District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the College District. The Board shall also determine the total compensation package for the Chancellor. [See BF series]

Contingent on available funding, the Board authorizes the Chancellor to develop incentive pay packages for College District employees for fundraising activities.

PAY ADMINISTRATION

The Chancellor shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Chancellor or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

The faculty salary scales/schedules shall be for nine-month contracts, part-time contracts, and summer school. Salaries for faculty members and other professional employees employed on contracts longer than nine months in length shall be set by the Board. These salaries shall be increased only as approved by the Board.

STIPEND

The Chancellor shall recommend a stipend pay schedule as part of the annual compensation plan of the College District.

SUPPLEMENTAL
DUTIES

The Chancellor or designee may assign noncontractual supplemental duties to personnel exempt under the Fair Labor Standards Act (FLSA), as needed. [See DJ(LOCAL)] The employee shall be compensated for these assignments according to the compensation plan of the College District.

PAY ADJUSTMENTS

The Chancellor or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.

MID-YEAR PAY
INCREASES

CONTRACT
EMPLOYEES

A contract employee's pay may be increased after the starting date of the contract has begun only if authorized by the compensation plan of the College District or there is a documented change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]

NONCONTRACT
EMPLOYEES

The Chancellor may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity.

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PAY DURING CLOSING The Board delegates to the Chancellor the authority to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date. Emergency closure includes, but is not limited to, inclement weather or weather induced by conditions that make travel to or habitation of the worksite a risk to employee health and safety.

TEACHING LOAD Full-time faculty members shall teach courses as defined in the faculty handbook. Extra courses shall be paid in accordance with the faculty pay schedule.

When determining an employee's placement on the College District's salary scale/schedule or wage scale, the employee's position, responsibilities, experience, education, and years of service shall be considered

PART-TIME TEACHING PAY Faculty members teaching less than a full (basic) teaching load shall be paid at the rates approved by the Board.

A part-time faculty member who teaches for one-half or more of the full-time load for four and one-half months or more in the same academic year shall participate in the College District's retirement program per TRS rule 25.1(g) and 25.6.

CLASSIFICATION OF POSITIONS The Chancellor or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the FLSA.

EXEMPT The College District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the College District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the College District's attention, through the College District's complaint policy. [See DGBA] If improper deductions are confirmed, the College District shall reimburse the employee and take steps to ensure future compliance with the FLSA.

NONEXEMPT Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. An employee who is paid on a salary basis shall be paid for up to and including a 40-hour workweek.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime

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without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

WORKWEEK DEFINED

For purposes of FLSA compliance, the workweek for College District employees shall be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

OVERTIME

A nonexempt employee who works overtime hours shall be paid for all hours worked. No compensatory time shall be permitted.

GIFTS, GRANTS, AND
DONATIONS FOR
SALARY
SUPPLEMENTS

The College District shall not accept gifts, grants, donations, or other consideration designated for use as salary supplements.