



# **Compensation and Administrative Procedures and Guidelines**

2022-2023

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## Compensation and Administrative Procedures and Guidelines

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Collin College is committed to maintaining a compensation plan that is competitive with peer institutions within the state, as well as the local labor market. The objectives of the College's compensation program are to:

- Establish pay relationships between jobs that are fair and equitable when compared to other jobs in the College;
- Provide salary levels that are competitive and/or comparable with peer colleges and organizations in order to attract and retain well-qualified employees;
- Accommodate new jobs and changes in existing jobs, as well as adjust to changes in economic conditions and the job market; and
- 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.

The staff and administrative pay plan establish 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.

### A. Organization Pay Plan

Collin College maintains a position classification structure with pay ranges for staff and administrator positions within the college. Staff and administrator positions are placed into one of three (3) pay structures based on the position's non-exempt or exempt status under the Fair Labor Standards Act (FLSA) and the position's full-time or part-time status.

- Staff/Administrator - Exempt (EX)
- Staff - Non-Exempt (NE)
- Part-time Staff - Non-Exempt (PT)

#### Definitions:

- **Pay Structure:** The three groupings of salary ranges include non-exempt, exempt and part-time
- **Job/Position:** The terms "job" and "position" are used interchangeably to designate a role within the college that is documented by a written description of the duties/responsibilities and the required knowledge, skills, and abilities.
- **Classification:** The placement of a job/position within a pay structure and salary range/pay grade.
- **Salary Range:** A salary range is represented by the minimum to maximum pay range for a group of positions. Positions are assigned to a pay range based on review and

consideration of the following criteria: (1) job qualifications and required skills; (2) compensable factors utilized in the point factor job evaluation system; (3) job duties and responsibilities defined by the college; and (4) market value for the job.

#### **Administrator Positions\*:**

Generally, positions that fall within the following Salary Ranges are considered Administrator-level positions: EX107 - EX120

*\*Note:* Due to market, certain non-administrator positions may also be placed in salary range EX107 or higher. Administrator level positions will be identified by a position class (PCLS) code that begins with an A (administrator) or L (leadership). Non-administrator positions begin with a position class code of S (Staff).

#### **General Guidelines:**

Individual employee compensation is established within the minimum and maximum of the appropriate salary range. *(An exception is in the rare instance that an employee was earning more than the salary range maximum prior to the adoption of the pay plan.)*

Employee salaries advance through the established pay range based upon the general pay increases (GPI) approved by the Board of Trustees. A general pay increase is considered each year by the Board of Trustees, but is not guaranteed. Any increase granted is effective with the beginning of the new academic year.

Salary ranges will generally be reviewed every two years to ensure they are consistent with the market. Any increase in salary ranges will be at least 1.5 to 2 percent lower than the general pay increase.

### **B. Job Classification**

#### **(1) Purpose and Authority**

The Human Resources (HR) Compensation Department collects job information, evaluates jobs for the appropriate classification, and recommends salary range assignments. The chief human resources officer makes the final decision regarding job classifications.

#### **(2) Classification of New Positions**

New positions must have a written job description and must be classified in the pay system prior to opening and posting a position. HR Compensation will establish the salary range classification of new positions based on (1) job qualifications and required skills; (2) compensable factors utilized in the point factor job evaluation system; (3) job duties and responsibilities defined by the college; and (4) market value for the job.

For a listing of all current job descriptions and their assigned pay structure and salary range, visit the Job Description Repository page located on the [HR Compensation website](#).

### **(3) Reclassification of Positions**

A position reclassification is the assignment of a new salary grade, FLSA status and/or job title of an existing position based on HR Compensation's evaluation of the job duties, minimum qualifications, responsibilities, scope and impact of the position.

HR Compensation will only consider requests for reclassification of positions when: 1) a department is being reorganized and the duties of the positions are being shifted, 2) there will be significant and sustained changes to the position, and/or 3) when the college is unable to recruit qualified applicants for the position because of its current classification. The HR department will schedule job classification reviews for all positions at one time, to be conducted generally every two (2) years.

An employee in a position that is being reclassified may be automatically placed into the reclassified position if the reclassified position retains 50% or more of the overall responsibilities of the former position and the employee meets the minimum qualifications for the reclassified position. If the reclassified position retains less than 50% of the overall responsibilities of the former position, the reclassified position is considered a new position and must be posted.

Pay rate reviews resulting from a job reclassification are conducted in accordance with the guidelines herein for promotional increases, lateral job changes or movement to a lower salary range, as appropriate.

## **C. Exemption Status and Timesheet Guidelines**

All positions are classified as exempt or non-exempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA). In order to be exempt, the employee's primary duties must fall under one of the exemptions, as defined by federal regulations, and the employee must be compensated on a salary basis. Employees who do not meet the legal requirements for exemption are classified as non-exempt. See the United States Department of Labor website for additional FLSA information (<http://www.dol.gov/whd/flsa/>).

### *Exempt Employees*

- Exempt employees are compensated on a salary basis for their employment period and are not entitled to overtime compensation.
- Exempt employees are held accountable for accomplishing the responsibilities of their positions and salary is not based on the specific number of hours worked;
- Full-time employees in positions identified as exempt from overtime provisions of the FLSA are expected to work a minimum of 40 hours per week. Holidays are considered as hours worked;
- Specific hours worked by FLSA exempt employees do not need to be documented on a time sheet; however, absences of a half-day or more must be documented in the college's electronic time clock system in four (4) or eight (8) hour increments;

- FLSA exempt employees are not entitled to wages or compensatory time for hours worked over 40 each workweek.

#### *Non-Exempt Employees*

- 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.
- Non-exempt employees must record all time worked in the college's time tracking system.
- 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 e-mail from the supervisor to the employee.
- A nonexempt employee is 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. [DEA \(Local\)](#).
- An employee may accrue not more than 240 hours of compensatory time. If the employee's overtime work included a public safety activity, an emergency response activity, or a seasonal activity, the employee may accrue not more than 480 hours of compensatory time. After the employee has reached these limits, the employee shall be paid overtime compensation for additional overtime work. [DEA \(Legal\)](#)

### **D. General Pay Increases**

#### **(1) Eligibility for General Pay Increase (GPI)**

A full-time or part-time employee is eligible to be considered for a general pay increase if he/she is in an active status or on an approved leave of absence at the time of issuance of the first payroll reflecting the pay increase.

Full-time employees must meet applicable performance standards and be employed in a benefits-eligible position for at least three (3) months prior to the effective date of the general pay increase.

Additionally, an employee's general pay increase is limited by the salary range maximum. For example, if an employee has already reached the salary range maximum, the employee will not receive a general pay increase. If applying the general pay increase would bring the employee's salary to an amount that exceeds the salary range maximum, the general pay increase will be limited to an amount that will bring his/her salary up to, but not exceeding the salary range maximum. The college may

consider annually whether to approve a cost-of-living type pay supplement that does not add to base pay for employees at the salary range maximum.

**(2) Pay Structure Increases**

If the minimum and maximum of a salary range is increased, the salaries of employees may be adjusted to maintain the employee's current compa-ratio within the range of pay.

**(3) Pay Increase Budget**

The district president will recommend a budget amount for general pay increases as part of the annual budget process, based on available revenue, job market data, and organization compensation objectives. Employee pay increases will be based on the budget approved by the college's Board of Trustees.

## **E. Placement of External New Hires**

The guidelines for placement in the pay structures are as follows:

- A new **full-time** employee's salary is the sum of the minimum of the salary range, plus an amount equal to one percent of the minimum of the salary range, times the number of years of job-related experience (up to fifteen years within the last eighteen years.)
- New **part-time** employees are hired at the minimum of the position's assigned pay grade. The part-time hourly rate of pay is calculated based on the annualized pay grade minimum, divided by 2080.
- In limited circumstances for hard-to-fill positions, placement recommendations may be adjusted from these experience formulas upon recommendation by the chief human resources officer.

## **F. Pay Inequities**

**(1) Pay Inequities Resulting from New Hire**

If the salary placement of a new hire within the compensation plan results in the new hire having a higher salary than one or more incumbent(s) with the same job title, and the same number or more years of job-related experience (up to 15 years), then a pay equity analysis will be performed for all incumbents with the same job title. Equity adjustments will generally only be considered where there are two or more individuals that have the exact same job title and exact same essential job functions. Equity adjustments are not applicable for unique positions.

The equity analysis will be performed as follows:

- a. Any incumbent that has been with the college for one year or less, will receive the greater of; 1) his or her current salary, or 2) the salary that a new employee hired into that position with the same number of years of experience would receive.

- b. Any incumbent that has been with the college for more than one year, but less than ten years, will receive the greater of; 1) his or her current salary, or 2) the salary that a new employee hired into that position with the same number of years of experience would receive, plus 1% of that amount.
- c. Any incumbent that has been with the college for more than 10 years will receive the greater of; 1) his or her current salary, or 2) the salary that a new employee hired into that position with the same number of years of experience would receive, plus 2% of that amount.
- d. If an inequity still exists after the completion of steps a through c above, the College reserves the right to make additional adjustments as necessary to correct the pay inequity.

Any equity adjustments will be effective for all affected incumbents on the first day of employment of the new hire that caused the pay inequity.

## **(2) Pay Inequities Resulting from Reclassification of a Position**

If a position is reclassified to an existing job title at a higher salary level, and the salary of any employee in the reclassified position is equal to or higher than that of any incumbents in the existing job title (with the same or more years of job-related experience, and/or the same or more years of seniority in the position), then no adjustment to the salary of the employee's salary will be made.

If a position is reclassified to an existing job title at a higher salary level and the promotional salary increase will result in a higher salary for the employee than any of the incumbents in the existing job title (with the same or more years of job-related experience, and/or the same or more years of seniority in the position), then any adjustment to the reclassified employee's salary will be limited to maintain pay equity between the employee and any incumbents in the existing position.

## **G. Promotion Increases (Change Job Actions)**

### **(1) Promotion Defined**

A promotion occurs when a full-time employee is competitively selected to move to a different full-time job in a higher salary range. For promotions occurring at the beginning of an academic year, the promotional salary increase is applied prior to the application of any general pay increase that may be granted for the academic year. The effective date of a promotion is established by the supervisor of the new position, consistent with payroll procedures and guidelines.

- Generally, employees must be in a position for six months or longer in order to be considered for a promotion opportunity. In rare instances, the college may consider an exception to this six-month period, as recommended by the appropriate Executive Leadership Team member.
- Movement from a part-time position to a full-time position is not considered a



promotion. Therefore, the employee's hiring salary into the full-time position is calculated the same as the placement of an external new hire.

- Staff moving from part-time to full-time status in the same job title/salary grade - The worker's current part-time hourly rate will be converted to an annualized salary and compared to the new hire annual salary. The employee's new salary will be the greater of the two. An equity check will be completed before approving the offer.
- Movement from a full-time position to a part-time position is considered a demotion in Workday. Part-time employees are not eligible for most benefits including paid vacation and sick leave time. The employee's hiring hourly rate will be calculated the same as the placement of an external new hire. (2/11/2022)
- Movement from full-time to part-time employment status within the same job title/salary grade will result in HR calculating the employee's current annualized salary to determine the part-time hourly rate. (2/11/2022)

## **(2) Promotion Increase**

Full-time promotion increases are generally the greater of the salary that a new employee hired into that position with the same number of years of experience would receive or an increase equal to 5% of the new salary range midpoint added to their current salary.

Part-time staff promotions - Employees moving from a part-time position into a different part-time position in a higher salary grade will receive the greater of the regular hiring rate for the new position, OR an increase equal to 5% of the new salary range minimum. This procedure only applies to primary part-time assignments. Secondary assignments receive the regular hourly rate of pay (salary range minimum).

## **(3) Promotion Limits**

Promotions will not result in a salary that is below the minimum or above the maximum of the promotion salary range.

## **(4) Temporary/Interim/Acting Assignments**

Temporary pay may be given to an employee who is assigned different duties on an interim (or acting) basis, or because of the need for additional assignments associated with a special time-limited project, in the same or different position in the same or a higher salary range.

Temporary pay is a management-initiated practice paid at the discretion of the college. The effective dates for beginning and ending temporary pay are also at the college's discretion. The appropriate Leadership Team member may recommend temporary salary adjustments, with approval by the chief human resources officer. Temporary pay is discontinued when the employee no longer performs the additional assignment(s).

The amount of temporary pay shall not be the basis for computing promotion pay, or for calculating leave balance payments if the employee ends full-time employment with the college. Temporary pay is an “add-on” pay and is not added to the base rate of the employee. A general pay increase received during a temporary assignment shall not be based on the temporary salary.

For movement to an interim staff or administrator position, the employee’s salary is set at the minimum of the interim position’s pay range. In instances where the minimum annual salary of the new pay range is less than the employee’s current annual salary, an alternate salary placement formula may be used upon recommendation by the chief human resources officer.

#### **H. Movement to a Lower Salary Range**

Movement to a lower salary range results in a pay reduction to a salary that is the same relative position within the lower pay range, measured as a ratio of the employee’s salary to the range midpoint. For example, if the employee’s base pay was 110 percent of the midpoint in the higher pay range, that person’s pay would be reduced to an equivalent 110 percent of the midpoint in the lower pay range. The pay adjustment will begin with the effective date of the new assignment. This procedure applies to full-time employees only.

Part-time employees moving to a lower salary range will receive the regular hourly hiring rate (salary range minimum).

#### **I. Movement from Administrator to Faculty Position**

If an employee moves from an administrator-level position to a faculty position, his/her faculty salary will be calculated as follows:

- **Step 1:** Use the appropriate full-time **Faculty Salary Calculation Form** to determine the salary based on the same education and number of years of teaching experience a new faculty member would receive.
- **Step 2:** This step only applies if the employee has been with the college for more than 10 years. Multiply the annual experience credit received in Step 1 by the number of years of experience that exceeds the 10 years of experience credit (up to a maximum of 15 additional years). Add the results of Steps 1 and 2 (if applicable).

**NOTE: The administrative assignment should end the day before the faculty assignment begins.** This will prevent a break in benefits and service.

#### **J. Lateral Job Change**

Movement to a job in the same Salary Range is considered a lateral job change. The employee’s salary remains the same.

#### **K. Position Elimination**

When a position is being eliminated, the employee being displaced may be automatically placed into an open lateral position or an open lower level position if the employee meets the minimum requirements for the lateral or lower level position. To be considered for an open position that is classified in a higher salary range, the employee must apply for the open position.

#### **L. Adjusting Pay-Range Structures**

HR Compensation will review the compensation plan every two years; adjustments may be recommended as needed to maintain pay range alignment with external job markets.

#### **M. Reinstatement after Break-in-Service**

An employee who is rehired following a break-in-service that is less than 90 days shall be reinstated at the same salary previously paid if hired for the same or equivalent position. If rehired for a different position or rehired following a break-in-service greater than 90 days, the employee's salary is calculated according to procedures for new hires.

#### **N. Stipends and Incentives**

Critical skill stipends may be developed and applied when market conditions for a position or classification are changing so rapidly that the compensation structure cannot adequately address the recruiting/retention needs. Any such critical skill stipends must be recommended by the appropriate Executive Leadership member, the chief human resources officer, and approved by the district president.

#### **O. Full-time Faculty Education Credit Increases**

Full-time faculty education increases are processed along with the general pay increase each year and are always effective September 1<sup>st</sup>. Official transcripts reflecting the new milestone (M=M1; M+24=M2; M+48=M3; PhD=PH) must be received before 9/1 in order to process the educational increase for the following fiscal year. Educational increases for transcripts received after 9/1 will be processed the following fiscal year, September 1<sup>st</sup>.

Calculation = New base (i.e. M+48) - current base (M+24) + annual base salary = New annual salary.

#### **P. Adjustments for Work Year Length**

The salary ranges are established based on a 12-month annualized salary. Salary calculations are adjusted based on the number of days scheduled within a work year associated with an assignment. For example, the pay for a 9-month or 10-month assignment would be pro-rated based on the number of days in the reduced assignment compared to the number of

days established for a 12-month assignment.

#### **Q. Grant Funded Positions**

Employees working in grant-funded positions are hired using the same compensation placement procedure, on the same salary scales, and accrue the same benefits as other Collin College employees, with the exception of Sick Leave Pool benefits, as provided by the terms and conditions of the grant. However, all accrued leave must be taken prior to the end of the grant. Continuation of grant-funded positions is dependent on the availability of grant funding.

#### **R. Shift Differential**

Part-time cart captioners and interpreters will receive a 10% shift differential for all evening hours worked, **Monday through Friday**, beginning at 5:00 p.m., **and weekends**. *(Clarified eligibility timeframe with Interpreter Coordinator, Jessica Haapala, April 2022)*