

Administrative Guidelines – Employee Compensation Plan

Collin College
2025-2026

Table of Contents

Compensation Policy	3
Description of Pay Systems	3
Job Description	4
Exemption Status	4
Job Classification.....	5
Classification of New Positions	5
Job Reclassification	5
Procedures for Job Reclassification	6
Salary Adjustments for Job Reclassification	6
General Pay Increases and Eligibility	6
Placement of New Hires	7
Salary Placement – Schedules for Faculty	7
Salary Placement – Exempt and Nonexempt	7
Reassignments	8
Pay Adjustments for Reassignment to a Higher Pay Grade	8
Temporary/Interim/Acting Assignments	8
Movement from Administrator to Faculty Position	8
Lateral Job Change	9
Pay Adjustments for Reassignment to a Lower Pay Grade	9
Review and Adjustment of Pay Ranges	9
Reinstatement Following Break in Service	9
Stipends and Incentives	9
Back Payment of Earnings	10
Overpayment	10
Full-time Faculty Education Credit Increases	10
Grant Funded Positions	10
Shift Differential	10
Appendices	11
General Guidelines: Job Classification Review	11

Compensation Policy

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.

Refer to board policies DEA, DEAA, and DEAB Legal and Local for all college policies, state, and federal regulations governing employee pay practices.

The president shall recommend an annual compensation plan for all college employees to the Board of Trustees for approval. The employee compensation plan may include wage and salary structures, stipends, benefits, and incentive pay plans.

The president and designees shall administer the compensation plans consistent with board policies, the annual budget approved by the Board of Trustees, and these administrative guidelines.

Description of Pay Systems

Employee pay systems are designed and administered for the purpose of supporting the 2023-2030 Master Plan and Strategic Goals of Collin College by implementing strategies to be recognized as an employer of choice to attract and retain top talent.

Human Resources is responsible for the maintenance and administration of employee pay systems. Faculty will be paid according to a salary schedule that correlates salaries with education level, years of teaching experience, or other related field experience. Staff and administrator jobs will be assigned to a pay grade and range structure that sets the range of pay for the position.

The college pay plan includes:

- Faculty
- Staff/Administrator Exempt Staff
- Office and Support Nonexempt Staff
- Maintenance and Operations Nonexempt Staff
- Technology Exempt and Nonexempt Staff
- Part-time Nonexempt Staff

Pay ranges and salary schedules are generally reviewed every two years and adjusted periodically based on market data. Employee salaries advance through the established pay range based upon the general pay increases (GPI) and guidelines approved by the Board of Trustees. A general pay increase is considered each year by the Board of Trustees and is not guaranteed. Any increase granted is effective with the beginning of the new fiscal year.

Job Description

Job description documentation is an essential function in the administration of the compensation system. Accurate and complete job descriptions will be collected from the department supervisors and maintained by Human Resources with input from job supervisors. Job descriptions will define job qualifications, job purpose, major duties and responsibilities, working conditions, and exemption status. Job titles are assigned by Human Resources to accurately reflect the level and nature of work and the organizational structure of the college.

Job descriptions will be updated by the Human Resources Compensation Department with input from the position department supervisor and leadership team member.

Exemption Status

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the Federal Fair Labor Standards Act (FLSA) and documented on the job description. Human Resources will determine the classification of each position based on a description of assigned job duties. To be classified as exempt, the employee's primary duties must meet the requirements defined by federal regulations for the executive, administrative, professional, or computer employee exemption test, or be an instructor, and the employee must meet applicable federal salary requirements. All employees who do not meet the legal requirements for exemption are classified as nonexempt. See the [United States Department of Labor website for additional FLSA information](#).

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 their 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 hours worked.
- Specific hours worked by FLSA exempt employees do not need to be documented; 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 an 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 \(Legal\)](#)

Job Classification

Job classification determines the assigned pay range for a job. Job classification is based on job requirements, assigned duties, and market rates. All jobs are classified for pay based on the relative level of knowledge and skill requirements, scope and complexity of assigned duties, job accountability, and working conditions. Human Resources will collect job information from department supervisors, evaluate jobs for classification purposes, and assign jobs to pay grades.

Classification of New Positions

Prior to posting, new positions must have a written job description created collaboratively by Human Resources and the hiring supervisor. Human Resources will recommend to the president's designee the pay grade classification of new positions based on the job description, qualifications required, and market value. New positions must be classified in the pay system prior to hiring new employees.

Job Reclassification

A job reclassification occurs when a job classification is changed to a higher or lower pay range. Jobs may be reclassified as a result of a significant and sustained change in job duties assigned, a need to improve internal pay equity with similar jobs, or a change in competitive market rates.

Procedures for Job Reclassification

Review of job reclassifications must be initiated by the supervisor of the position after approval by the cabinet-level supervisor. Submissions will be accepted only during the supplemental budget development process. Exceptions will be considered if related to strategic initiatives to expand student services. Jobs previously submitted for review added within the last fiscal year are not eligible for review.

All job reclassification requests should be submitted to Human Resources Compensation Department by the annual deadline of March 31.

A request for a job classification review must be submitted through an online form provided by Human Resources that describes the rationale for reclassifying the position and provides an explanation of changes in job duties and responsibilities. The request also should include a proposed job description. The request must be approved by the cabinet-level supervisor before submitting to Human Resources. Email communication of approval from the cabinet-level supervisor to the Human Resources Compensation Department hr_compensation@collin.edu is required.

Human Resources will review the request and obtain additional information, if needed. Additional information may be obtained from the supervisor, employee(s), and/or external job market pay data.

Human Resources will evaluate the job classification and prepare a recommendation for review by the president's designee.

Salary Adjustments for Job Reclassification

- Salary placement for an employee who is reclassified will follow the guidelines for placement of a new hire, with additional adjustments made as needed to achieve pay equity among peer employees.
- If the job is reclassified upward due to an increase in the level of responsibilities, the procedure for promotion increases may be applied;
- If the job is reclassified due to organizational changes or as a result of an external pay study, there may be no immediate pay increase.
- If the job is reclassified due to a change in the competitive job market for hard-to-fill positions, equity adjustments may be made at the direction of the president's designee.
- If the job is reclassified to a lower pay range based on a reduction in the level of assigned responsibilities, the employee's pay may be reduced. Refer to procedures on pay adjustments for reassignment to a lower pay grade.

General Pay Increases and Eligibility

Generally, employee pay will be reviewed annually for adjustment. A general pay increase (GPI) could be recommended to the Board of Trustees by the president each year. Pay increases that result in pay that exceeds the maximum rate of the pay range must be authorized by the president on an annual basis.

To receive a general pay increase, an employee must be in a paid status or on an approved leave of absence at the time of the first pay cycle reflecting the pay increase. Eligible employees must have received a satisfactory performance evaluation in the preceding fiscal year and be employed in a benefits-eligible position for at least 3 months prior to the effective date of the general pay increase. For fiscal years with a September 1 start, the employee must be hired prior to June 1.

Placement of New Hires

Salary Placement – Schedules for Faculty

Salaries for faculty who are new to the college will be determined by the faculty hiring schedule for the current fiscal year. Faculty salary placement will be based on the level of education and total years of teaching experience or related field experience.

New hires will receive salary credit for applicable experience up to a maximum of 10 years.

Salary Placement – Exempt and Nonexempt

Starting pay for a new hire in a pay range plan will be determined individually based on each person's job-related experience and qualifications, and salaries paid to peer employees in the same position with similar experience.

Peer equity: In multi-incumbent positions (e.g., lab aid), starting pay for a new hire should not exceed rates being paid to other employees in the same job with similar experience and qualifications.

Midpoint limit: Starting salary may be set up to the midpoint of the pay range based on job-related prior experience and qualifications, and the salary of peer employees. With approval from the president's designee, a starting salary may exceed the midpoint of the pay range and/or peer employees for a hard-to-fill key position.

Placement credit for prior experience: Starting pay for professional and nonexempt jobs that require prior experience may utilize the following guidelines for calculation and will still be evaluated against peer equity and midpoint limits before a final amount is determined.

- Percent increase: Pay is calculated at 1 percent above minimum for each year of job experience up to twenty (20) years within the last twenty-five (25) years.
- Placement scale: Salary placement scales may be used to determine rates of pay for newly hired nonexempt employees. Individual employee placement may be based on job-related experience approved by the college. Credit will be given for years of experience granted by Human Resources based on the college's salary placement scale for nonexempt jobs. Current employees may be paid above the placement scale. Salary placement scales are reviewed and may be adjusted on an annual basis and salary advancement is not guaranteed.
- Part-time: New part-time employees are hired at the minimum of the position's assigned pay grade.

Reassignments

Pay Adjustments for Reassignment to a Higher Pay Grade

A promotion occurs when an employee is moved to a different job in a higher pay grade.

Salary placement for an employee who is promoted to a job in a pay grade with a higher midpoint will follow the guidelines for placement of a new hire, with additional adjustments made as needed to achieve pay equity among peer employees. Employees promoted internally will not be paid less than a new hire with similar experience.

The base pay for promoted employees should be at least that of a new hire with the same experience in the same position or the current employee's salary plus 5% of the midpoint of the new position, whichever is greater.

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.

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 20 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.

Salary placement exceptions must be approved by the president's designee.

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.

Pay Adjustments for Reassignment to a Lower Pay Grade

A reassignment to a different job in a lower pay range is considered a demotion, and a corresponding reduction in pay may occur.

A reduction in pay for demotion will be made effective with the new assignment to a lower pay grade. The employee's base rate of pay (hourly or annual) may be calculated the same as a new hire's pay in the lower pay grade, with peer equity factored into the final determination, or a reduction to the same percentage of midpoint (rate divided by midpoint) in the lower pay range, whichever is less.

Review and Adjustment of Pay Ranges

Human Resources will review pay structures every two years and recommend adjustments as needed to maintain competitive alignment with external job markets and internal alignment of career pathways. Adjustments to pay ranges are made prior to the calculation of pay increases.

If no pay raise is approved by the Board of Trustees, no pay range adjustments will be made.

Reinstatement Following Break in Service

An employee who is rehired for the same position following a break-in-service that is less than 12 months shall be reinstated at the same pay rate previously held prior to the break-in-service, or according to the procedures for placement of new hires, whichever is greater.

If rehired at a different pay grade level or rehired following a break in service that is longer than 12 months, the employee's pay will be placed according to the procedures for placement of new hires.

Stipends and Incentives

The Board of Trustees may approve a schedule of salary stipends and incentives for supplemental duties or specific faculty disciplines. Exempt employees who are assigned supplemental duties that accrue extra pay will be compensated according to the college's supplemental duty schedule. Stipends and incentives are reviewed and modified periodically.

Nonexempt employees who are assigned supplemental duties will be paid on an hourly basis, including overtime compensation when hours exceed 40 in a work week. The hours worked in supplemental duties must be combined with the hours worked in the regular job assignment to determine the total hours worked each week.

Back Payment of Earnings

Employees are responsible for regularly reviewing the accuracy of their pay statements. A back payment occurs when the employee is paid less than the amount they should have been paid. After review by the Human Resources Compensation Department, if it is determined that the back pay is due for duties performed with prior approval, the situation is rectified by paying the difference during the current fiscal year.

Overpayment

Employees are responsible for regularly reviewing the accuracy of their pay statements. An overpayment occurs if an employee is paid more than the amount that the employee should have been paid under the assigned pay grade and/or any relevant supplemental pay. If discovered and/or reported in the current fiscal year, a payment plan may be developed to recover the overpayment.

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 1st. Official transcripts reflecting the new milestone (Master's = M1; Master's + 24=M2; Master's +48=M3; Doctorate, PhD=PH) must be received before September 1 in order to process the educational increase for the following fiscal year. Educational increases for transcripts received after September 1 will be processed the following fiscal year, on September 1.

Educational Credit Increase Calculation:

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

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.

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 on weekends.

Appendices

General Guidelines: Job Classification Review

Job classification determines the assigned pay range for a job and is based on job requirements, assigned duties, and market rates. All jobs are classified for pay based on the relative level of knowledge and skill requirements, scope and complexity of assigned duties, job accountability, and working conditions.

A reclassification occurs when a job classification is changed to a higher or lower pay range. Job classification changes may be warranted for the following reasons:

- A substantial and sustained change in job duties assigned
- A significant change in the competitive price for the job
- Identification of an internal inequity related to other jobs

All job reclassification requests should be submitted to the Human Resources Compensation Department by the annual deadline of March 31.

Changing the pay grade classification for a job should be based on the work itself and not solely due to the request of the job incumbent or supervisor. Job classification changes should be limited and relatively infrequent. These infrastructure changes to the pay plan should not be a result of negotiation. Instead, changes should be based only on a review of job duties related to other jobs in the college and market data.

Questions to consider when creating a reclassification request:

1. What are the core duties of the position now, and how do they differ from the original description?
2. Has the scope or complexity of the role changed significantly? If so, are these temporary changes or permanent changes?
3. Does the role require new skills, certifications, or qualifications?

Review of job reclassifications must be initiated by the position's supervisor and/or by Human Resources Compensation. Jobs previously submitted for review within the last fiscal year, and newly created jobs, are usually not eligible for review.

A request for a job classification review must be submitted through an online form provided by the Human Resources Compensation Department that describes the rationale for reclassifying the position and provides an explanation of changes in job duties and responsibilities. The request must be approved by the cabinet-level supervisor before being submitted to the Human Resources department.

Human Resources will evaluate the job reclassification and prepare a recommendation for review by the president or designee.