

Employee FAQs about the TASB Pay Systems Review Collin College

The HR Services division of the Texas Association of School Boards (TASB) recently completed a pay systems review for Collin College. These frequently asked questions (FAQs) are designed to help employees better understand the review process and our pay system.

What is a pay systems review?

TASB HR Services reviewed our current compensation plans and pay practices, benchmarked our pay plans and pay rates against our external job market, and developed recommendations for adjustments designed to fit within the college's budget. The focus of the review was to ensure our pay is internally fair and competitive with our market peers. HR Services has conducted similar reviews for colleges and school districts across the state for more than 40 years.

What is our job market and who are our peers?

A job market is a group of employers with whom you compete for labor and includes both employers you hire from and employers to whom you lose staff. Market peers differ by job type, with hourly jobs competing with local or close regional employers. The college may hire from farther away for salaried professional and administrative jobs. Also, the college may compete with private sector employers and other public sector employers for some jobs.

What is a compensation plan?

A compensation plan is a grouping of pay structures designed to control pay within the college. Our college has adopted five pay structures that group similar types of work. They include:

- Faculty,
- Staff/Administrators (salaried),
- Office and Support (hourly),
- Maintenance and operations (hourly), and
- Technology (salaried and hourly).

There is an additional structure for nonexempt part-time staff that mirrors the same pay ranges as their full-time counterparts.

The Board of Trustees approves our compensation plan each year and also may approve pay increases when adopting the annual budget.

What is a pay range?

Pay ranges define minimum and maximum pay guidelines for jobs within a pay structure. We aim to keep the middle, or midpoint, of each pay range closely aligned with market values, which helps keep all employees within a competitive range of pay. Jobs are assigned to a pay range based on the types of duties performed, skill requirements, responsibility, and market value. Pay grade assignments are based entirely on the job requirements – not on employee qualifications, skills, or performance.

How are pay increases calculated?

For all staff, pay increases are calculated by applying the percentage increase, approved by the board. TASB recommended additional adjustments for certain employees to align pay appropriately within the new pay system.

How was my pay grade determined?

Jobs are grouped into pay levels or pay grades based on the types of duties assigned, skill requirements, responsibility and market value. Pay grade assignments are based entirely on the job requirements – not on employee qualifications, skills, or performance.

Will my pay grade ever change?

Pay grade classification can change if there is a significant and sustained increase in job responsibility or market value of the job. Supervisors can request a review of a pay classification by the Human Resource Department if they feel that a job is in the wrong pay grade. Human Resources has a process and timeline for reviewing pay classifications.

How do employees benefit from this pay system?

This pay system ensures that employees are paid competitive wages compared to other colleges and area employers. It also provides a systematic way to distribute pay increases based on available revenue as approved by the board of trustees.

What are some of the important take-aways from the pay systems review?

Some of the most important information from the TASB pay systems review includes:

- Pay for non-faculty staff at Collin College is closely aligned with market values, overall.
- Although pay and pay practices are largely competitive, there are jobs within each pay group that are below market. The pay study aimed to realign jobs as outlined below.
- TASB HR Services has aligned jobs with similar market value, skill, effort, and responsibilities into pay grades within the new system. They have also recommended narrower ranges, which will raise minimum rates of pay and allow the college to focus pay around the market rates.

What will my pay grade and pay rate be?

The new paygrade and rates will be, effective September 1, 2025, for the 2025-2026 school year for full-time staff and administrators.

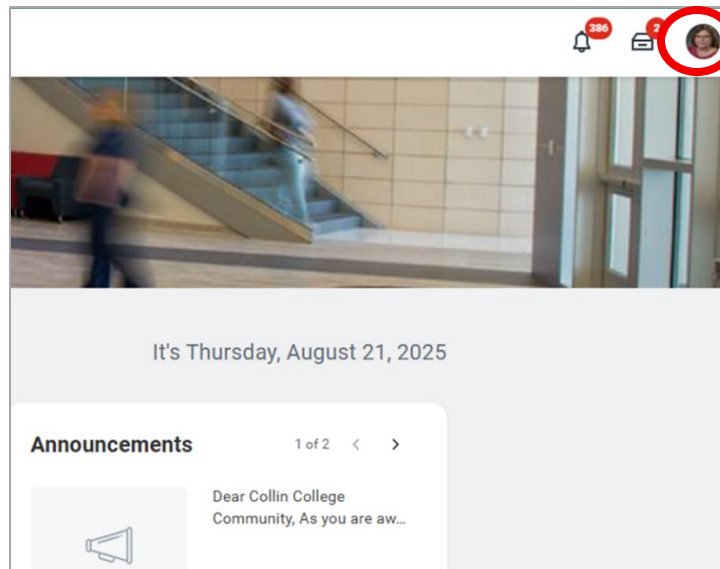
The new paygrade and rates will be, effective September 14, 2025, for the 2025-2026 school year for part-time employees.

Salary data will be visible in your Workday profile on September 15.

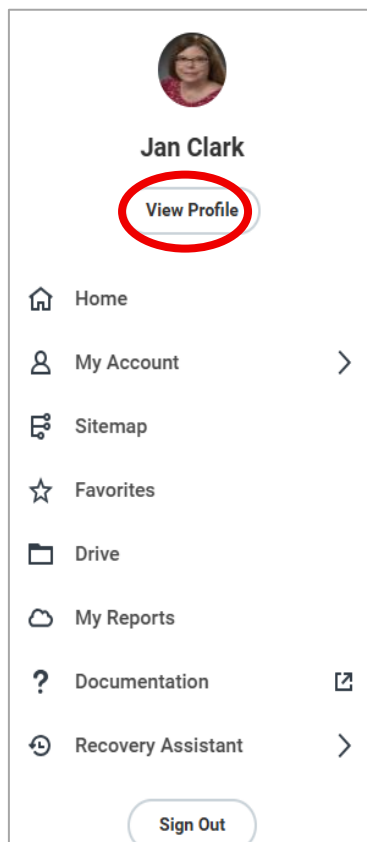
Compensation <u>Pay Change History</u> Bonus & One-Time Payments				
Pay Change History 7 items				
Effective Date	Compensation Action	Reason	Total Salary & Allowances	Total Base Pay
09/01/2024	Ad-hoc Compensation Change	Request Compensation Change > Compensation Change > General Pay Increase	██████████	██████████
09/01/2023	Ad-hoc Compensation Change	Request Compensation Change > Compensation Change > General Pay Increase	██████████	██████████

Instructions for Accessing Your Pay Change History in Workday

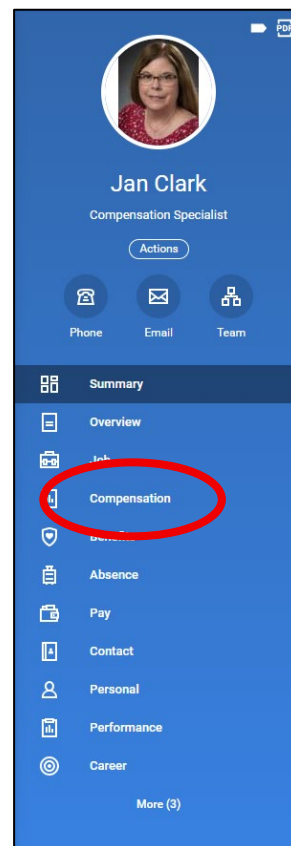
Access your profile by clicking on your picture in the top right-hand corner of Workday.



Click on View Profile



Click on Compensation



Click Pay Change History

Jan Clark
Compensation Specialist

Actions

Phone Email Team

Summary Overview Job Compensation

Compensation

Pay Change History

Totals 1 item

Total Salary & Allowances	Total Base Pay	Currency
		USD

Compensation

Compensation Package Collin Compensation Package

Compensation Grade NE211

Company Collin College

Plan Assignments 1 item

Effective Date	Plan Type	Compensation Plan
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Summary Overview Job Compensation

Compensation

Pay Change History

Pay Change History 7 items

Effective Date	Compensation Action	Reason	Total Salary & Allowances	Total Base Pay
09/01/2024	Ad-hoc Compensation Change	Request Compensation Change > Compensation Change > General Pay Increase		
09/01/2023	Ad-hoc Compensation Change	Request Compensation Change > Compensation Change > General Pay Increase		

For those eligible for 4% GPI increase:

You will see that on the effective date of 9/1/25 a Compensation Action was entered for the reason of Compensation Change > General Pay Increase.

Your total base pay will reflect the 4% pay increase approved by the Board of Trustees.

If you have any questions, please email the Compensation department at hr_compensation@collin.edu.