

COMPENSATION AND BENEFITS  
SALARIES

DEA  
(LOCAL)

PHILOSOPHY	The College is committed to maintaining a faculty, administrator, and staff compensation plan that is competitive with peer institutions within the state.
OBJECTIVES	The objectives of the College compensation program are to:
INTERNAL EQUITY	1. Establish pay relationships between jobs that are fair and equitable when compared to other jobs in the College;
EXTERNAL COMPETITIVENESS	2. Provide salary levels that are competitive and/or comparable with peer colleges and organizations in order to attract and retain well qualified employees;
CONTINUITY AND FLEXIBILITY	3. Accommodate new jobs and changes in existing jobs, as well as adjust to changes in economic conditions and the job market; and
EFFECTIVE ADMINISTRATION	4. Establish clearly defined policies, procedures, and guidelines for salary budgeting and administration and ensure a clear understanding among all employees of the College about how the compensation program works.
PAY PLAN AND FRAMEWORK	The staff and administrative pay plan establishes compensation based on an analysis of the job-related duties of a position, including factors such as decision-making responsibilities. The compensation schedule is reviewed every two years and adjusted periodically to reflect market changes. Employees have no guarantee that the College will adjust their pay under the compensation schedule.
ADMINISTRATION	The District President or designee shall administer and maintain compensation in accordance with this policy and the related procedures and guidelines for the College's compensation plan.
DESIGNATED WORKWEEK	The designated College workweek shall be from 12:01 a.m. Sunday through 12:00 midnight on Saturday.
EXEMPT / NONEXEMPT	<p>The District President or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act.</p> <p>Exempt employees are compensated on a salary basis for their employment period and are not entitled to overtime compensation.</p>
COMPENSATORY TIME	Nonexempt employees are compensated on an hourly basis for all hours worked each week and are compensated for overtime in accordance with federal and state regulations and the College's compensation plan.

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Nonexempt employees are not permitted to work beyond their scheduled work hours unless authorized in writing, in advance, by the appropriate supervisor. Nonexempt employees may be subject to disciplinary action for working overtime or beyond the approved schedule without advanced written approval. In the case of an emergency or where campus safety is involved, a verbal directive is appropriate authorization. The verbal approval should be documented with a follow-up email from the supervisor to the employee.

Nonexempt employees are compensated through compensatory time off or direct pay for the additional hours worked beyond 40 in a workweek, at a rate of time and one-half the employee's normal pay rate. Employees may not earn and take compensatory time within the same workweek. Adjusted schedules are documented by the employee and approved in advance by the appropriate supervisor.

GIFTS, GRANTS, AND  
DONATIONS FOR  
SALARY  
SUPPLEMENTS

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

EMOLUMENTS

As a part of the benefits package for key administrators, compensation-related emoluments are provided, as follows:

- A stipend, as outlined below, is provided to cover the cost of transportation-related expenses such as mileage, insurance, maintenance, toll, and parking fees.
  - \$1000 per month for the Executive Vice President and Senior Vice Presidents.
  - \$500 per month for Vice Presidents.
  - \$250 per month for the Faculty Council President during his/her tenure in the position.
  - Other administrators with college- wide responsibilities that require substantive local travel among campuses may also receive a stipend, not to exceed \$500 per month, when the District President determines it is in the best interests of the college
  
- A stipend in the amount of \$75 per month is provided for administrators who require smart phones to perform their jobs.

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- A stipend in the amount of \$40 per month or a College-owned cell phone is provided for staff who are required to be regularly “on call,” but their job does not require a smartphone. Such staff who are in non-exempt positions must comply with all College timekeeping policies.

Emoluments are considered annually by the Board of Trustees as a part of the budget review and approval process. All emoluments are listed in the annual budget of the College and reported to Texas State Agencies as required by law.