SOUTH TEXAS COLLEGE

PAY PLAN

FY2019-2020

SERVING HIDALGO COUNTY
& STARR COUNTY, TEXAS

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The Pay Plan is not a contract between the College and any person listed on it, and neither the Staffing Plan nor any action taken by the Board of Trustees concerning it should be considered creating contract rights, expectations of continued employment, or a property interest for any person listed on the Pay Plan.

While this Pay Plan was prepared on the basis of the best information available at the time, South Texas College reserves the right to change any information without notice or obligation as approved by appropriate administration at South Texas College in alignment with the General Appropriations Act of the Texas Legislature, other applicable revenue sources, and policies as established by the Board of Trustees for South Texas College.

INTRODUCTION

Vision Statement

South Texas College is a world-class institution advancing regional prosperity through education for a better quality of life in our community.

The Office of Human Resources annually publishes the Board-Approved Pay Plan for the College's faculty and staff.

OBJECTIVES

The Pay Plan is designed to meet the following objectives:

- Comply with State and Federal compensation regulations
- Ensure compensation consistency
- Enhance the ability to attract and retain qualified faculty and staff
- Provide a clear and concise reference for compensation decisions

ACCREDITATION

South Texas College is accredited by the Southern Association of College and Schools Commission on Colleges to award the Baccalaureate and Associate degrees. Contact the Commission on College at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South Texas College.

South Texas College's offerings are approved by the Texas Higher Education Coordinating Board and the Texas Education Agency.

EQUAL EMPLOYMENT OPPORTUNITY

South Texas College is an equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College shall not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation.

As an equal opportunity employer, the College will appoint employees in full compliance with existing laws. Qualification guidelines for all positions will be published by the Office of Human Resources and shall be applied consistently and fairly to all applicants. "Qualified" is defined as having the requisite education, training, and/or skills required of the position as defined in the approved job announcement.

The College shall actively seek to increase the number of minority personnel, as defined by the U.S. Equal Employment Opportunity Commission, through recruiting and other similar activities.

notice of NON-DISCRIMINATION

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This statement extends to individuals seeking employment with and admission to the College.

The following person has been designated to handle inquiries regarding this non-discrimination statement:

Brenda Balderaz, MS-HRM
Director of Human Resources, Title IX Deputy Coordinator, and 504 Coordinator
2501 W. Pecan Blvd.
McAllen, Texas 78501
Office: 956-872-3637
Email: HR_Administrators@southtexascollege.edu

The following individuals have been designated to handle inquiries regarding disability:

Employee(s)

Brenda Balderaz, MS-HRM
Director of Human Resources, Title IX Deputy Coordinator, and 504 Coordinator
2501 W. Pecan Blvd.
McAllen, Texas 78501
Office: 956-872-3637
Email: HR_Administrators@southtexascollege.edu

Student(s)

Santa E. Pena, M.Ed., LPC-S
Director of Counseling, Title IX Deputy Coordinator, and 504 Coordinator
3201 W. Pecan Blvd.
McAllen, Texas 78501
Office: 956-872-2140
Email: santaep@southtexascollege.edu

Title IX Statement

Title IX of the Education Amendments 1972 (20 U.S.C. s1681 et seq.) and its implementing regulations, 34 C.F.R. Part 106 (Title IX), "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The College strives to maintain a healthy and safe environment where all members of the community, students, faculty and staff feel welcome on College campuses and classrooms. Students, faculty and staff are thus prohibited from conducting themselves in a way that results in any form of sexual harassment, sex- based harassment and/or sexual violence.

The following person has been designated to handle inquiries regarding sexual harassment and sexual violence:

Mary G. Elizondo, CPA, MBA, CFE, CGMA
Vice President for Finance and Administrative Services and Title IX Coordinator
3201 W. Pecan Blvd.
McAllen, Texas 78501
956-872-3558
Email: TitleIX@southtexascollege.edu

Resources, questions, or requests for information regarding Title IX, including complaints of gender based sexual harassment, sexual assault, sexual violence, or other sexual misconduct should be directed to the Title IX Coordinator or Title IX Deputy Coordinators as listed at the Title IX webpage: https://www.southtexascollege.edu/about/notices/title-ix.html

You may refer to Policy 4216 Harassment, Discrimination, and Sexual Misconduct at https://admin.southtexascollege.edu/president/policies/pdf/4000/4216.

PERSONNEL APPOINTMENTS

Purpose Statement

South Texas College is an innovative, public, post-secondary institution providing quality education and career pathways for the people and communities of Hidalgo and Starr counties. The College achieves student success, nurtures talent development and promotes economic vitality through collaborative and creative approaches to teaching, learning, and support services.

EXECUTIVE, ADMINISTRATIVE, OR FACULTY JOB CLASSIFICATIONS

Employees whose positions fall within the Executive, Administrative, or Full-Time Regular Faculty job classifications, with the exception of the College President, are employed on a one year or less employment contract basis with no expectation of continued employment or property rights beyond the length of appointment. The letter of appointment must be electronically or manually signed by the President and by the respective employee and returned to the Office of Human Resources by stated deadline.

ADJUNCT, LECTURER, AND DUAL CREDIT FACULTY

Adjunct, Lecturer, and Dual Credit Faculty are employed on an as needed, non-contractual, at-will, basis with no expectation of continued employment or property rights beyond the assignment.

GRANT FUNDED EMPLOYEES

Grant funded employees, not employed under a letter of appointment, are employed on an as needed basis for a one year or less with no expectation of continued employment or property rights beyond the assignment, letter of appointment or timeline of the grant.

GUIDELINES FOR RECRUITING, SCREENING, AND HIRING SUPPORT STAFF

EMPLOYMENT AT WILL

All non-faculty employees whose positions fall within the full-time temporary category, including Professional/Technical Support, Classified, Direct Wage, or Workstudy job classifications are employed on a non-contractual, at-will basis with no expectation of continued employment or property rights beyond the assignment term.

No employee of the College other than the President has any authority to make oral or written representations or agreements with any employee for employment for any specified length of time or for employee benefits.

TIME CARDS

All employees whose positions fall within the Classified, Professional Support Non-Exempt, Direct Wage or Workstudy job classifications are required to report all working hours and applicable leave via the College's timekeeping system. Exempt staff (Faculty, Administrative and Executive) are required to report applicable leave via the College's timekeeping system.

RECRUITING

It is the policy of South Texas College to fill each vacant position with the best qualified person available without regard to race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status and to comply with all statutory requirements relating to filling such vacant positions.

The hiring department will be responsible for initiating and preparing a Staff Position and Hiring Request Form for any vacant position. The Office of Human Resources will review the request form for compliance with provisions of the College's hiring process.

Once a position is approved by the appropriate management personnel, the Office of Human Resources will coordinate the placement of all advertising of such position(s).

GUIDELINES FOR RECRUITING, SCREENING, AND HIRING SUPPORT STAFF

SCREENING

South Texas College institutes their selection and hiring process by means of a diverse search (interviewing) committee. Search committees are approved by appropriate management and the Office of Human Resources and are required to follow the guidelines in accordance with the South Texas College Faculty and Staff Hiring Manuals and Board Policies to ensure fair and consistent hiring practices. Guidelines and procedures for the Committee should be followed to ensure that interviews are fair and consistent, and all selections are recommended without biased or discriminatory choices. The College is committed to hire the most qualified candidates, without discrimination to any applicant.

HIRING

When a hiring decision is made for a regular full-time or part-time employee, a hiring proposal, intent to hire, or Notice of Employment (NOE) packet must be submitted through appropriate administrative channels to the Office of Human Resources.
Once the hiring is approved by the President, the Office of Human Resources will notify the supervisor of the employee's orientation and start date.

All new hires are considered to be officially employed after they have completed the required hiring documents. Each individual shall report to the Office of Human Resources, provide the necessary documents required by the Immigration Naturalization Service, present his/her social security document for the College payroll system, and complete all other new hire paperwork. When the orientation process is concluded, a Report to Work Authorization form will be given to the new employee which allows him/her to report to their respective Department and Supervisor.

ADDITIONAL POSITIONS

Non-exempt employees of South Texas College may not be hired by South Texas College as Adjuncts. This policy applies to all non-exempt employees. Adjuncts may not be hired as non-exempt employees of the College with a start date prior to the end of their Adjunct assignment.

For additional hiring information, please refer to our South Texas College Faculty and Staff Hiring Manuals.

CLASSIFICATION AND PAY PLAN
FY 2019-2020

CLASSIFICATION AND PAY PLAN

South Texas College is committed to maintaining a Classification and Pay Plan that is competitive with peer institutions within the state, as well as the local labor market. The employee Classification and Compensation Plan provides the salary structure for Non-Faculty employees and grades position according to level of responsibility. Positions are placed in job classifications that best depict the nature of the work performed. Each job classification has a corresponding salary group assignment that determines the minimum salary rate for each position.

PLAN OBJECTIVES

The objectives of South Texas College Classification and Pay Plan are to:

- Establish pay relationships between jobs that are fair and equitable when compared to other jobs in the College (internal equity);
- Provide salary levels that are competitive and/or comparable with peer colleges and the local labor market (compensation surveys).
- Accommodate new jobs and changes in existing jobs, and
- Establish clearly defined policies, procedures, and guidelines for salary planning, salary budgeting and administration and ensure a clear understanding among all employees of the College about how the compensation program works.

The South Texas College FY2019-2020 Pay Plan and administrative procedures and guidelines establishes a compensation methodology based on an analysis of the job-related duties of a position, review of pay grade, and includes key factors such as education, experience, management and supervision, complexity of role and responsibilities, and fiscal responsibility.

GENERAL GUIDELINES

To apply a fair and consistent methodology salary placement based on the educational requirements, work experience, internal equity and in accordance with South Texas College's Pay Plan.

Individual employee compensation is established within the minimum and maximum of the appropriate salary range.

CLASSIFICATION AND PAY PLAN
FY 2019-2020

Employee salaries advance through the established pay range based upon the annual* salary increases approved by the Board of Trustees. A salary increase is considered each year by the Board of Trustees, but is not guaranteed. The board approved salary increase granted is effective with the beginning of the new fiscal year (September 1).

REVIEW OF PAY EQUITY AND MARKET COMPARISON

The Office of Human Resources' compensation team is committed to ensuring fair and equitable compensation practices and maintaining competitive salaries. A review of pay equity and market comparison will be conducted on a scheduled basis to identify pay inequities. The goal of this review is to assist managers, during the budget cycle, in determining if pay adjustments are necessary to address unjustified gaps in pay or issues relating to misalignment with market-based compensation levels (especially for areas in which compensation levels are changing), salary compression, or salary inversion for similarly situated employees, or gaps that may impact recruitment or retention.

Salary ranges and pay grades will generally be reviewed every biennium to ensure they are consistent and/or comparable with market. Any increase in salary ranges of pay grades will be reviewed by Executive Cabinet, based on budgetary constraints, and subject to board approval.

PURPOSE AND AUTHORITY

The Office of Human Resources is responsible for administering the Classification and Pay Plan to include the following:

- Develop and implement procedures and guidelines as necessary to administer the plan.
- Maintain and update the position job classification as necessary to meet the needs of the College.
- Revise and update job descriptions as necessary to reflect appropriate minimum qualifications related to education and experience, and appropriate skill sets with regard to knowledge, skills and abilities for the job classification.
- Conduct salary surveys and other studies as appropriate to insure classified salaries are competitive with external markets, both private and public sector.
- Revise and update the plan policies and procedures as necessary to improve the administration and operation of the Classification and Compensation Plan.
- Assist departments in complying with South Texas College Pay Plan policies and procedures.

CLASSIFICATION AND PAY PLAN
FY 2019-2020

The Office of Human Resources collects job information, retains job descriptions, evaluates jobs for the appropriate classification, and recommends salary compensation and pay grade. The Director of Human Resources makes the final decision regarding job descriptions and salary grades; the College President makes the final decision regarding personnel appointments.

JOB CLASSIFICATION

NEW POSITIONS

New positions must have a written job description and must be classified in the pay plan (Non-Faculty Employee Pay Grades) prior to opening and posting a position. The Office of Human Resources will establish the salary range classification of new positions based on (1) job qualifications and required skills; (2) job duties and responsibilities defined by the college; (3) market value for the job; and (4) FLSA Guidelines

To request a copy of a job description, contact HR_Administrators@southtexascollege.edu (**pay plan to be posted to Jagnet portal)*

RECLASSIFICATIONS

The Office of Human Resources follows the College's annual staffing plan review to consider requests for reclassification of positions:

- a department or division is being reorganized and the duties of the positions are increased or shifted;
- there will be or has been a significant and sustained change(s) to the position;
- when the college is unable to recruit qualified applicants for the position because of its current classification.

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

In 2014, Evergreen Solutions consultants conducted a comprehensive market salary survey for South Texas College which included 38 market peers and 50 job classifications. Of the market peers contacted, 15 provided responses and aggregately, market relevant matches were made for all 50 positions.

Key Factors or Considerations for requests for consideration of reclassifications:

- Increased duties:
  An employee has taken on additional permanent responsibility that increased the scope of their current position, requiring a reconsideration of job description for appropriate title/grade.

- Complexity of role and responsibilities:
  A position has undertaken significant responsibilities such as required knowledge of federal and state laws and its impact to the institution; development of institution-wide procedures and policies; significant collaboration with legal counsel and/or direct responsibility for decision making which impacts executive level administration

- Equity:
  Ensuring that similarly situated employees that have equivalent responsibilities with equivalent degree of knowledge, skills, experience, productivity and seniority are compensated at a comparable rate.

- Restructuring:
  A reorganization of a college department or unit with a view to achieving greater efficiency or to adapt to changing needs. Appropriate justification includes a written plan of the reorganization.

CLASSIFICATION AND PAY PLAN
FY 2019-2020

EXEMPTION STATUS

All positions are classified as exempt or non-exempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA) under the US Department of Labor. 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/). All FLSA reviews are assessed and determined by the Director of Human Resources following the duties test of each exemption status.

Non-exempt employees shall be compensated on a salary basis for all hours worked each week and shall be compensated for overtime in accordance with federal regulations and the College's compensation plan. Non-exempt employees must record *all time worked* in the college's timekeeping system.

Non-exempt employees shall not work beyond their scheduled work hours unless authorized in writing, in advance, by the appropriate supervisor. Non-exempt employees shall be 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 shall be documented by the employee and approved in advance by the appropriate supervisor.
https://admin.southtexascollege.edu/president/policies/pdf/4000/4520.pdf

BOARD APPROVED SALARY PAY INCREASES

Eligibility for Salary Pay Increase

1. Full-time employees hired with the College on or before December 31 of the prior fiscal year will be eligible for applicable board-approved salary increases for the upcoming fiscal year (effective September 1).

CLASSIFICATION AND PAY PLAN
FY 2019-2020

COMPENSATION METHODOLOGY

Work-related experience:

- Compensation setting is based solely on work related experience listed on employment history of the submitted application
- Relevant work experience compared against the job description and accounted for at 1:1 ratio; partial credit may be applied for relevant duties
- Part-time work experience is accounted for 2:1 ratio
- Internships and Voluntary work are not accounted as credits towards salary placement.

Work Experience Credit Methodology	
Time	Equates
5 Months	.25 Year
6 Months – 8 Months	.50 Year
9 Months – 11 Months	.75 Year
12 Months	1 Year

INTERNAL EQUITY

Internal equity is an assessment that attempts to identify and address inequities in compensation between employees who are considered similarly situated and are performing similarly. Internal equity does not attempt to make pay exactly the same for employees simply because they are in the same job title, but rather considers the similarities and dissimilarities in experience, education, skills, abilities and record of job performance, and aligns the pay fairly and equitably based on those factors.

MOVEMENT TO A LOWER SALARY RANGE

A voluntary demotion occurs when an existing employee applies for and is competitively selected as the most qualified candidate for an existing vacant position within a pay grade lower than their current job. Because the employee voluntarily applied for and accepted a lower graded job, the employee will not receive an increase in salary. If the employee's current salary aligns with the internal equity of the new pay grade, the employee's salary will not be impacted. If the employee's current salary does not align with the internal equity of the new pay grade, the employee's salary may be frozen, up to a maximum of five years, and the employee may not be eligible to receive additional pay increases until parity is reached.

LATERAL JOB CHANGE

While taking a different position may prepare an employee for career advancement by enabling them to broaden their skills, not all job changes will result in an increase in salary. A lateral transfer occurs when an existing employee is competitively (position was posted) selected as the most qualified candidate for an existing vacant position within the same pay grade of their current job.

For a competitive (posted and selected) lateral job change, a salary increase may be considered only if duties of the new position are substantially different and in review of internal equity of similar situated positions within grade. If an increase is approved the increase amount shall not exceed 3%. Any exception to this guideline will require additional justification, an internal equity review, and approval of the appropriate vice president.

ADJUSTING PAY-RANGE STRUCTURES

The Office of Human Resources will review the compensation plan every two years; adjustments may be recommended as needed to maintain pay range alignment with external job markets.

REINSTATEMENT AFTER BREAK-IN-SERVICE

A non-faculty employee who is rehired following a break-in-service that is less than 30 days shall be reinstated at the same salary previously paid if hired for the same position. If rehired for a different position or rehired following a break-in-service greater than 30 days, the employee's salary is calculated according to procedures for new hires.

SPECIAL ASSIGNMENTS AND INTERIM STIPENDS

SPECIAL ASSIGNMENTS

Compensation in excess of base salary is a temporary adjustment of total compensation, ex. Interim stipend or special assignment, which must be specified and approved in writing prior to work commencing by the appropriate administrative channels, is expressly conditioned on availability of funds, and only upon approval of the appropriate Vice President, the Office of Human Resources, with final approval by the President (for Special Assignments not already identified in the South Texas College Pay Plan). ***Special Assignments are not allowed for part-time staff, classified staff, or professional support non-exempt staff.***

INTERIM STIPENDS

An interim stipend may be approved for 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 higher) position.

An interim stipend is a management-initiated practice paid at the discretion of the College President. The effective dates for beginning and ending temporary interim stipends are also at the college's discretion. The appropriate Vice President may recommend this temporary salary adjustment, with appropriate review by Human Resources for equity, with final approval by the President.

An interim stipend is discontinued when the employee no longer performs the additional assignment(s) or position has been filled.

The amount of the temporary interim stipend shall not be the basis for calculating vacation settlements if the employee ends full-time employment with the college. Annual salary pay increase received during a temporary assignment shall not be based on the base salary including the interim stipend; salary increase is only calculated on annualized base pay.

EDUCATIONAL SUPPLEMENT

Educational Supplement	
Education	**Supplemental Amount Above Minimum Requirement**
Certificate	$250.00
Associate	$500.00
Bachelor	$1,000.00
Master	$1,000.00
Doctorate	$2,000.00

Educational supplements for eligible full-time non-faculty employees are effective the first of the month after official transcripts are received at the Office of Human Resources directly from the accredited institution. The educational supplement is added to the annual base salary for eligible employees who have obtained a higher degree than the minimum required for the position. There is no board approved provision for additional compensation for licenses/certifications.

For example, if an employee has a Doctorate and Master's Degree in a position that requires a Bachelor's Degree, he or she will get $3,000, $1,000 for a Master's Degree and $2,000 for a Doctorate Degree.

Official transcripts must be received at the Office of Human Resources directly from the accredited institution. After review of eligibility, education supplement is effective the first month after official transcripts are received at the Office of Human Resources.

FY 2019-2020 NON-FACULTY PAY GRADES/PAY PLAN

Grade	Minimum	Midpoint (Average)	Maximum	Range Spread
Classified - A	$18,241.00	$25,081.38	$31,921.75	75%
Classified - B	$19,496.00	$26,807.00	$34,118.00	75%
Classified - C	$21,513.00	$29,580.38	$37,647.75	75%
Classified - D	$21,803.00	$29,979.13	$38,155.25	75%
Classified - E	$23,227.00	$31,937.13	$40,647.25	75%
Classified - F	$25,480.00	$35,035.00	$44,590.00	75%
Classified - G	$26,227.00	$36,062.13	$45,897.25	75%
Professional/Technical Non-Exempt - A	$27,000.00	$37,125.00	$47,250.00	75%
Professional/Technical Non-Exempt - B	$29,000.00	$39,875.00	$50,750.00	75%
Professional/Technical Non-Exempt - C	$35,000.00	$48,125.00	$61,250.00	75%
Professional/Technical Non-Exempt - D	$38,000.00	$52,250.00	$66,500.00	75%
Professional/Technical Non-Exempt - E	$45,000.00	$61,875.00	$78,750.00	75%
Professional/Technical Non-Exempt - F	$55,000.00	$75,625.00	$96,250.00	75%
Professional/Technical Exempt - A	$28,000.00	$38,500.00	$49,000.00	75%
Professional/Technical Exempt - B	$30,000.00	$41,250.00	$52,500.00	75%
Professional/Technical Exempt - C	$36,000.00	$49,500.00	$63,000.00	75%
Professional/Technical Exempt - D	$39,000.00	$53,625.00	$68,250.00	75%
Professional/Technical Exempt - E	$45,000.00	$61,875.00	$78,750.00	75%
Professional/Technical Exempt - F	$55,000.00	$75,625.00	$96,250.00	75%
Professional/Technical Exempt - G	$60,000.00	$82,500.00	$105,000.00	75%
Administrative - A	$50,000.00	$68,750.00	$87,500.00	75%
Administrative - B	$55,000.00	$75,625.00	$96,250.00	75%
Administrative - C	$63,000.00	$86,625.00	$110,250.00	75%
Administrative - D	$73,000.00	$100,375.00	$127,750.00	75%
Administrative - E	$80,000.00	$110,000.00	$140,000.00	75%
Executive - A	$85,000.00	$106,250.00	$127,500.00	50%
Executive - B	$92,500.00	$115,625.00	$138,750.00	50%
Executive - C	$100,000.00	$125,000.00	$150,000.00	50%
Executive - D	$107,500.00	$134,375.00	$161,250.00	50%

The pay grades for Classified, Professional/Technical Non-Exempt and Exempt and Administrative have a uniform pay range spread of 75%; and the Executive grades have a uniform pay range spread of 50%.

For classified positions, 8 years of directly related experience will equate to a 1-year certificate; 16 years of directly related experience will equate to an Associate's degree. This provision will only apply to applicants for new positions and with approval of the President. (Board highlights June 12, 1997 meeting).

Compensation, for other than new hires, may exceed max in range or step due to employee's longevity and eligibility for applicable salary increase.

GRANT FUNDED EMPLOYEES SALARY PLAN
FY 2019-2020

GRANT FUNDED

Grant funded employees are employed on an as needed basis for one year or less with no expectation of continued employment or property rights beyond the letter of appointment or timeline of the grant. These employees are required to meet the same educational and experience requirements as employees hired for a regular South Texas College position. The salaries and benefits for grant funded positions will be consistent with those in the regular staff salary/pay plans and are established by the Director of Human Resources to maintain this consistency.

CONTINUING EDUCATION TRAINER

Continuing Education Trainer employees are employed on an as needed basis for the length of the course with no expectation of continued employment or property rights beyond the assignment. These employees are required to meet the same educational and experience requirements as employees hired for a regular South Texas College position. The salaries for Continuing Education Trainer positions will be consistent with those in the *Pay Rate Guidelines for Trainers* approved by the Director of Human Resources and the Dean of Continuing Education, Workforce Training and Economic Development (or assigned designee).

DIRECT WAGE EMPLOYEES SALARY PLAN
FY 2019-2020

A direct wage employment position is a temporary, hourly, and part-time assignment. Direct wage employees are employed on an as needed, non-contractual, at-will basis with no expectation of continued employment and are contingent on availability of funds.

DIRECT WAGE EMPLOYEES

Employees (part-time staff) shall meet the minimum educational and experience requirements as listed in job announcement/vacant position or full-time title position request. Minimum wage is $9.00 per hour. Hourly rate above minimum wage should commensurate with education, experience and internal equity.

DIRECT WAGE EMPLOYEE HOURLY LIMITS

- *14 hours per week**
- *10-19 hours per week ***
- *20-29 hours per week ****

**Positions that do not have a full-time title equivalent/duties should not exceed 14 hours per week, (ex. Clerk, Note Taker, Mentor)*

***To comply with Teacher Retirement System (TRS), in order for a direct wage employee to work up to 19 hours per week, the position title and duties must be equivalent to that of an established full-time position.*

****Must have an approved memorandum signed by the financial manager with justification attached to the Direct Wage Notice of Employment.*

Limit of 12 weeks with maximum hours of 29 per week with no extensions of assignment.

SIGN LANGUAGE INTERPRETERS

Certified ASL Interpreter	$22.00 per hour
Non-Certified ASL Interpreter	$18.00 per hour

Sign language interpreters that are not certified are interviewed and given two skills tests by South Texas College certified sign language interpreters to ensure pre-requisites are met.

DIRECT WAGE EMPLOYEES SALARY PLAN
FY 2019-2020

WORKSTUDY AND VALLEY SCHOLAR PROGRAMS

Students hired through the Financial Aid Workstudy program are paid a wage of $9.00 per hour. Students hired under Valley Scholar Program are paid a wage of $9.00 per hour.

AFFORDABLE CARE ACT

As per Affordable Care Act regulations, any employee working more than 30 hours per week (130 hours per month) for 4.5 months will be considered full-time benefit eligible. Maximum number of hours requested for a part-time non-benefit eligible position will be 29 hours per week for a period of no more than 12 weeks without triggering benefit eligibility requirements.

CENTERS FOR LEARNING EXCELLENCE (CLE)
SALARY PLAN FY 2019-2020

STUDENT LEARNING ASSISTANT

Awarded Degree (Base Pay)	Base Pay rate per hour	Certification	Pay with CRLA Certification
HS Diploma/GED	**$9.00**		
		CRLA I	$9.25
		CRLA II	$9.50
		CRLA III	$10.00
College Certificate	**$9.25**		
		CRLA I	$9.50
		CRLA II	$10.00
		CRLA III	$10.50
Associates	**$9.50**		
		CRLA I	$10.00
		CRLA II	$10.50
		CRLA III	$11.00
Bachelors	**$10.00**		
		CRLA I	$10.50
		CRLA II	$11.00
		CRLA III	$11.50
Masters	**$10.50**		
		CRLA I	$11.00
		CRLA II	$11.50
		CRLA III	$12.00
Doctorate	**$11.00**		
		CRLA I	$11.50
		CRLA II	$12.00
		CRLA III	$12.50

CENTERS FOR LEARNING EXCELLENCE (CLE)
SALARY PLAN FY 2019-2020

SUPPLEMENTAL INSTRUCTION LEADER

Awarded Degree (Base Pay)	Base Pay rate per hour	Certification	Pay with CRLA Certification
HS Diploma/GED	$9.25		
		CRLA I	$9.50
		CRLA II	$10.00
		CRLA III	$10.50
College Certificate	$9.50		
		CRLA I	$10.00
		CRLA II	$10.50
		CRLA III	$11.00
Associates	$10.00		
		CRLA I	$10.50
		CRLA II	$11.00
		CRLA III	$11.50
Bachelors	$10.50		
		CRLA I	$11.00
		CRLA II	$11.50
		CRLA III	$12.00
Masters	$11.00		
		CRLA I	$11.50
		CRLA II	$12.00
		CRLA III	$12.50
Doctorate	$11.50		
		CRLA I	$12.00
		CRLA II	$12.50
		CRLA III	$13.00

CENTERS FOR LEARNING EXCELLENCE (CLE) SALARY PLAN FY 2019-2020

Center for Learning Excellence (CLE) DW Staff (Non-SLA) Salary Plan FY 2019-2020 Customer Service Clerks and Testing Technicians

Awarded Degree	Pay rate per hour
HS Diploma/GED	$9.00
College Certificate	$9.25
Associates	$9.50
Bachelors	$9.75
Masters	$10.00
Doctorate	$10.50

Center for Learning Excellence (CLE) Part-time Learning Excellence Specialist FY 2019-2020

Degree	Pay rate per hour
Bachelors	$13.00
Masters	$14.00
Doctorate	$15.00

Center for Learning Excellence (CLE) Part-time Academic Coach FY 2019-2020

Degree	Pay rate per hour
Bachelors	$17.50
Masters	$18.50
Doctorate	$19.50

PURPOSE AND TERMINOLOGY
FACULTY SALARY PLAN
FY 2019-2020

PURPOSE

The purpose of the faculty salary plan is to offer competitive salaries to faculty, as well as to reward attaining advanced degrees and to reward years of service.

The main factors in the salary plan are education and experience. LEVELS are determined by education. STEPS are determined by the years of experience in higher education or equivalent public education or field related technical work experience.

Following initial placement on the salary plan, faculty members may advance within the salary schedule by meeting stated incremental requirements for education and experience.

FACULTY TYPES

FACULTY: Personnel whose primary responsibility is teaching, with additional responsibility for curriculum development, advisement, committee work and other associated activities as determined by the Division of Academic Affairs.

FULL-TIME REGULAR FACULTY: Full-Time Regular Faculty are employees of the college whose primary responsibility is teaching, with additional responsibility for curriculum development, advisement, committee work, and other associated activities. Full time regular faculty are employees of the College whose position is included in the Staffing Plan adopted by the Board of Trustees in conjunction with the College's fiscal year budget.

ADJUNCT FACULTY: Faculty members, not on the board-approved staffing plan, employed on a part-time basis with no benefits, and limited to teaching no more than ten lecture hour equivalents per semester. Adjunct Faculty are expected to maintain a minimum of one office hour per week per course plus additional preparation time.

Adjunct Faculty are also required to attend orientation/professional development prior to the beginning of the term. Adjunct Faculty are not required to serve on committees or to develop curriculum. There shall be no expectation of continued employment or property rights beyond the semester appointment.

DUAL CREDIT FACULTY: Faculty, not on the board-approved staffing plan, actively employed with a local school district, who have been approved by the college, to teach approved college courses.

Core Values

Student Success: We promote student success and completion through the implementation of diverse strategies and initiatives.

LECTURER: Faculty members, not on the board-approved staffing plan, employed on as needed, non-contractual, at will basis with no expectation of continued employment or property rights beyond the assignment. Lecturer faculty are expected to teach a minimum of 15 Lecture Hour Equivalents (LHE's) per semester and maintain a minimum of 5 regularly scheduled and posted office hours for students per instructional week and an additional 5 hours for departmental responsibilities per instructional week. Lecturers may be required to teach at any of the College's campuses or teaching sites during time periods that fall outside 8:00 a.m. to 5:00 p.m., and/or dual credit courses at high schools throughout the College's service area.

The Lecturer member must meet the minimum requirements for a faculty position in a specific discipline and fulfill the duties and responsibilities associated with a Faculty position, which includes participating in performance review and adhering to the College values, thereby demonstrating the academic responsibility and professionalism expected of all South Texas College faculty members. To promote the success of this temporary relationship, Lecturers will have an opportunity to participate in the TLA (Teaching and Learning Academy) and other in-house professional training opportunities.

Furthermore, Lecturers may:

- Apply for any permanent faculty positions, including the position he/she filled on a temporary basis
- Be eligible to teach overloads
- Serve on committees not requiring voting

Refer to the Comparison Chart (page 32) amongst Full-Time Regular Faculty, Lecturer, and Adjunct Faculty positions. The distinctions between the three positions relates to salary, title, duties, committee work, faculty classification, letter of appointment, renewal limits, evaluation, office, professional development, travel, eligibility for awards, and board approvals.

PURPOSE AND TERMINOLOGY
FACULTY SALARY PLAN
FY 2019-2020

ACADEMIC TERMINOLOGY

ACADEMIC YEAR: 166 work days for Full-Time Regular Faculty

ACADEMIC WORK WEEK: The equivalent of 40 hours per week.

CONDITIONS OF EMPLOYMENT: Full-Time Regular Faculty may be required to teach at any of the College's campuses or teaching sites during time periods that fall outside 8:00 am to 5:00 pm, and/or dual credit courses at high schools throughout the College's service area. In addition, Full-Time Regular Faculty are expected to work an equivalent of 40 hours per week that includes:

- Teaching a minimum of 30 Lecture Hour Equivalents (LHE's) per academic year (Fall and Spring semesters).
- Maintaining a minimum of 5 regularly scheduled and posted office hours for students per instructional week.
- Must be available for an additional 5 hours for arranged student conferences, advising, division or department meetings, and committee work and/or departmental responsibilities per instructional week. Additional time will be dedicated to curriculum development.

TEACHING LOAD: Full-Time Faculty are expected to teach a minimum of 15 Lecture Hour Equivalents (LHE's) per semester and maintain a minimum of 5 regularly scheduled and posted office hours for students per instructional week and an additional 5 hours for departmental responsibilities per instructional week.

COMPENSATION TERMINOLOGY

BASE PAY: Full-Time Regular Faculty base pay is stated on the faculty salary plan and is dependent on education and teaching experience. The faculty salary plan is evaluated at the discretion of the President, and recommendations for changes are made to the Board of Trustees pending approval of the annual budget. Recommended salary increases are contingent upon adequate funding. Salaries, other than those stated on the salary schedule, require approval of the Vice President for Academic Affairs and the President.

LECTURE HOUR EQUIVALENT:

- One lecture hour equals 1 Lecture Hour Equivalent (LHE)
- One laboratory (lab) hour equals 0.67 LHE. The course descriptions in the college catalog are used to determine the lecture hours and the lab hours for each course.
- One clinical (lab) hour equals 0.80 LHE

Core Values

Opportunity: We value providing access and opportunities to students to meet the needs of our communities.

OVERLOAD PAY: Teaching load of above 15 LHEs is paid at the Adjunct rate for all LHE's beyond 15 per semester or 30 per academic year. Upon approval by the Chair, Full-Time Regular Faculty may accept an overload up to six (6) LHE's each Fall and Spring semester for additional compensation. Any overload over six (6) LHE's require the Dean's approval. The Vice President for Academic Affairs must approve any overload over eleven (11). Since this is extra work for extra pay, Full-Time Regular Faculty members are expected to perform all regular duties and responsibilities with no degradation in the quality of instruction or services resulting from the overload.

UNDERLOAD: Teaching load of less than 15 lecture hour equivalents per semester (Fall and Spring semesters). Full-Time Regular Faculty with an underload in the Fall semester must make up the difference during the Spring semester of the same academic year. Full- time regular faculty who do not make up the difference during the Spring semester or who have an underload during the Spring semester will have their annual pay proportionately reduced by the amount of the underload. The Division Dean is responsible for reporting underloads to the Vice President for Academic Affairs and the Office of Human Resources in a timely manner.

SALARY PAYMENT: Effective with academic years commencing after January 1, 2008, the Internal Revenue Service (IRS) implemented Code §409A which allows faculty an irrevocable choice to have their salary paid out over a nine- or twelve-month period. Such elections must be in writing, completed prior to the beginning of the academic year, and cannot be changed after the commencement of the academic year.

After a faculty member has exercised this election, <u>all salary or future academic years will be paid in the same manner</u> unless a new authorization electing to receive pay over a different pay option is submitted to the Office of Human Resources <u>prior</u> to the commencement of the ensuing academic year. If election is not submitted in accordance with the IRS regulation, faculty members will be placed on a 9-month pay schedule.

Core Values

Excellence: We value excellence in teaching, learning, and all support services.

EDUCATIONAL INCREASES: As degrees and hours are earned, the faculty member must have official transcripts forwarded directly from the accredited institution to the Office of Human Resources by dates indicated in their appointment letter so that payroll changes can be implemented on a timely basis (refer to pg. 35).

PURPOSE AND TERMINOLOGY COMPARISON CHART BY FACULTY TYPE FY 2019-2020

COMPARISON CHART BY FACULTY			
Criteria	**Full-Time Regular Faculty**	**Lecturer Faculty Assignment**	**Adjunct Faculty**
Title	Instructor / Assistant Professor / Associate Professor / Professor	Lecturer	Adjunct
Hiring Procedures	Conducted through Faculty Search Committee	Faculty Search Committee OR Emergency Hire Procedures	As per HR hiring manual
Salary	Compensated based on academic attainment level and prior work and/or teaching experience following board approved salary plan tables and compensation guidelines	Compensated based on academic attainment level and prior work and/or teaching experience following board approved salary plan tables and compensation guidelines	Based on LHE's per course
Board Approved Staffing Plan	Yes	No	No
Employment Period	9 month contract	1 or 2 semesters	1 semester
Appointment Letter	Yes	No Hired through Notice of Employment	No Hired through Notice of Employment
Renewal	Yes Notice on or before February 15 April for new Faculty	Based on enrollment needs	Based on enrollment needs
Employer Benefits	Full –TRS/ORP/ERS	Full-TRS/ORP/ERS if more than 4.5 months	No
Duties	Teaching Load: Min. 15 LHE's Office Hours: 5 hours per week Service Hours: 5 hours per week (Department, Division, and College service)	Teaching Load: Min. 15 LHE's Office Hours: 5 hours per week Service Hours: 5 hours per week (Department, Division, and College service based on Chair Recommendation)	Teaching Load: Max 9 LHE's Office Hour: One hour per course per week
Committees	College, Division, and Department Committees where faculty representation is requested and needed	Non-voting committees only	None required
Academic Classification	Eligible	Ineligible	Ineligible
Evaluation	Full Time Regular Faculty Evaluation Plan	Lecturer/Adjunct/Dual Credit Faculty Evaluation Plan	Lecturer/Adjunct/Dual Credit Faculty Evaluation Plan
Designated Office	Yes	Yes To be vacated at the end of the assignment	No Access to Adjunct Workspace
Professional Development	Yes	College-Wide Professional Development - Required Academies - Optional but Recommended	Adjunct Professional Development DELTA Academy – Required; To be completed within first year of employment
Professional Development Out of State Travel	Yes	No	No
Eligibility for Awards	Awards for Full Time Regular Faculty	Awards for Lecturer/Adjunct/ Dual Credit Faculty	Awards for Lecturer/Adjunct/ Dual Credit Faculty
Commencement	Yes Attend one ceremony (Fall or Spring) per Academic Year	Optional – Not Required	No

FACULTY SALARY PLANS AND RATES
SALARY PLACEMENTS FOR NEW FACULTY
FY 2019-2020

Step	Associate	Assoc + 30	Bachelor	Bach + 18	Master	Master + 30	Doctorate	Step
0	$39,111	$39,609	$40,106	$41,533	$43,192	$45,714	$48,438	0
1	$40,089	$40,599	$41,109	$42,572	$44,272	$46,857	$49,649	1
2	$41,091	$41,614	$42,137	$43,636	$45,379	$48,029	$50,890	2
3	$42,118	$42,655	$43,190	$44,727	$46,513	$49,230	$52,163	3
4	$43,171	$43,721	$44,270	$45,845	$47,676	$50,460	$53,467	4
5	$44,250	$44,814	$45,377	$46,991	$48,868	$51,722	$54,803	5
6	$45,356	$45,934	$46,511	$48,166	$50,089	$53,015	$56,174	6
7	$46,490	$47,083	$47,674	$49,370	$51,342	$54,340	$57,578	7
8	$47,653	$48,260	$48,866	$50,604	$52,625	$55,699	$59,017	8

A newly employed faculty member is placed on the faculty salary plan according to a Step and Level Formula. **A maximum of 8 steps is allowed for the initial placement of new faculty on the salary plan. This includes retired faculty with more than 30 days break in service.**

Placement on the appropriate Step is based on the following:

1. College/university teaching experience is equated on a 1-to-1 ratio.

2. Public school teaching experience is equated on a 2-to-1 ratio. Two years of public school teaching experience is equal to one year of college teaching experience.

3. Professional and/or practical field related work experience may be equated on a 2-to-1 ratio. Two years of professional and/or practical experience may be equal to 1 year of college teaching experience.

4. International teaching experience is equated on a 2-to-1 ratio. Two years of international school teaching experience is equal to one year of college teaching experience.

5. Adjunct (part-time) teaching experience is equated on a 2-to-1 ratio.

Placement on the appropriate Level will be based on the following:

Upon employment faculty are placed on Levels based on educational degrees and hours earned from regionally accredited institutions of higher education.

FACULTY SALARY PLANS AND RATES
FACULTY SALARY PLAN BY LEVEL
FY 2019-2020

A newly employed faculty member is placed on the faculty salary placement chart according to a Step and Level Formula. A maximum of 8 steps is allowed for the initial placement of new faculty on the schedule.

	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	LEVEL V	LEVEL VI	LEVEL VII	
Step	Associate	Assoc + 30	Bachelor	Bach + 18	Master	Master + 30	Doctorate	Step
0	$39,111	$39,609	$40,106	$41,533	$43,192	$45,714	$48,438	0
1	$40,089	$40,599	$41,109	$42,572	$44,272	$46,857	$49,649	1
2	$41,091	$41,614	$42,137	$43,636	$45,379	$48,029	$50,890	2
3	$42,118	$42,655	$43,190	$44,727	$46,513	$49,230	$52,163	3
4	$43,171	$43,721	$44,270	$45,845	$47,676	$50,460	$53,467	4
5	$44,250	$44,814	$45,377	$46,991	$48,868	$51,722	$54,803	5
6	$45,356	$45,934	$46,511	$48,166	$50,089	$53,015	$56,174	6
7	$46,490	$47,083	$47,674	$49,370	$51,342	$54,340	$57,578	7
8	$47,653	$48,260	$48,866	$50,604	$52,625	$55,699	$59,017	8
9	$48,606	$49,225	$49,843	$51,616	$53,678	$56,813	$60,198	9
10	$49,578	$50,209	$50,840	$52,649	$54,751	$57,949	$61,402	10
11	$51,130	$51,214	$51,857	$53,702	$55,846	$59,108	$62,630	11
12		$52,238	$52,894	$54,776	$56,963	$60,290	$63,882	12
13		$53,283	$53,952	$55,871	$58,103	$61,496	$65,160	13
14		$54,348	$55,031	$56,989	$59,265	$62,726	$66,463	14
15		$55,163	$55,856	$57,844	$60,154	$63,667	$67,460	15
16			$56,694	$58,711	$61,056	$64,622	$68,472	16
17			$57,544	$59,592	$61,972	$65,591	$69,499	17
18			$58,407	$60,486	$62,901	$66,575	$70,542	18
19			$59,284	$61,393	$63,845	$67,573	$71,600	19
20			$60,173	$62,314	$64,802	$68,587	$72,674	20
21					$65,775	$69,616	$73,764	21
22					$66,761	$70,660	$74,870	22
23					$67,763	$71,720	$75,993	23
24					$68,779	$72,796	$77,133	24
25					$69,811	$73,888	$78,290	25
26					$70,509	$74,627	$79,073	26
27					$71,214	$75,373	$79,864	27
28					$71,926	$76,127	$80,662	28
29					$72,645	$76,888	$81,469	29
30					$73,372	$77,657	$82,284	30

FACULTY SALARY PLANS AND RATES
FACULTY SALARY PLAN BY LEVEL
FY 2019-2020

In support of, and to accomplish the College's mission and vision, faculty are highly encouraged to continue professional growth and achieve educational attainment to obtain the highest degree in their discipline. All faculty are responsible for meeting and maintaining the academic and professional credential requirements published in Board Policy 4151, Academic and Professional Credentials of Faculty.

Faculty who have earned additional college level credit or degrees since previous placement on the salary schedule should request to have their official transcripts submitted directly to the Office of Human Resources for review and eligibility of educational increase.

Placement on the faculty salary plan provides for a **maximum step of 30** based on educational level as listed below. Faculty who have reached the maximum step for levels I – IV in the prior fiscal year will be placed into the next step (shaded area) at current salary and remain at that level. Faculty who have reached the maximum step for levels V – VII will remain at maximum step 30. Movement to the next educational level may be achieved by attainment of additional college level credit or higher degrees. Official transcripts sent directly from the issuing institution must be received by September 19, 2019 to be effective for the Fall 2019 semester, or by March 06, 2020 to be effective for the Spring 2020 semester, by May 29, 2020 for Summer I and III, and by July 07, 2020 for Summer II. An adjustment in compensation may be made based on the evaluation and review of eligibility for educational increase or movement on pay plan.

Level		Step
I	Associate degree	10
II	Associate degree + 30	15
III	Bachelor degree	20
IV	Bachelor degree + 18	20
V	Master	30
VI	Master + 30	30
VII	Doctorate	30

Placement on the appropriate Step is based on the following:

1. College/university teaching experience is equated on a 1-to-1 ratio.

2. Public school teaching experience is equated on a 2-to-1 ratio. Two years of public school teaching experience is equal to one year of college teaching experience.

3. Professional and/or practical related work experience may be equated on a 2-to-1 ratio. Two years of professional and/or practical experience may be equal to 1 year of college teaching experience.

4. International teaching experience is equated on a 2-to-1 ratio. Two years of international school teaching experience is equal to one year of college teaching experience.

5. Adjunct (part-time) teaching experience is equated on a 2-to-1 ratio.

Placement on the appropriate Level will be based on the following:

Upon employment faculty are placed on Levels based on educational degrees and hours earned from regionally accredited institutions of higher education.

STIPENDS

Educational Stipend: Nursing and Allied Health Faculty will receive an educational stipend based on his/her education degree when entering any of the following programs: Associate Degree Nursing, Vocational Nursing, Patient Care Assistant, Pharmacy Technology, Radiologic Technology, Diagnostic Medical Sonography, Respiratory Therapy, Occupational Therapy Assistant, and Physical Therapist Assistant. Faculty are ineligible to receive the educational stipend if they are hired within another NAH department (or another academic division) that does not require specific certification and/or professional experience necessary to instruction.

- Bachelor's degree - $5,000*
- Master's degree - $10,000*
- Doctorate degree - $15,000*

Certification and Professional Stipends: Nursing and Allied Health Faculty who teach in any of the following programs listed below and have attained additional certification and/or professional experience that are necessary to instruction are eligible to receive a salary stipend as outlined below. Faculty are ineligible to receive the salary stipend if they are hired within another NAH department that does not require specific certification and/or professional experience necessary to instruction.

Patient Care Assistant Faculty with:

- EKG Certification - $1,000*
- Phlebotomy Certification - $1,000*

Core Values

Innovation: We encourage creativity and champion innovative approaches to teaching, learning and services.

Diagnostic Medical Sonography Faculty with:
- Certification for Abdomen - $1,000*
- Certification for Obstetrics and Gynecology - $1,000*
- Certification of Vascular Technology - $1,000*

Professional Stipend

Patient Care Assistant Faculty with:
- One Year experience in long term care – $2,500*

Occupational Therapy Assistant/Physical Therapy Faculty with:
- Three years to five years of Fieldwork Experience = $5,000*
- Six years and above of Fieldwork Experience = $10,000*

All stipend amounts indicated are annual amounts.

Criteria for faculty not having completed a minimum of an Associate Degree

Under special circumstances, with the approval of the Vice President for Academic Affairs, faculty not having a minimum of an Associate's Degree may be employed in specific workforce programs on a full-time, but temporary basis.

Salary placement will be at the Associate Degree level, Step 0, and there will be no additional salary steps or salary increases in regard to practical experience until the Associate Degree is completed.

Applicable to Faculty Salary Plan and Rates Only
(Board Provision effective as of FY2013-2014)

- The Southern Association of Colleges and Schools Commission on Colleges has provided verification through the College's SACS liaison that the MFA is recognized as a terminal degree

- The Texas Higher Education Coordinating Board has confirmed that the MFA is an eligible doctoral equivalent

Faculty with a Master of Fine Arts (MFA) will be placed at the doctoral degree level.

FACULTY SALARY PLANS AND RATES
ADJUNCT AND OVERLOAD PAY RATES
FY 2019-2020

RATES PER LECTURE HOUR EQUIVALENT (LHE)

Adjunct Faculty are limited to ten (10) LHE's per semester. Written approval by the Dean over the respective academic division and the Vice President for Academic Affairs is required for LHE's beyond ten (10) LHEs. Adjunct Faculty are expected to have one (1) hour of posted office time per course per week. They are also required to attend orientation/professional development prior to the beginning of the term. Adjunct Faculty will be paid according to the FY 2019-2020 Overload/Adjunct LHE Rate chart below.

FY 2019-2020 Overload/Adjunct LHE Rate

Degree	LHE Rate
Associate	$575.00
Bachelor	$625.00
Master	$750.00
Doctorate	$850.00

OVERLOAD PAY RATES

Full-Time Regular Faculty and Lecturer are paid at the Adjunct rate for all LHE's beyond 15 per semester or 30 per academic year. Upon approval by the Chair, Full-Time Regular Faculty may accept an overload up to six (6) LHE's each Fall and Spring semester for additional compensation. The Dean must approve any overload over six (6) LHE's. The Vice President for Academic Affairs must approve any overload over eleven (11) LHE's. Since this is extra work for extra pay, faculty members are expected to perform all regular duties and responsibilities and still maintain the quality of instruction and services.

In the event of an overload assignment in excess of sixteen (16) LHE's, request for approval must be submitted through a justification memo and Action Plan to the Vice President for Academic Affairs for consideration. Loads of this magnitude will only be approved for one semester and if no other reasonable alternative is available.

ADJUNCT - LHE RATE PLACEMENT

Movement to the next educational level LHE rate may be achieved by attainment of a higher degree. Official transcripts sent directly from the accredited institution must be received by September 19, 2019 to be effective for the Fall 2019 semester, by March 6, 2020 to be effective for the Spring 2020 semester, by May 29, 2020 for Summer I and III, and by July 7, 2020 for Summer II. An adjustment in compensation may be made based on the evaluation and review of eligibility for movement on pay plan.

FACULTY SALARY PLANS AND RATES
FACULTY SUMMER PAY RATES
FY 2019-2020

Core Values

Professionalism: We demonstrate professionalism through collegiality, respect, and recognition for each other.

Compensation for Full-Time Regular Faculty during the summer terms will follow the same pay plan as for Overload and Adjunct assignments.

Overload/Adjunct Rates per Lecture Hour Equivalent (LHE) for FY 2019-2020

Degree	Adjunct	FT Regular
Associate	$575	$575
Bachelor	$625	$625
Master	$750	$750
Doctorate	$850	$850

All teaching loads in excess of 9 LHE's during Summer I, Summer II, or Summer III sessions, must be approved in advance by the Division Dean. In addition, teaching loads in excess of 12 LHE's during any summer session (I, II, III) or over 15 LHE's during the combined Summer Sessions must be approved in advance by the Division Dean and the Vice President for Academic Affairs. Loads of this magnitude during Summer I, II, or III will only be approved if no other reasonable alternatives are available.

FACULTY SALARY PLANS AND RATES
FACULTY SUMMER PAY RATES
FY 2019-2020

Core Values

Collaboration: We value collaboration and communication among STC employees and STC constituents.

Full-Time Regular Faculty Summer Teaching Assignment

Course Assignment for Summer I or Summer II	Course Assignment for Summer III only	Course Assignment for Combined Summer Sessions Summer I, II,III	Approval Process
Number of LHEs	Number of LHEs	Number of LHEs	
Up to 9	Up to 9	Up to 9	Department Chair
Over 9 < 12	Over 9 <12	Over 9 <12	Pre-Approval Division Dean
Over 12	Over 12	Over 12	Pre-Approval Division Dean and Vice President for Academic Affairs
		Over 15 Only emergency situations	Pre-Approval Division Dean and Vice President for Academic Affairs

Adjunct Faculty Summer Teaching Assignment

During the summer, Adjunct Faculty may teach up to 10 LHEs. This total includes all courses taught during Summer Session I, II, and III.

Adjunct teaching loads in excess of two courses during the combined Summer Sessions (I, II, III) must be approved in advance by the Dean and the Vice President for Academic Affairs.

Review and Approval: The Chair is required to submit a memorandum to the Division Dean and the Vice President for Academic Affairs, requesting approval for those Faculty who have teaching loads that exceed two courses (up to 10 LHEs) prior to the teaching assignment.

FACULTY SALARY PLANS AND RATES
NURSING AND ALLIED HEALTH SUMMER EXTENSION AND FACULTY LOAD FY 2019-2020

Guiding Principles

South Texas College shares collective responsibility for student learning, student success, and regional prosperity.

Nursing and Allied faculty are hired with 9 month contracts with required teaching load of 15 LHEs per Fall and Spring semester (16 weeks). Because some programs run year round, faculty are given extensions for the summer to assure courses are covered during the summer with required teaching load of 12 LHE's for long summer session (12 weeks).The following is a breakdown of the required summer load for each extension.

Faculty with summer extensions are expected to work as per the table below. All LHE's above the required load will be considered overload.

Summer Extension			**Required Load**
Months	Weeks	Days	LHE
1 month	4 - 5 weeks	June 1 – June 30	4 LHE
$1^{1/2}$ months	6 weeks	College Calendar Summer I or II session	6 LHE
2 months	8 - 9 weeks	June 1 – July 31	8 LHE
3 months	12 weeks	College Calendar Summer III session	12 LHE

FACULTY SALARY PLANS AND RATES
DUAL CREDIT SALARY PLAN COMPENSATION
FY 2019-2020

Guiding Principles

Students succeed through mutual engagement with the College at each stage of their educational pathways.

College Faculty Teaching Dual Credit Courses:

Description: Faculty, employed with the College, who have been assigned to teach dual credit in partnership with a participating school district.

Dual Credit Faculty (DCF): Teachers, employed with a participating school district, who are not on the College's board approved staffing plan, and who have been approved by the College to teach approved college courses. DCFs are full-time employees of their School District and are contractually obligated and compensated to teach an assigned number of classes during the day by their School District). The number of classes that are offered for Dual Credit is determined by the number of qualifying students, and the number of contact hours required by each College course, which may vary from high school to high school. May include Dual Credit College-level courses.

Compensation: No extra compensation for teaching Dual Credit course(s) except a) when required to teach extra days, or b) in the case of an overload of students exceeding the class size enrollment maximum.

a. The extra day(s) are paid at a rate using the following formula:

(Base Salary ÷ 166) x (number of additional days as required by public school schedule) = amount of additional pay

b. The over the class size limit is calculated using the following formula:

(Number of students over the class limit ÷ class limit) x (number of course LHE's) x ($750 for Master's or $850 for doctorate) = amount of additional pay

FACULTY SALARY PLANS AND RATES
DUAL CREDIT SALARY PLAN COMPENSATION
FY 2019-2020

Stipend: DCF are paid a stipend of $350 per section, per semester, regardless of the scheduled time of each Dual Credit section. When the total number of students in a dual section is less than 5 students, the DCF will be paid a stipend of $70 per student. Schools are encouraged to combine similar sections as much as possible. Payment is only issued upon the successful completion of the semester on the last business day of the month following the end of the semester or term.

The stipend is to compensate the DCF for the additional activities required to comply with College requirements which include:

- Develop and submit a syllabus and course outline that complies with the departmental requirement for each dual course
- Verify the class roster for each course
- Cooperate with classroom observations by chair or designee
- Attend STC staff development session and scheduled department meetings.
- Submit students' grades at the end of the term
- Report through JagPRIDE the Program and Course Learning Outcomes at the end of each semester
- Provide end-of-course documentation and reporting as required by the department
- Submit the one-page CV before the first semester of teaching and updates only thereafter

FACULTY SPECIAL ASSIGNMENTS NON-TEACHING OVERVIEW AND APPROVAL PROCESSS FY 2019-2020

Description: South Texas College Faculty, as part of their contract, contribute to the College's Mission through non-instructional college service hours, which include serving on committees and taskforces, conducting outreach and recruitment, serving as club advisors, and participating in special projects for their department. As part of instructional efficiency, special assignments may be used to reduce or eliminate the need of additional full-time staffing positions. Additionally, some Faculty have unique skill sets and/or experience that allows for implementation of projects in a timely manner.

In situations when Faculty are asked to support the College's initiatives, projects, grants, and activities with a **specific set of duties and responsibilities, with specific timelines and deliverables,** Faculty are invited to support these activities by accepting a non-instructional special assignment, which they fulfill in addition to their required teaching load and faculty responsibilities.

Review and Approval: The request for the assignment is submitted prior to the assignment start date, with a justification memo that details the specific duties and responsibilities, along with the timeline and deliverables that Faculty needs to fulfill the assignment. The request is reviewed and approved by the immediate supervisor, Division Dean, and the Vice President for Academic Affairs. Special assignments requested at the Vice President level is submitted to the President for review and approval. The Office of Human Resources reviews and approves all requests prior to assignment start date.

Compensation for Non-Teaching Assignments: The compensation for the special assignment depends on the extent of time and effort required for the assignment and can be compensated by one of the following:

- Course Release or
- Overload Pay Rate

FACULTY SPECIAL ASSIGNMENTS NON-TEACHING OVERVIEW AND APPROVAL PROCESSS FY 2019-2020

The table below shows the comparison between the two methods of Non-Teaching Assignments

COMPARISON CHART FOR NON-TEACHING ASSIGNMENTS		
Criteria	**Course Release**	**Overload Pay**
Compensation and Expectation	• Released from teaching load. Number of course release (1 to 5 courses) depending on the extent of the assignment. • Perform all regular duties and responsibilities with no degradation in the quality of instruction or services resulting from the special assignment.	• Compensated based on LHEs. Number of LHEs depends on the deliverables and duties (overload pay). • Perform all regular duties and responsibilities with no degradation in the quality of instruction or services resulting from the special assignment
Timeline and Approval	• Request should be submitted several weeks prior to assignment start date, so that proper approval is secured. • Request must be submitted to immediate supervisor, Division Dean, VPAA, and HR for review and approval. New Special assignments not listed in the Pay Plan is submitted to the VPAA, HR, and the President for review and approval.	
Required Documentation	• Justification memo detailing specific duties and responsibilities, timeline, and deliverables to fulfill the assignment. • NOE (Notice of Employment) is not required.	• Justification memo detailing specific duties and responsibilities, timeline, and deliverables to fulfill the assignment. • NOE (Notice of Employment) is required.
Assignment Hours/ Clock Hours	• Required clock hours based on number of course release. • Calculation of clock hours based on the Calculation of Required Clock Hours for Course Release Chart. • Weekly assignment hours must be published to the person supervising the non-teaching assignment. The weekly schedule indicates the required administrative hours for the non-teaching responsibilities of their assignment.	• Required clock hours based on number of LHEs. • Calculation of clock hours based on the on the Calculation of Required Clock hours based on Overload Pay Chart. • Weekly assignment hours must be published to the person supervising the non-teaching assignment. The weekly schedule indicates the required administrative hours for the non-teaching responsibilities of their assignment.

Compensation for Non-Teaching Assignment Based on Course Release:

- **Description:** Faculty is released from teaching their full load. Depending on the extent of the assignment, faculty may be released from teaching 1 to 5 courses.

- **Review and Approval:** The request for a Course Release is submitted through a justification memo, which describes the activities that need to be completed. This memo is routed to the Office of the Vice President for Academic Affairs and the Office of Human Resources for approval. An NOE (Notice of Employment) is not required. The course release assignment for faculty is compensated through their base pay. The faculty will submit a weekly schedule (for each semester) to the person supervising the non-teaching assignment. The weekly schedule indicates the required administrative hours for the non-teaching responsibilities of their assignment.

- Policy 3800 states that Full-Time Regular Faculty are required to work an equivalent of 40-hours a week.

Calculation of Required Clock Hours Based on Course Release for a 40-hour Work Week

Number of LHE's	Hours of Non-Teaching Duties
3	8
6	16
9	24
12	32
15	40

Non-Teaching Assignment: Overload Pay

- **Description:** Faculty are required to fulfill their full load of teaching and in addition, may accept to do additional non-teaching work as a special assignment. Since this is extra work for extra pay, Faculty members are expected to perform all regular duties and responsibilities with no degradation in the quality of instruction or services resulting from the overload.

- **Review and Approval:** The request for the assignment is submitted prior to the assignment start date, with a justification memo that details the specific duties and responsibilities, along with the timech line and deliverables to fulfill the assignment. The request is reviewed and approved by the immediate supervisor, Division Dean, and the Vice President for Academic Affairs. Special assignments requested at the Vice President level is submitted to the President for review and approval. The Office of Human Resources reviews and approves all requests prior to assignment start date. An NOE (Notice of Employment) is created based on overload pay and the LHE is determined based on the extent of the activity. New special assignments not in pay plan require president approval.

Guidelines for Calculating Clock Hours for Special Assignments Based on Overload Pay Rate is presented in the table below.

Calculation of Required Clock Hours

	Base Information		Possible Breakdown of Total Clock Hours per Week Based on Assignment Period				
LHE	Clock Hours per Week	Total Hours required for 16 week Assignment	16 weeks	8 weeks	6 weeks	5 weeks	4 weeks
6	8 (6x1.33=7.98)	128 (8x16=128)	8	16	21	26	32
5	6.75 (5x1.33=6.65)	108 (6.75x112=108)	6.75	14	18	22	27
4	5.25 (4x1.33=5.32)	84 (5.25x16=84)	5.25	8	14	17	21
3	4 (3x1.33=3.99)	64 (4x16=64)	4	8	11	13	16
2	2.75 (2x1.33=2.66)	44 (2.75x16=44)	2.75	6	7	9	11
1	1.25 (1x1.33=1.33)	20 (1.25x16=20)	1.25	3	3.5	4	5

* Each 1 LHE averages to 1.33 clock hours. Rounded up or down to the nearest quarter.

- **Formula to Establish the Non-Teaching Required Clock Hours**

  The formula used to establish the clock hour for non-teaching assignment was based on a faculty who teaches a class (3 LHEs) and is paid at the adjunct rate. Below is an example of estimated hours that Faculty devote to teach such course.

Monday	6:30-7:50 (class)	1 hour 20 minutes
Wednesday	6:30-7:50 (class)	1 hour 20 minutes
Wednesday	5:30-6:30 (office hour)	1 hour
Add some weekly preparation time/meetings/students		20 minutes

  Based on this formula, a 3 LHE non-teaching assignment will equal to 4 actual clock hours.

Below is the formula used to calculate the Required Clock Hours for different assignment weeks not listed in the previous chart.

FORMULA

Base Information

# of LHEs	=	Total Hours Required for a 16 week Assignment	÷	Number of Weeks for the Assignment	=	Total Clock Hours per Week Based on Assignment Period

EXAMPLE: 2 LHEs for 12 week assignment

2	**=**	**44**	**÷**	**12**	**=**	**3.66 = 4**
# of LHEs	=	Total Hours Required for a 12 week Assignment	÷	Number of Weeks for the Assignment	=	Total Clock Hours per Week Based on Assignment Period

EXAMPLE: 4 LHEs for 10 week assignment

4	**=**	**84**	**÷**	**10**	**=**	**8.4 = 8**
# of LHEs	=	Total Hours Required for a 10 week Assignment	÷	Number of Weeks for the Assignment	=	Total Clock Hours per Week Based on Assignment Period

FACULTY SPECIAL ASSIGNMENTS NON-TEACHING
FY 2019-2020

EXAMPLES OF SPECIAL ASSIGNMENTS

The list below provides examples of special assignments categorized by focus areas. Special assignments may be created based on College needs not listed with approval of the Office of Human Resources and President.

EXAMPLES OF SPECIAL ASSIGNMENTS		
Focus Area	**Special Assignment Title**	**Estimated LHE***
Office of the Vice President for Academic Affairs	• Higher Education Center Coordinator • Special Projects and Initiatives • Special Assistant- Office of VPAA (LHE and Course Release)	3 DA** DA**
Program- Related Activities	• Business, Public Safety and Technology Division Coordinator at Mid-Valley • Coordinator for Center for Mexican American Studies • Conversion of Traditional Courses to Competency-Based Courses • New Program Development • Program Accreditation or Reaccreditation • Science Olympiad Coordinator • Study Abroad Coordinator • VITA Program Coordinator	4 6 1 – 2 1 – 3 3 – 4 4 4 3
	• Catch the Next Scholar (formerly known as Dream Catcher) • Texas Affordable Baccalaureate (TAB) Grant Director	1.5 – 6 DA**
Professional Development	• Online DELTA Course Facilitator	3
	• Teaching and Learning Academy Facilitator	3
Nursing and Allied Health Division	• Associate Degree Nursing Program Based on the Texas Board of Nursing recommendation, the following Special Assignments have been created to support the Nursing Program enrollment: ○ Clinical Coordinator Responsible for submission of clinical rosters to clinical agencies, preparation of clinical calendar; scheduling of math exams; preparation of clinical syllabus; ensures all clinical requirements are aligned and consistent among levels; organizes clinical orientation; ensures clinical site requirements are met; etc. ○ Concept Coordinator Responsible for initiation of course calendar, collaboration with the team to ensure concepts are aligned, conducts peer review examinations, designs and remediation strategies towards a plan of action for student's success, etc. ○ Faculty Mentor Coordinator Responsible for provision of information, support, and faculty development for newly hired academic nurse educators and introduces relevant processes, guidelines, and resources within the department and the College; etc. ○ Skills Coordinator Responsible for initiation of skills course calendar, preparation of skills calendar schedule, collaboration with the team to ensure nursing skills concepts are aligned, conducts peer review of psychomotor nursing procedural skills and develops remediation strategies towards plan of action for student's success, etc. • Patient Care Assistant Program ○ Regional Test Site Coordinator for National Association of Credential Evaluation Services (NACES)	1 1 1 1 1

**The number of LHEs listed for each Special Assignment is the recommended LHE amount. Based on the expected duties and responsibilities for the assignment, the number of LHEs may change.*

***DA- Depends on Assignment for that semester.*

GRANT FUNDED NON-TEACHING ASSIGNMENTS

Many grants at South Texas College include specific activities and professional development/trainings as part of the grant requirement and may utilize Faculty to fulfil specific activities of a grant.

Depending on the requirements and specific activities outlined in the grant, assigned Faculty may be compensated through a stipend and/or a flat rate. Such cases are considered non-teaching assignments. Grant funded non-teaching assignments follow procedures as outlined by the Grant Development, Management and Compliance Department

Compensation for specific activities and responsibilities assigned to fulfil grant requirement.

A faculty member assigned to specific grant activities and responsibilities will be compensated by a stipend. The Guidelines for Calculating Clock Hours for Special Assignments Based on Overload Pay Rate will used to determine the number of hours and LHEs.

Compensation for professional development/training activities.

A faculty member receiving a special assignment where the activity is mainly professional development and/or passive activity (e.g. not creating curriculum or using his or her knowledge and skills towards the completion of a project), will be compensated a flat rate based on a $750 per LHE rate regardless of educational level.

$750x3= 2,250/60= $37.50 (since this is non-teaching activity, 60 clock hours for a 3 LHE non-teaching assignment hours are used to calculate the pay rate).

- For example, faculty required to participate to attend 4 one-hour session (4 hours total) will receive a stipend of 4 x $37.50= 150. To earn the stipend, commitment will be based on grant requirements.

DEPARTMENT/PROGRAM CHAIR COMPENSATION AND COURSE RELEASE FALL AND SPRING SEMESTERS FY 2019-2020

Department /Program Chair is a Full-Time Regular Faculty member who is appointed by the Vice President for Academic Affairs, upon the recommendation of the appropriate Division Dean each August for the subsequent academic year. Prior to acceptance of assignment, the employee must disclose to appropriate Dean, Vice President, and Human Resources whether relationships exist (per Policy 4211 Nepotism), which may present a conflict of interest.

The Chair serves as immediate supervisor for all departmental faculty and provides district-wide leadership for planning, development, evaluation, and improvement of instruction within the program/department to ensure student success, retention, and transfer/placement/graduation. The assignment period is for one semester or for one Academic year, subject to renewal upon recommendation of the appropriate Division Dean.

Compensation for Department/Program Chairs: Full-Time Regular Faculty are expected to work the equivalent of a 40 hour week which include:

- 15 hours of classroom instruction (5 courses of 3 LHE's each = 15 LHE's)
- 15 hours of course preparation
- 5 office hours
- 5 college/department service hours

Department/Program Chairs receive **monthly stipends** and **course release** as compensation for performing their program and departmental responsibilities.
**Details published in the Faculty Handbook*

Course Release: Program/Department Chairs qualify for course release (reduction of required teaching load) to fulfill their chair responsibilities. The percentage of the course release is based on the number of sections offered by the Program/Department Chairs. South Texas College Chairs receive a release from teaching of between 2 to 4 courses per semester based on the size of the program/department. A 40% release time equals release from teaching 2 courses (6 LHE's), 60% release equals release from teaching 3 courses (9 LHE's), and 80% release time is equal to release from teaching 4 courses (12 LHE's).

Chair Stipend: Department/ Program Chairs receive monthly stipends as compensation for performing their chair responsibilities before the beginning of the semester and after the semester is officially over, to submit required documentation (scheduling, NOEs, etc) and to respond to students, faculty, and administrators questions and concerns.

DEPARTMENT/PROGRAM CHAIR COMPENSATION AND COURSE RELEASE FALL AND SPRING SEMESTERS FY 2019-2020

Academic Department Chair			
Number of Sections	**Course Release Percentage**	**Release Time Based on LHE**	**Administrative Hours Per Week**
1-40	40%	6 LHE's	16
41-80	60%	9 LHE's	24
81-120	80%	12 LHE's	32
121-159	80% Plus One Assistant Chair	12 LHE's	32
160-200	80% Plus two Assistant Chairs	12 LHE's	32
201-240	80% Plus Three Assistant Chairs	12 LHE's	32
• Departments with more than 240+ sections will qualify for one additional Assistant Chair • Department/Program with a large number of Dual Credit Faculty qualify for one Dual Credit Coordinator			

Note 1) Each Academic Department/Program Chair will be required to teach a minimum of one course each Fall and Spring semester.

Note 2) Exceptions: the Drama Department Chair will receive one additional course release. In addition to regular chair release time based on number of sections, the chair is also directing a number of plays for during the semester.

DEPARTMENT/PROGRAM CHAIR COMPENSATION AND COURSE RELEASE FALL AND SPRING SEMESTERS FY 2019-2020

Guiding Principles

South Texas College champions innovation through its willingness to transform the College's system to meet the educational and workforce needs and challenges of our region.

Workforce Program Chair			
Number of Sections	**Course Release Percentage**	**Release Time Based on LHE**	**Administrative Hours Per Week**
1-20	40%	6 LHE's	16
21-40	60%	9 LHE's	24
41-79	80% Plus One Assistant Chair	12 LHE's	32
80- 120	80% Plus Two Assistant Chairs	12 LHE's	32
121-160	80% Plus Three Assistant Chairs	12 LHE's	32
• Programs with more than 160+ sections will qualify for one additional Assistant Chair • Department/Program with a large number of Dual Credit Faculty qualify for one Dual Credit Coordinator			

Note 1) Each Workforce Chair will be required to teach a minimum of one course each Fall and Spring semester

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Note 2) Exceptions: ADN and BSN Programs: Full-time course release based on accreditation agency guidelines.

DEPARTMENT/PROGRAM CHAIR COMPENSATION
SUMMER SESSIONS
FY 2019-2020

Compensation: Summer months are structured differently as Department/Program Chair work off-contract and their compensation and administrative hours are based on the number of sections offered during the summer sessions.

Workforce Program Chairs		
Sections	**Administrative Hours per week**	**Compensation**
1-5	5	$600
6-10	10	$1,200
11-24	15	$1,800
25+	20	$2,400

Academic Department/Program Chair		
Sections	**Administrative Hours per week**	**Compensation**
1-9	5	$600
10-29	10	$1,200
30-49	15	$1,800
50+	20	$2,400

- Dean will submit the recommended Notice of Employment Forms to the Vice-President for Academic Affairs for review and approval
- Chairs will be required to submit documentation regarding administrative hours to the respective Dean
- Chairs compensated on the $600 per summer session will not be required to submit documentation on administrative hours
- Chairs requesting to exceed the Allowed Teaching Load (above 12 LHE's) will require advance approval by the Dean and the Vice President for Academic Affairs
- NAH Chairs with a 12-month contract receive $600 ($200 per month) for the combined summer session (I, II, III)
- Child Development Chair will provide oversight and will receive a $600 stipend to oversee the Child Development Center during Summer I session and requires Administrative Hours

ASSISTANT CHAIRS AND PROGRAM COORDINATORS COMPENSATION
FY 2019-2020

Guiding Principles

Collaboration with educational and business partners is key to student, college and community successes.

Assistant Chair:

The **Assistant Chair** is appointed by the Department Chair with Dean's approval. The Assistant Chair assignment is for one semester. Duties and Responsibilities of the Assistant Chairs are published in the Faculty Handbook.
Prior to acceptance of assignment, the employee must disclose to appropriate Dean, Vice President, and Human Resources whether relationships exist (per Policy 4211 Nepotism), which may present a conflict of interest.

The compensation for each Assistant Chairs is based on a non-teaching assignment of 3 LHE's. Large departments (over 160 sections) may select:

- To assign assistant chair responsibilities based on allowed LHE's to several Assistant Chairs with up to 3 LHE's each
- To assign assistant chair responsibilities based on allowed LHE's to fewer Assistant Chairs with up to 6 LHE's each

Departments/Programs with Large Number of Dual Credit Faculty

Department/Program with a large number of Dual Credit Faculty qualify for one Dual Credit Faculty Assistant Chair. This Assistant Chair is a Full-Time Faculty who is assigned to assist the department chair that has a large number of Dual Credit Faculty. The assistant chair assists in overseeing dual credit courses taught at the high schools sites.

Program Coordinator:

The **Program Coordinator** is a Full-Time Regular Faculty who is assigned to assist the Program Chair of a multi-discipline department with oversight of a program/specialization/or discipline within that department to ensure that the institution assigns responsibility for program coordination, as well as for curriculum development, to an academically qualified Full-Time Faculty for each major in a degree program. The compensation for Program Coordinators will be determined as a special assignment with a justification memo that details the list of responsibilities and the compensation and required clock-hours.

ASSISTANT CHAIRS AND PROGRAM COORDINATORS COMPENSATION
FY 2019-2020

At this time Program Coordinators are assigned in the following programs/disciplines:

Program Coordinators		
Division	**Programs/Disciplines**	**LHEs**
Business, Public Safety and Technology	Advanced Building Technology Program	
	○ Heating Ventilation and Air Conditioning (HVAC)	4
	○ Construction Supervision	3
	○ Electrician Technology	3
Liberal Arts and Social Sciences	Interdisciplinary Studies- Associate of Arts	3
	Interpreter Training Program (ITP)- Cohort Coordinators	3
	Philosophy	3
Math, Science and Bachelor Programs	Engineering	4
	Interdisciplinary Studies- Associate of Science	3

Dual Credit Coordinator:

The Dual Credit Coordinator is a Full-Time Faculty who is assigned to assist the department chair that has a large number of Dual Credit Faculty. The assistant chair assists in overseeing dual credit courses taught at the high schools sites.

Compensation: The table below indicates the compensation for Dual Credit Coordinators based on the number of Dual Credit Faculty within large departments. The number of LHEs will differ based on the number of Dual Credit Faculty.

Compensation for Dual Credit Coordinator			
Number of Dual Credit Faculty	**LHEs**	**Administrative Hours per week (16 weeks)**	**Total Clock Hours for the Semester**
15-24	2	3	48
25-50	3	4	64
51+	4	5	80

ASSISTANT CHAIRS AND PROGRAM COORDINATORS COMPENSATION
FY 2019-2020

The department chair and the coordinator work collaboratively to develop a teaching schedule that allows for the coordinator to visit high school partners during the day. The duties and responsibilities are outlined below.

- Develop a schedule for the observation of Dual Credit Faculty by departmental faculty.
- Review course syllabi and STC expectations with Dual Credit Faculty.
- Review and collect samples of Dual Credit Faculty graded student work.
- Assist department chair in addressing and resolving issues in collaboration with the Dean for Dual Credit Programs and School District Partnerships.
- Schedule professional development trainings for Dual Credit Faculty and upload necessary documentation onto the OPOD tracking system.
- Conduct initial Dual Credit Faculty summative evaluations and reviews evaluations with Dual Credit Faculty
- Review Dual Credit faculty evaluations with department chair.
- Serve as Liaison between the department and the Dual Credit Program
- Tracks submission of required documentation from Dual Credit Faculty.
- Assist Chair with submitting required documentation for Dual Credit Program accreditation requirements.

DIVISION PROGRAM COORDINATORS COMPENSATION AND COURSE RELEASE FY 2019-2020

The **Division Program Coordinator** is Full-Time Regular Faculty who is recommended by Division Dean and is approved by Vice President for Academic Affairs to provide assistance to the Deans in coordinating large program offerings and faculty in Mid-Valley and Starr Campus. Prior to acceptance of assignment, the employee must disclose to appropriate Dean, Vice President, and Human Resources whether relationships exist (per Policy 4211 Nepotism), which may present a conflict of interest.

The Coordinator will provide additional oversight over the division programs and perform administrative functions as assigned by Division Dean. The compensation for each Division Program Coordinator will be determined as a special assignment with a justification memo that details the list of responsibilities and the compensation. Division Program Coordinator submits administrative hours to the Dean for the assignment period. The assignment period is for one semester or for one Academic Year.

Depending on the division and its unique needs, the Division Program Coordinator will be assigned to one or more of the following activities that may include:

- Maintains administrative hours based on special assignment for non-teaching duties at Mid-Valley or Starr Campus
- Maintains current knowledge of the programs and the policies and procedures by which it is administered
- Assists the Dean and the department chairs by reviewing issues related to academics, behavior, attendance, etc.
- Holds regular meetings with program faculty and staff home-based at each campus
- Participates in student retention initiatives by maintaining productive communication with students. Assists in student concern resolution
- Assists the Dean with student recruitment by attending college talk, career in service, community outreach, etc.
- Participates in department meetings and makes recommendations for development, implementation, improvement and evaluation

Refer to Table on page 48 for salary placement

ASSISTANT DEAN COMPENSATION AND COURSE RELEASE FY 2019-2020

An **Assistant Dean** for Program Development and Student Success is appointed by the Vice-President for Academic Affairs upon the recommendation of the Dean to assist with specific programs/disciplines. Prior to acceptance of assignment, the employee must disclose to appropriate Dean, Vice President, and Human Resources whether relationships exist (per Policy 4211 Nepotism), which may present a conflict of interest.

*Details published in the Faculty Handbook.

Assistant Dean		
Course Release Percentage	**Administrative Hours**	**Compensation**
Fall and Spring Semester		
80%	32 per week	$500 per month
Summer Session (III)		
0	20 per week	$1,000 per month

Compensation:

- Release Time:
  a. Assistant Deans will receive 80% course release and will teach one course during Fall and Spring semester
  b. Assistant Dean will not be required to teach during summer session

- Stipend:
  a. Fall and Spring semesters: $500 per month (9 month contract: $500 x 9 months).
  b. Summer Session (III): $1,000 per month

- Administrative hours:
  a. Assistant Deans will be required to submit documentation regarding administrative hours to the respective Dean

- Overload:
  a. Assistant Dean will require Dean approval for teaching over 2 courses (up to 10 LHE's) during Fall and Spring semester and combined summer sessions

Transitional Plan: Assistant Dean may continue serving as a chair while a new chair is being selected for the department. During the transitional period the Assistant Dean will be compensated with one additional course release and one Assistant Chair (Fall and Spring semester). During summer sessions, the Assistant Dean who continues to perform chair duties will be compensated based on Summer Chair stipend and will provide the additional administrative hours.

FACULTY LEADERSHIP ROLES AND COMPENSATION FY 2019-2020

The **Faculty Senate President** is nominated and elected by faculty every 2 years. This assignment is compensated by 3 LHE's per semester (Fall and Spring) for the duties and responsibilities outlined below.

- Serve as the President for Faculty Senate
- Organize annual retreat for senators in the beginning of the Academic Year
- Hold monthly Faculty Senate meetings
- Develop agendas, minutes, and follow up with issues
- Participate in College-wide committees, Planning and Development Council, and Academic Council
- Recruit faculty for Academic Affairs taskforces and for College-wide Committees
- Facilitates Executive Committee meetings with the Vice President for Academic Affairs
- Bring issues forward for college-level discussions

The **Council of Chairs President** is nominated and elected by Department/Program Chairs for a two-year term. This assignment is compensated by 2 LHE's per semester (Fall and Spring) for the duties and responsibilities outlined below.

- Serve as the President for Council of Chairs
- Hold monthly Council of Chairs Meetings
- Bring issues forward for college-level discussions
- Bring forward chair issues to Academic Council and college-level discussion
- Represents chairs in College-wide committees and taskforces
- Point-of-contact to recruit faculty for Academic Affairs taskforces and for College-wide Committees
- Work closely with Professional Development Office to update the Chair Reference Booklet for the upcoming Academic Year
- Facilitate review of Academic and College-wide issues by chairs and submits for follow-up with the Council of Chairs members

COMPENSATION FOR EXTERNAL LEARNING EXPERIENCE/CAPSTONES (PRACTICUMS – INTERNSHIPS – CO-OPS – CLINICAL) FY 2019-2020

Compensation for External Learning Experiences/Capstones

Scope of responsibilities and expected duties for faculty supervising external learning experiences:

A. Faculty will be responsible for utilizing the following forms and maintaining a file for each participating student:
   - External Experience Agreement Form (Site Agreement) for use with external agencies / industries / businesses
   - Student Learning Plan detailing intended student learning outcomes
   - Contact Report form, documentation of conferences and phone / email correspondence
   - Agency Supervisor's Evaluation of Student Performance
   - Student's Performance Self Evaluation
   - Faculty Summary Conference on Overall Student's Performance Evaluation
   - Student's Evaluation of affiliation site
   - Daily Log form

B. Faculty will be responsible for accomplishing the following activities for each practicum / internship / coop / or clinical supervised:
   - Identify students and place them in an appropriate external agency / industry / business setting
   - Monitor student completion of Student Learning Plan objectives using the individual NAH program's form returned to the instructor on regular basis (timeframe determined by program) by each student and the in-term performance evaluations and action plan developed in consultation with agency supervisor and student
   - Conduct a minimum of two documented contacts with the agency / industry / business, with at least one visit per practicum period per site, using the individual NAH program's form to:
     a. Monitor student performance
     b. Monitor employer and student satisfaction
     c. Monitor compliance with practicum / internship / coop / clinical guidelines by student and employer
     d. Collect completed agency supervisor and student evaluation forms

- Maintain appropriate documentation / files of student activities, progress, and demonstration of competencies
- Assess student performance on the external learning experience and assign grades

C. Load for faculty supervising external learning experiences in the Business and Technology Division, Bachelor Programs, and the Child Development Programs and Sign Language Interpreter programs in the Liberal Arts and Social Science Division will be based on enrollment in the course according to the following guidelines:

- ½ LHE for student enrollment of 1-2 students and weekly conferences
- 1 LHE for student enrollment of 3-5 students and weekly conferences
- 2 LHE's for student enrollment of 6-10 students and weekly conferences
- 3 LHE's for student enrollment of 11-15 students and weekly conferences
- 4 LHE's for student enrollment of 16-20 students and weekly conferences
- 5 LHE's for enrollment of 21 or more students and weekly conferences
- Assignment of faculty load for external learning experiences will be made in a manner that will not increase the college's cost for the total number of students registered for the course, (i.e. 15 students warrants a total compensation of 3 LHE's. The assignment may be for 1 faculty member or divided equally among as many as 3 faculty members, such as 15 students to one faculty member for a load of 3 LHE's, 5 each to 3 faculty members for a load of 1 LHE each, or 10 to one faculty member for a load of 2 LHE's and 5 to a second faculty member for a load of 1 LHE
- Mileage reimbursement for all visits to the job sites will be at the college approved mileage reimbursement rate

COMPENSATION FOR EXTERNAL LEARNING EXPERIENCE/CAPSTONES (PRACTICUMS – INTERNSHIPS – CO-OPS – CLINICAL) FY 2019-2020

D. Load for faculty supervising external learning experiences in Nursing/Allied Health programs will be based as follows:

NURSING AND ALLIED HEALTH EXTERNAL LEARNING EXPERIENCES	
Faculty Load	**Program**
LECTURE and LAB	
Lecture @ 1 LHE per 1 contact hour of Lecture.	• ADN • EMT • HMAS • MAT • OTA • PCA • Pharmacy • PTA • Radiology/Sonography • Respiratory • VN
Lab @ 0.67 LHE per 1 contact hour of Lab.	• ADN • EMT • HMAS • MAT • OTA • PCA • Pharmacy • PTA • Radiology/Sonography • Respiratory • VN
CLINICAL @ 0.80 LHE per 1 Contact Hour	
Provide 100% onsite supervision of students.	• ADN • EMT • PCA • Respiratory • Sonography • VN
Preceptor Clinical for supervision of 20-24 students and 20-24 preceptors at 5 clinical sites. **On-call 24 hours/day-7 days/week.** **Must be available to students and preceptors on rotating shifts that include nights and weekends.**	• ADN
PRACTICUM @ 0.67 LHE per 1 Contact Hour	
Provide daily on-site supervision of students between 2-3 affiliation sites/class period.	• EMT • HMAS • MAT • Pharmacy • Radiology

**Load for faculty supervising external learning experiences in the Health and Medical Administrative Services, Pharmacy, and Medical Assistant Technology.*

COMPENSATION FOR EXTERNAL LEARNING EXPERIENCE/CAPSTONES (PRACTICUMS – INTERNSHIPS – CO-OPS – CLINICAL) FY 2019-2020

Programs in the Nursing and Allied Health Division will be based on enrollment in the course according to the following guidelines:

- ½ LHE for student enrollment of 1-2 students and weekly conferences
- 1LHE for student enrollment of 3-5 students and weekly conferences
- 2 LHE for student enrollment of 6-10 students and weekly conferences
- 3 LHE for student enrollment of 11-15 students and weekly conferences
- 4 LHE for student enrollment of 16-20 students and weekly conferences
- 6 LHE per 16 OTA/PTA practicum students in individual affiliation sites; must visit student on site during semester, have weekly direct conference with each student, and maintain documentation according to accreditation standards
- Assignment of faculty load for external learning experiences will be made in a manner that will not increase the College's cost for the total number of students registered for the course, (i.e., 15 students warrants total compensation of 3 LHE's.) The assignment may be for 1 faculty member or divided equally among as many as 3 faculty members, such as 15 students to one faculty member for a load of 3 LHE's, 5 each to 3 faculty members for a load of 1 LHE each, or 10 to one faculty member for a load of 2 LHE's and 5 to a second faculty member for a load of 1 LHE
- Mileage reimbursement for all visits to the job sites will be at the College approved mileage reimbursement rate

ADN Preceptor Coordinator – 4 LHE's

- Responsible for planning, coordinating, facilitation, administration, and monitor activities on behalf of the academic program and in coordination with clinical preceptors

OTA Fieldwork Coordinator – 4 LHE's

Plans, coordinates, and documents Fieldwork placements for approximately 18-20 students for OTHA-2160 Clinical (20 placements), OTHA 2366 (20 placements) and OTHA 2367 (20 placements). In addition, the Fieldwork Coordinator is responsible for the program's compliance with fieldwork education requirements.

COMPENSATION FOR EXTERNAL LEARNING EXPERIENCE/CAPSTONES (PRACTICUMS – INTERNSHIPS – CO-OPS – CLINICAL) FY 2019-2020

Pharmacy Technology Clinical Education Director – 4 LHE's

- Responsible for administration, planning, development, and evaluation of general effectiveness of clinical sites, preceptors and experiences for students enrolled in the pharmacy technology program according to accreditation standards

PTA Academic Coordinator of Clinical Education Director (ACCE) – 4 LHE's

- Responsible for planning, coordinating, continuous review, facilitation, administration, and monitoring activities on behalf of the academic program and in coordination with academic and clinical faculty. In addition, the ACCE is responsible for the ongoing development of clinical education faculty and the program's compliance with CAPTE accreditation requirements related to clinical education

Respiratory Therapy Clinical Education Director – 4 LHE's

- Responsible for organization, administration, continuous review, planning, development, and general effectiveness of clinical experiences for students enrolled in the respiratory care program

COMPENSATION FOR LARGE AND SMALL CLASSES FY 2019-2020

COMPENSATION FOR LARGE AND SMALL CLASSES

1. **Compensation for faculty who teach large classroom-based classes:**

• 0 – 40 students	No additional compensation
• 41 students and above	Pro-rated pay for a one course overload based upon the number of students enrolled on census date based on the Faculty Teaching Schedule (1F5) in Argos and the faculty member's credentials - (Not to exceed the Adjunct rate for an additional course) Example: 52 students in a 3 LHE's course taught by a Master's degreed faculty would be compensated at 12 ÷ 40 x 3 LHE's x $750 = $675.00

2. **Compensation for faculty who teach large lab-based classes:**

• 0 – 36 students	No additional compensation
• 37 students and above	Pro-rated pay for a one course overload based upon the number of students enrolled on census date based on the Faculty Teaching Schedule (1F5) in Argos and the faculty member's credentials Example: 42 students in a 4.68 LHE lab course taught by a Master's degreed faculty would be compensated at 6 ÷ 36 x 4.68 LHE's x $750 = $585.00

3. **Distance Education *and Online Competency-Based Courses* – Large Enrollment classes:**

• 0 – 28 students	No additional compensation
• 29 students and above	Pro-rated pay for a one course overload based upon the number of students enrolled on census date based on the Faculty Teaching Schedule (1F5) in Argos and the faculty member's credentials. (Not to exceed the Adjunct rate for an additional course) Example: 31 students in a 3 LHE's class taught by a Master's degreed faculty would be compensated at 3 ÷ 28 x 3 LHE's x $750 = $241.07

COMPENSATION FOR LARGE AND SMALL CLASSES FY 2019-2020

4. Compensation for Low Enrollment in Required Core Classes:

Required Core Curriculum classes (ENGL 1301, ENGL 1302, HIST 1301, HIST 1302, HIST 2327, HIST 2328, GOVT 2305, GOVT 2306) with low enrollment (fewer than 15 students on the first class meeting date) will result in pro-rated LHE'S and compensation for faculty. Exceptions will require Division Dean and Vice President for Academic Affairs approval. These courses will not be a part of the faculty member's 15 LHE's required load.

LHE's will be pro-rated as follows:

- Pro-rated LHE's for a one course overload based on the number of students enrolled on first class meeting date

  Example: 12 students in a 3 LHE class: LHE would be pro-rated as follows: (12 ÷ 15) x 3 LHE's = 2.4 LHE's

  Compensation will be pro-rated as follows:

- Pro-rated pay for a one course overload based on the pro-rated LHE's and the faculty member's credentials

  Example 1: 12 students in a 3 LHE class taught by a Master's degreed faculty would be compensated at 2.4 LHE's x $750 = $1,800.00

  Example 2: 12 students in a 3 LHE class taught by a Ph.D.'s degreed faculty would be compensated at 2.4 LHE's x $850 = $2,040.00

5. Compensation for Low Enrollment in Developmental, Field of Study, Elective Core Classes, Freshmen/Sophomore (Non-Core), and Lab-Based Classes:

Classes with low enrollment (fewer than 12 students on the first class meeting date), regardless of instructional medium, will result in pro-rated LHE's and compensation for faculty. Exceptions will require Division Dean and Vice President for Academic Affairs approval. These courses will not be a part of the faculty member's 15 LHE's required load.

COMPENSATION FOR LARGE AND SMALL CLASSES FY 2019-2020

LHE's will be pro-rated as follows:

- Pro-rated LHE's for a one course overload based on the number of students enrolled on first class meeting date

  Example: 9 students in a 3 LHE class: LHE would be pro-rated as follows: (9÷ 12) x 3 LHE's = 2.25 LHE's

  Compensation will be pro-rated as follows:

- Pro-rated pay for a one course overload is based on the pro-rated LHE's and the faculty member's credentials

  Example 1: 9 students in a 3 LHE class taught by a Master's degreed faculty would be compensated at 2.25 LHE's x $750 = $1,687.50)

  Example 2: 9 students in a 3 LHE class taught by a Ph.D. faculty would be compensated at 2.25 LHE's x $850 = $1,912.50)

Bachelor Programs:

Low Enrollment for Core and Lower Level Classes (1000-2000):

Bachelor program lower level courses (core and 1000 -2000) with low enrollment (less than **12 students** in the first class meeting date) will result in pro-rated LHE's and compensation for faculty.

Example: 6 students in a 3 LHE class, Faculty with Master Degree:

- LHE would be pro-rated as follows: (6/12) x 3 LHEs= 1.5 LHEs.
- Faculty with Mater Degree $750 per LHE
- Compensation: 1.5 LHE x$750 = $1,125

Low Enrollment for Upper Level Classes (3000-4000)

Bachelor program upper level courses (3000-4000) with low enrollment (less than 10 students in the first class meeting date) will result in pro-rated LHE's and compensation for faculty.

Example: 6 students in a 3 LHE class, Faculty with Master Degree:

- LHE would be pro-rated as follows: (6/10) x 3 LHEs =1.8 LHEs.
- Faculty with Mater Degree $750 per LHE
- Compensation: 1.8 LHE x$750 = $1,530

COMPENSATION FOR LARGE AND SMALL CLASSES FY 2019-2020

SUBSTITUTE PAY

Substitute pay for qualified faculty will be approved by the Division Dean and does not require Vice President approval. Calculations are based on the following two steps:

Step 1: Determine the Hourly Rate

In accordance with policy, qualified substitutes will be paid by the College at the **Adjunct Rates per Lecture Hour Equivalent,** in accordance with their educational level. Below are the Adjunct LHE Rates as per the Faculty Pay Plan:

Step 2: Determine the Total Amount to be Paid

To determine the amount to be paid for a substitute, the following formula should be used:

Number of classes substituted / Total semester class meetings (minus finals week)	**X**	Total LHE's assigned to the course	**X**	Adjunct LHE rate based upon credentials	Pay Amount

Degree	Adjunct LHE Rate
Associate	$575
Bachelor	$625
Master	$750
Doctorate	$850

COMPENSATION FOR LARGE AND SMALL CLASSES FY 2019-2020

Examples:

A Master's degree faculty member substituting for a Developmental English course would be paid as follows, assuming 2 of 30 classes substituted; a 3.67 LHE course; and an Adjunct pay rate of $750.

2 / 30=.06666667	**X**	**3.67**=.24	**X**	**$750**	= $**183.50**

A doctorate degree faculty member substituting for an Academic English course would be paid as follows, assuming 4 of 30 classes substituted; a 3.00 LHE course; and an Adjunct pay rate of $850.

4 / 30=.1333333	**X**	**3.00**=.40	**X**	**$850**	= $**340**

NON-TRADITIONAL DELIVERY OF INSTRUCTION

Guided Self-Studies (GSS) / Independent Study (IS) / Synchronous Remote Delivery Courses (Z) are educational alternatives in which traditional courses are taught in a non-traditional setting.

Guided Self-Studies (GSS) and Independent Study (IS) are self-paced courses offered by programs to meet a unique curriculum and graduation requirement for our students.

Section codes that include Z are designated synchronous remote delivery courses that can be offered in tandem with a face-to-face offerings. These additional course offerings allow students to register for courses that may not otherwise be offered due to low enrollment. An example of synchronous remote delivery section code is, GZ1. The G identifies the Starr Campus and the Z denotes instructional delivery method.

Number of Students	*Compensation
1 – 3	25%
4 – 6	50%
7 – 11	75%
12 – 15	100%

** Compensation based on Adjunct Faculty Rate.*

CLASSIFIED
PAY PLAN
FY 2019-2020

Classified A Min - $18,241.00 Mid - $25,081.38 Max - $31,921.75
Position Title
Admissions Technician
Cook I
Custodian
Customer Service Technician
Early Childhood Educator I
Faculty Secretary
Fixed Assets and Receiving Technician
Floor Technician
General Services Technician
Library Technical Services Technician
Library Technician
Painter
Plumber
Program Assistant
Purchasing Technician
Records Technician
Staff Secretary
Theater Support Services Technician
Warehouse Assistant

CLASSIFIED
PAY PLAN
FY 2019-2020

Classified B Min - $19,496.00 Mid - $26,807.00 Max - $34,118.00
Position Title
Cook II
Financial Aid Technician
Gallery Assistant
Job Coach
Lab Assistant - Advanced Manufacturing Technology
Lab Assistant - Architectural and Engineering Design Technology
Lab Assistant - Automotive
Lab Assistant - Business and Technology
Lab Assistant - Computer and Advanced Technology
Lab Assistant - Computer Science
Lab Assistant - Culinary Arts
Lab Assistant - Electrician Assistant
Lab Assistant - Fire Science
Lab Assistant - Heating, Ventilation, Air Conditioning and Refrigeration
Lab Assistant - Information Technology Program
Lab Assistant - Nursing and Allied Health
Lab Assistant - Office Administration
Lab Assistant - Welding
Secretary

CLASSIFIED
PAY PLAN
FY 2019-2020

Classified C Min - $21,513.00 Mid - $29,580.38 Max - $37,647.75
Position Title
Advisor Assistant
Carpenter
Cashier
Community Relations Assistant
Compliance Assistant
Educational Technologies Assistant I
Educational Technologies Assistant I - Audio Visual Design
General Services Assistant
Human Resources Assistant
Lead Cook
Lead Custodian
Purchasing Assistant
Student Learning Assistant
Testing Technician

Classified D Min - $21,803.00 Mid - $29,979.13 Max - $38,155.25
Position Title
Cashier II
Developmental Lab Technician
Facilities, Planning and Construction Project Technician
Security Guard
Space Management Technician

CLASSIFIED
PAY PLAN
FY 2019-2020

Classified E Min - $23,227.00 Mid - $31,937.13 Max - $40,647.25
Position Title
Bus Driver
Cashier III
Educational Technologies Assistant II
Facilities Planning and Construction Accounts Assistant
Food Services Accounts Assistant
Library Automated Systems and Applications Technician
Maintenance Assistant
Open Lab Technician

Classified F Min - $25,480.00 Mid - $35,035.00 Max - $44,590.00
Position Title
Administrative Assistant
Energy Technician
Fixed Assets and Receiving Assistant
Fixed Assets Assistant
Locksmith
Maintenance Technician
Risk Management Assistant
Scheduling Technician
Student Success Assistant
Warehouse Technician

CLASSIFIED
PAY PLAN
FY 2019-2020

Classified G Min - $26,227.00 Mid - $36,062.13 Max - $45,897.25
Position Title
Accountability Assistant
Accounting Assistant
Compliance Technician
Dual Credit Programs Assistant
Electrician
Payroll Assistant - Business Office
Payroll Assistant - Human Resources
Travel Assistant

PROFESSIONAL/TECHNICAL NON-EXEMPT
PAY PLAN
FY 2019-2020

Professional/Technical Non-Exempt A Min - $27,000.00 Mid - $37,125.00 Max - $47,250.00
Position Title
Advising Specialist
Graphic Designer I
Lab Assistant II - Computer Science
Police Dispatcher
Senior Administrative Assistant
Social Media Specialist
Student Services Specialist I

PROFESSIONAL/TECHNICAL NON-EXEMPT
PAY PLAN
FY 2019-2020

Professional/Technical Non-Exempt B Min - $29,000.00 Mid - $39,875.00 Max - $50,750.00
Position Title
Academies Specialist
Accountability, Risk, and Compliance Support Specialist
Accounting Specialist
Admissions Specialist
Advisor
Applications Specialist
Assistant Childcare Center Manager
Benefits Specialist
Career and Placement Specialist
Cashier Customer Service Specialist
Cashier Support Specialist
Client Services Specialist
Clinical Affairs Specialist
Collection Specialist
College Connection Specialist/Recruiter
Computer Inventory Specialist
Computer Services Specialist
Contract Specialist
Coordinator of Kinesiology Instructional Facilities
Course Development Specialist
Curriculum Specialist
Distribution Services Specialist
Document Management Specialist
Dual Credit Pathways Specialist
Dual Credit Program Specialist
Dual Credit Records and Registration Specialist
Dual2Degree Career and Technical Education Specialist
Dual2Degree Specialist
Early Childhood Educator II
Energy Management Specialist
Facilities Planning and Construction Space Management Specialist
Finance and Administrative Services Business Systems Specialist
Finance and Administrative Services Support Specialist

PROFESSIONAL/TECHNICAL NON-EXEMPT
PAY PLAN
FY 2019-2020

Professional/Technical Non-Exempt B Min - $29,000.00 Mid - $39,875.00 Max - $50,750.00
Position Title
Financial Aid Specialist
Fixed Assets Specialist
Graphic Designer II
Graphics and Multimedia Specialist
Healthcare Asset Maintenance Specialist
Help Desk Specialist
Hispanic Serving Institution Grant Specialist
Human Resources Payroll Specialist
Human Resources Specialist - Employee Relations
Human Resources Staffing Specialist
Human Resources Support Specialist
Human Resources Systems Specialist
Lab Assistant III - Computer Science
Lab Specialist - Communication Arts
Lab Specialist II - Biology
Lab Specialist II - Chemistry
Lab Specialist II - Engineering
Lab Specialist II - Nursing and Allied Health
Lab Specialist II - Physics
Learning Excellence Specialist
Learning Outcomes Specialist
Library Specialist
Library Technical Services Specialist
Licensed Lab Assistant - Emergency Medical Technology
Licensed Lab Assistant - Associate Degree Nursing
Marketing Specialist
Multimedia Designer
Network Services Specialist
Nursing Program Specialist
Ombudsperson
Open Lab Specialist
Payroll Specialist
Photographer

PROFESSIONAL/TECHNICAL NON-EXEMPT
PAY PLAN
FY 2019-2020

Professional/Technical Non-Exempt B Min - $29,000.00 Mid - $39,875.00 Max - $50,750.00
Position Title
Professional Development Specialist
Public Relations Specialist
Purchasing Specialist
Records and Registration Specialist
Recruiting Specialist
Registered Lab Assistant - Pharmacy
Residency Specialist
Safety Support Specialist
Security Guard Specialist
Security Support Specialist
Special Programs Specialist
Staff Audit Specialist
Student Completion Specialist
Student Conduct Specialist
Student Services Specialist II
Survey Research Facilitator
Systems Specialist
Technical Facilities Specialist
Technology Specialist
Testing Specialist
Valley Scholars Specialist
Veterans Affairs Certifying Official
Videographer

PROFESSIONAL/TECHNICAL NON-EXEMPT
PAY PLAN
FY 2019-2020

Professional/Technical Non-Exempt C Min - $35,000.00 Mid - $48,125.00 Max - $61,250.00
Position Title
Art Gallery Coordinator
Biomedical Simulation Specialist
Career and Technical Education Grant Management and Compliance Specialist/Perkins
Compliance Coordinator
Construction Supervisor
Coordinator for Fixed Assets and Distribution
Coordinator of College Connections
Coordinator of Community Relations
Coordinator of Compliance
Coordinator of Educational Technologies - Inventory Management
Coordinator of Emergency Preparedness and Training
Coordinator of Enrollment Marketing Services
Coordinator of Enrollment Services
Coordinator of Facilities, Planning and Construction Accounts
Coordinator of Financial Literacy
Coordinator of Public Relations
Coordinator of Student Rights and Responsibilities
Coordinator of Theater Support Services
Copy Writer
Custodial Logistics Supervisor
Custodial Supervisor
Distance Education Technologies Specialist
Educational Technologies Specialist
Educational Technologies Specialist - ADA
Educational Technologies Specialist - Biomedical and Support
Electrician Supervisor II
Events Manager (FAS)
Executive Administrative Assistant
Finance and Administrative Services Reporting Coordinator
Grants and Contracts Compliance Specialist
Healthcare Simulation Specialist
Heating, Ventilation, Air Conditioning Supervisor II
Human Resources Faculty Staffing Specialist/Evaluator

PROFESSIONAL/TECHNICAL NON-EXEMPT
PAY PLAN
FY 2019-2020

Professional/Technical Non-Exempt C Min - $35,000.00 Mid - $48,125.00 Max - $61,250.00
Position Title
Human Resources Payroll/Position Control Specialist
Human Resources Staffing Support Specialist
Institutional Effectiveness Specialist
Lab Coordinator
Lab Supervisor
Learning Support Systems and Applications Specialist
Library Systems and Applications Specialist
Locksmith Supervisor II
Network Services Analyst I
Open Lab Supervisor
Open Labs Analyst
Operations Support Coordinator
Plumbing Supervisor II
Police Compliance Coordinator
Police Officer
Project Coordinator
Project Training Specialist
Reporting Analyst - Institutional Effectiveness and Assessment
Reporting Analyst I
Science Lab Coordinator
Senior Library Technical Services Specialist
Simulation Lab Specialist
Simulation Network Specialist
Student Activities Specialist
Student Success Seminar Specialist
Student Success Specialist
Student Success Specialist for Student Disabilities
Systems Analyst I
Technology Generalist Analyst
Transcript/Graduation Analyst
Video Production Coordinator
Web Design Specialist
Web Specialist

PROFESSIONAL/TECHNICAL NON-EXEMPT
PAY PLAN
FY 2019-2020

Professional/Technical Non-Exempt D Min - $38,000.00 Mid - $52,250.00 Max - $66,500.00
Position Title
Accountant
Applications Analyst I
Client Services Analyst I
Computer Services Analyst I
Coordinator of Special Events
Data Management Coordinator
Dispatch Supervisor

Professional/Technical Non-Exempt E Min - $45,000.00 Mid - $61,875.00 Max - $78,750.00
Position Title
Administrative Specialist for Board Relations
Applications Analyst II
Client Services Analyst II
Computer Services Analyst II
Executive Assistant to the President
Facilities Operations and Maintenance Administrative Coordinator
Network Services Analyst II
Reporting Analyst II
Systems Analyst II

Professional/Technical Non-Exempt F Min - $55,000.00 Mid - $75,625.00 Max - $96,250.00
Position Title
Digital Services Developer
Police Sergeant

PROFESSIONAL/TECHNICAL EXEMPT
PAY PLAN
FY 2019-2020

Professional/Technical Exempt A Min - $28,000.00 Mid - $38,500.00 Max - $49,000.00
Position Title
Food Services Manager/Cook

Professional/Technical Exempt B Min - $30,000.00 Mid - $41,250.00 Max - $52,500.00
Position Title
Buyer
Chief Photographer
Continuing Education Trainer
Coordinator of Scholarships

PROFESSIONAL/TECHNICAL EXEMPT
PAY PLAN
FY 2019-2020

Professional/Technical Exempt C Min - $36,000.00 Mid - $49,500.00 Max - $63,000.00
Position Title
Academic Coach
American Sign Language Interpreter
Childcare Services Developer
Coordinator for Continuing Education
Coordinator of Career Services
Coordinator of Employer Services
Coordinator of Federal Programs
Coordinator of Records
Coordinator of Special Advising
Coordinator of State and Third Party Programs
Coordinator of Student Financial Services
Coordinator of Veteran Enrollment Services
Coordinator of Veteran Recruitment and Engagement
Counselor
Digital Signage/Classroom Technician Training Specialist
Distance Learning Assistive Technologies Specialist
Educational Technologies Managed Services Specialist
Institutional Effectiveness Analyst
Interpreter
Librarian I - Public Services
Program Developer and Coordinator
Project Management Analyst
Specifications Writer
Technical Buyer

PROFESSIONAL/TECHNICAL EXEMPT
PAY PLAN
FY 2019-2020

Professional/Technical Exempt D Min - $39,000.00 Mid - $53,625.00 Max - $68,250.00
Position Title
Coordinator of Academies and High School Projects
Coordinator of Advisement
Coordinator of Campus Center for Learning Excellence
Coordinator of Distance Learning Technologies
Coordinator of Dual Credit Pathways
Coordinator of Educational Technologies Projects
Coordinator of Enrollment Services for Dual Credit
Coordinator of Faculty Advising
Coordinator of Student Activities and Events
Coordinator of Student Activities and First Year Experience
Coordinator of Student Activities and Wellness
Coordinator of Transition Services for Dual Credit
Curriculum and Scheduling Coordinator
Institutional Research Analyst
Learning Support Systems and Applications Analyst
Librarian II - Academic Outreach
Librarian II - Campus Librarian
Librarian II - Programming
Licensed Counselor
Nursing Lab Clinical Coordinator
Simulation Coordinator
Training Specialist III

PROFESSIONAL/TECHNICAL EXEMPT
PAY PLAN
FY 2019-2020

Professional/Technical Exempt E Min - $45,000.00 Mid - $61,875.00 Max - $78,750.00
Position Title
Accounting Group Supervisor
Audio Visual Systems Designer
Business Analyst
Business System Analyst
Campus Facility Manager
Child Development Center Manager
Construction Buyer
Continuing Education Operations Manager
Contracts Manager
Coordinator of Student Disability Services
Coordinator of Testing Services
Creative Services Manager
Curriculum and Student Learning Manager
Custodial Manager
Database Analyst
Distance Learning Media Manager
Dual Credit Planning and Scheduling Manager
Environmental Health and Safety Manager
Events Manager
Financial Analyst
Grant Development Officer
Information Security Analyst
Instructional Designer
Interim Training Manager
Learning Support Manager
Librarian III - Automated Systems and Applications
Librarian III - Collection Management and Acquisitions
Librarian III - Outreach and Instruction
Librarian III - Reference and Circulation
Maintenance Manager
Marketing Manager
Open Labs Logistics Manager

PROFESSIONAL/TECHNICAL EXEMPT
PAY PLAN
FY 2019-2020

Professional/Technical Exempt E Min - $45,000.00 Mid - $61,875.00 Max - $78,750.00
Position Title
Operations Contract Support Manager
Operations Inventory Procurement Manager
Program Developer and Manager
Project Director - Hispanic Serving Institution Grant
Project Director - Texas Regional STEM Degree Accelerated Grant
Project Manager - Academic Affairs
Project Manager - Associate Degree Nursing (Project HEAL2)
Project Manager - Business, Public Safety and Technology
Project Manager - Continuing and Professional Education
Project Manager - Dual Credit Programs
Project Manager - Educational Technologies
Project Manager - Finance and Administrative Services
Project Manager - Information Technology
Project Manager - Institutional Research, Effectiveness and Strategic Planning
Project Manager - Math, Science and Bachelor Programs
Project Manager - Nursing and Allied Health
Project Manager - Office of Strategic Initiatives
Project Manager - Student Affairs and Enrollment Management
Qualitative Researcher
Quantitative Researcher
Resource Development Officer
School District Partnership Relations Manager
Senior Buyer
Student Services Training Manager
Supplemental Instruction Manager
Training Manager
Workforce Contract Manager

PROFESSIONAL/TECHNICAL EXEMPT
PAY PLAN
FY 2019-2020

Professional/Technical Exempt F Min - $55,000.00 Mid - $75,625.00 Max - $96,250.00
Position Title
Accountability and Compliance Manager
Accounting Group Manager
Applications Analyst III
Benefits and Payroll Manager
Client Services Analyst III
Computer Services Analyst III
Digital Services Manager
Facilities Planning and Construction Project Manager
Grant Systems, Management and Compliance Officer I
Instructional Coach - Hispanic Serving Institution
Instructional Coach - Professional and Organizational Development
Network Services Analyst III
Professional Development Manager
Receiving and Distribution Manager
Safety and Security Manager
Senior Coordinator of Counseling
Staffing and Compensation Manager
Staffing and Recruiting Manager
Systems Analyst III
Systems Development Engineer
Talent and Learning Manager
Transportation Services Manager

PROFESSIONAL/TECHNICAL EXEMPT
PAY PLAN
FY 2019-2020

Professional/Technical Exempt G Min - $60,000.00 Mid - $82,500.00 Max - $105,000.00
Position Title
Academic Excellence Programs Officer
Academic Grants and Projects Officer
Application Development Manager
Budget Manager
Computer Services Manager
Database Analyst III
Grant Management and Compliance Officer II/Perkins Principal Investigator
Human Resources Information Systems Manager
Information Technology Risk and Security Manager
Institutional Equity Manager
Police Lieutenant
Risk Manager
Senior Facilities Planning and Construction Project Manager
Service Delivery Manager
Software Development Architect
Systems and Networking Manager

ADMINISTRATIVE
PAY PLAN
FY 2019-2020

Administrative A Min - $50,000.00 Mid - $68,750.00 Max - $87,500.00
Position Title
Assistant Director of Custodial Support Services
Assistant Director of Facilities Maintenance Services
Assistant Director of Facilities Planning and Construction
Assistant Director of Human Resources
Assistant Director of Public Relations and Marketing
Associate Director of Grant Management and Compliance

ADMINISTRATIVE
PAY PLAN
FY 2019-2020

Administrative B Min - $55,000.00 Mid - $75,625.00 Max - $96,250.00
Position Title
Associate Comptroller
Associate Director of Purchasing
Campus Administrator - Mid Valley Campus
Campus Administrator - Starr County Campus
Director of Academic Assessment
Director of Academies and High School Projects
Director of Career and Employer Services
Director of Centers for Learning Excellence
Director of College and Career Preparation
Director of College Connections and Admissions for Traditional Students
Director of Comprehensive Advisement and Mentoring Services
Director of Distance Learning
Director of Dual Credit Pathways
Director of Enrollment Services for Dual Credit
Director of Food Services
Director of Fundraising and Foundation
Director of Professional and Workforce Education
Director of Student Accounts and Bursar
Director of Student Activities and Wellness
Director of Student Financial Services
Director of Student Records and Registrar
Director of Student Rights and Responsibilities
Director of Testing Services
Director of University Relations, Transfer and Articulation Center

ADMINISTRATIVE
PAY PLAN
FY 2019-2020

Administrative C Min - $63,000.00 Mid - $86,625.00 Max - $110,250.00
Position Title
Associate Dean of Curriculum and Student Learning
Associate Dean of Industry Training and Economic Development
Associate Dean of Library Services
Associate Dean of Professional and Organizational Development
Associate Dean of Student Financial Services, Testing and Veterans Affairs
Director of Accountability, Risk, and Compliance
Director of Counseling
Director of Educational Technologies
Director of Institutional Effectiveness, Assessment and Accreditation
Director of Learning Commons and Open Labs
Director of Public Relations and Marketing
Director of Purchasing
Director of Regional Center for Public Safety Excellence and Training Coordinator
Employee Relations Officer

ADMINISTRATIVE
PAY PLAN
FY 2019-2020

Administrative D Min - $73,000.00 Mid - $100,375.00 Max - $127,750.00
Position Title
Assistant Chief Information Officer for Information Technology Services
Assistant Chief Information Officer for Infrastructure and Software Development
Chief Information Security Officer
Dean of Continuing Education, Workforce Training, and Economic Development
Dean of Distance Learning
Dean of Enrollment Services
Dean of Institutional Research, Effectiveness and Strategic Planning
Dean of Library Services and Learning Support Services
Dean of Student Affairs
Director of Facilities Operations and Maintenance
Director of Facilities, Planning and Construction
Director of Human Resources
Director of Research and Analytical Services

Administrative E Min - $80,000.00 Mid - $110,000.00 Max - $140,000.00
Position Title
Assistant to the Vice President for Strategic Initiatives
Assistant Vice President for Academic Advancement
Chief Administrator for Department of Public Safety and Regional Center for Public Safety Excellence
Chief Information Officer
Comptroller
Dean for Business, Public Safety and Technology
Dean for Dual Credit Programs and School District Partnerships
Dean for Liberal Arts and Social Sciences
Dean for Math, Science and Bachelor Programs
Dean for Nursing and Allied Health
Executive Director for Resource Development, Management, and Compliance
Institutional Equity Officer
Internal Auditor

EXECUTIVE
PAY PLAN
FY 2019-2020

Executive A Min - $85,000.00 Mid - $106,250.00 Max - $127,500.00
Position Title
Executive Officer for External Relations
Special Assistant to the President

Executive B Min - $92,500.00 Mid - $115,625.00 Max - $138,750.00
Position Title
Executive Officer for Workforce Development and External Affairs

Executive C Min - $100,000.00 Mid - $125,000.00 Max - $150,000.00
Position Title
Vice President for Academic Affairs
Vice President for Finance and Administrative Services
Vice President for Information Services, Planning, Performance, and Strategic Initiatives
Vice President for Institutional Advancement
Vice President for Student Affairs and Enrollment Management

Executive D Min - $107,500.00 Mid - $134,375.00 Max - $161,250.00
Position Title
Executive Vice President for Educational Programs and Student Achievement

LIST OF POSITION TITLES
PAY PLAN
FY 2019-2020

Position Title	Position Grade
Academic Coach	Professional/Technical Exempt - C
Academic Excellence Programs Officer	Professional/Technical Exempt - G
Academic Grants and Projects Officer	Professional/Technical Exempt - G
Academies Specialist	Professional/Technical Non-Exempt - B
Accountability and Compliance Manager	Professional/Technical Exempt - F
Accountability Assistant	Classified - G
Accountability, Risk, and Compliance Support Specialist	Professional/Technical Non-Exempt - B
Accountant	Professional/Technical Non-Exempt - D
Accounting Assistant	Classified - G
Accounting Group Manager	Professional/Technical Exempt - F
Accounting Group Supervisor	Professional/Technical Exempt - E
Accounting Specialist	Professional/Technical Non-Exempt - B
Administrative Assistant	Classified - F
Administrative Specialist for Board Relations	Professional/Technical Non-Exempt - E
Admissions Specialist	Professional/Technical Non-Exempt - B
Admissions Technician	Classified - A
Advising Specialist	Professional/Technical Non-Exempt - A
Advisor	Professional/Technical Non-Exempt - B
Advisor Assistant	Classified - C
American Sign Language Interpreter	Professional/Technical Exempt - C
Application Development Manager	Professional/Technical Exempt - G
Applications Analyst I	Professional/Technical Non-Exempt - D
Applications Analyst II	Professional/Technical Non-Exempt - E
Applications Analyst III	Professional/Technical Exempt - F
Applications Specialist	Professional/Technical Non-Exempt - B
Art Gallery Coordinator	Professional/Technical Non-Exempt - C
Assistant Chief Information Officer for Information Technology Services	Administrative - D
Assistant Chief Information Officer for Infrastructure and Software Development	Administrative - D
Assistant Childcare Center Manager	Professional/Technical Non-Exempt - B
Assistant Director of Custodial Support Services	Administrative - A
Assistant Director of Facilities Maintenance Services	Administrative - A
Assistant Director of Facilities Planning and Construction	Administrative - A

Position Title	Position Grade
Assistant Director of Human Resources	Administrative - A
Assistant Director of Public Relations and Marketing	Administrative - A
Assistant to the Vice President for Strategic Initiatives	Administrative - E
Assistant Vice President for Academic Advancement	Administrative - E
Associate Comptroller	Administrative - B
Associate Dean of Curriculum and Student Learning	Administrative - C
Associate Dean of Industry Training and Economic Development	Administrative - C
Associate Dean of Library Services	Administrative - C
Associate Dean of Professional and Organizational Development	Administrative - C
Associate Dean of Student Financial Services, Testing and Veterans Affairs	Administrative - C
Associate Director of Grant Management and Compliance	Administrative - A
Associate Director of Purchasing	Administrative - B
Audio Visual Systems Designer	Professional/Technical Exempt - E
Benefits and Payroll Manager	Professional/Technical Exempt - F
Benefits Specialist	Professional/Technical Non-Exempt - B
Biomedical Simulation Specialist	Professional/Technical Non-Exempt - C
Budget Manager	Professional/Technical Exempt - G
Bus Driver	Classified - E
Business Analyst	Professional/Technical Exempt - E
Business System Analyst	Professional/Technical Exempt - E
Buyer	Professional/Technical Exempt - B
Campus Administrator - Mid Valley Campus	Administrative - B
Campus Administrator - Starr County Campus	Administrative - B
Campus Facility Manager	Professional/Technical Exempt - E
Career and Placement Specialist	Professional/Technical Non-Exempt - B
Career and Technical Education Grant Management and Compliance Specialist/Perkins	Professional/Technical Non-Exempt - C
Carpenter	Classified - C
Cashier	Classified - C
Cashier Customer Service Specialist	Professional/Technical Non-Exempt - B
Cashier II	Classified - D
Cashier III	Classified - E
Cashier Support Specialist	Professional/Technical Non-Exempt - B
Chief Administrator for Department of Public Safety and Regional Center for Public Safety Excellence	Administrative - E
Chief Information Officer	Administrative - E
Chief Information Security Officer	Administrative - D
Chief Photographer	Professional/Technical Exempt - B
Child Development Center Manager	Professional/Technical Exempt - E

Position Title	Position Grade
Childcare Services Developer	Professional/Technical Exempt - C
Client Services Analyst I	Professional/Technical Non-Exempt - D
Client Services Analyst II	Professional/Technical Non-Exempt - E
Client Services Analyst III	Professional/Technical Exempt - F
Client Services Specialist	Professional/Technical Non-Exempt - B
Clinical Affairs Specialist	Professional/Technical Non-Exempt - B
Collection Specialist	Professional/Technical Non-Exempt - B
College Connection Specialist/Recruiter	Professional/Technical Non-Exempt - B
Community Relations Assistant	Classified - C
Compliance Assistant	Classified - C
Compliance Coordinator	Professional/Technical Non-Exempt - C
Compliance Technician	Classified - G
Comptroller	Administrative - E
Computer Inventory Specialist	Professional/Technical Non-Exempt - B
Computer Services Analyst I	Professional/Technical Non-Exempt - D
Computer Services Analyst II	Professional/Technical Non-Exempt - E
Computer Services Analyst III	Professional/Technical Exempt - F
Computer Services Manager	Professional/Technical Exempt - G
Computer Services Specialist	Professional/Technical Non-Exempt - B
Construction Buyer	Professional/Technical Exempt - E
Construction Supervisor	Professional/Technical Non-Exempt - C
Continuing Education Operations Manager	Professional/Technical Exempt - E
Continuing Education Trainer	Professional/Technical Exempt - B
Contract Specialist	Professional/Technical Non-Exempt - B
Contracts Manager	Professional/Technical Exempt - E
Cook I	Classified - A
Cook II	Classified - B
Coordinator for Continuing Education	Professional/Technical Exempt - C
Coordinator for Fixed Assets and Distribution	Professional/Technical Non-Exempt - C
Coordinator of Academies and High School Projects	Professional/Technical Exempt - D
Coordinator of Advisement	Professional/Technical Exempt - D
Coordinator of Campus Center for Learning Excellence	Professional/Technical Exempt - D
Coordinator of Career Services	Professional/Technical Exempt - C
Coordinator of College Connections	Professional/Technical Non-Exempt - C
Coordinator of Community Relations	Professional/Technical Non-Exempt - C
Coordinator of Compliance	Professional/Technical Non-Exempt - C
Coordinator of Distance Learning Technologies	Professional/Technical Exempt - D

Position Title	Position Grade
Coordinator of Dual Credit Pathways	Professional/Technical Exempt - D
Coordinator of Educational Technologies - Inventory Management	Professional/Technical Non-Exempt - C
Coordinator of Educational Technologies Projects	Professional/Technical Exempt - D
Coordinator of Emergency Preparedness and Training	Professional/Technical Non-Exempt - C
Coordinator of Employer Services	Professional/Technical Exempt - C
Coordinator of Enrollment Marketing Services	Professional/Technical Non-Exempt - C
Coordinator of Enrollment Services	Professional/Technical Non-Exempt - C
Coordinator of Enrollment Services for Dual Credit	Professional/Technical Exempt - D
Coordinator of Facilities, Planning and Construction Accounts	Professional/Technical Non-Exempt - C
Coordinator of Faculty Advising	Professional/Technical Exempt - D
Coordinator of Federal Programs	Professional/Technical Exempt - C
Coordinator of Financial Literacy	Professional/Technical Non-Exempt - C
Coordinator of Kinesiology Instructional Facilities	Professional/Technical Non-Exempt - B
Coordinator of Public Relations	Professional/Technical Non-Exempt - C
Coordinator of Records	Professional/Technical Exempt - C
Coordinator of Scholarships	Professional/Technical Exempt - B
Coordinator of Special Advising	Professional/Technical Exempt - C
Coordinator of Special Events	Professional/Technical Non-Exempt - D
Coordinator of State and Third Party Programs	Professional/Technical Exempt - C
Coordinator of Student Activities and Events	Professional/Technical Exempt - D
Coordinator of Student Activities and First Year Experience	Professional/Technical Exempt - D
Coordinator of Student Activities and Wellness	Professional/Technical Exempt - D
Coordinator of Student Disability Services	Professional/Technical Exempt - E
Coordinator of Student Financial Services	Professional/Technical Exempt - C
Coordinator of Student Rights and Responsibilities	Professional/Technical Non-Exempt - C
Coordinator of Testing Services	Professional/Technical Exempt - E
Coordinator of Theater Support Services	Professional/Technical Non-Exempt - C
Coordinator of Transition Services for Dual Credit	Professional/Technical Exempt - D
Coordinator of Veteran Enrollment Services	Professional/Technical Exempt - C
Coordinator of Veteran Recruitment and Engagement	Professional/Technical Exempt - C
Copy Writer	Professional/Technical Non-Exempt - C
Counselor	Professional/Technical Exempt - C
Course Development Specialist	Professional/Technical Non-Exempt - B
Creative Services Manager	Professional/Technical Exempt - E
Curriculum and Scheduling Coordinator	Professional/Technical Exempt - D
Curriculum and Student Learning Manager	Professional/Technical Exempt - E
Curriculum Specialist	Professional/Technical Non-Exempt - B

Position Title	Position Grade
Custodial Logistics Supervisor	Professional/Technical Non-Exempt - C
Custodial Manager	Professional/Technical Exempt - E
Custodial Supervisor	Professional/Technical Non-Exempt - C
Custodian	Classified - A
Customer Service Technician	Classified - A
Data Management Coordinator	Professional/Technical Non-Exempt - D
Database Analyst	Professional/Technical Exempt - E
Database Analyst III	Professional/Technical Exempt - G
Dean for Business, Public Safety and Technology	Administrative - E
Dean for Dual Credit Programs and School District Partnerships	Administrative - E
Dean for Liberal Arts and Social Sciences	Administrative - E
Dean for Math, Science and Bachelor Programs	Administrative - E
Dean for Nursing and Allied Health	Administrative - E
Dean of Continuing Education, Workforce Training, and Economic Development	Administrative - D
Dean of Distance Learning	Administrative - D
Dean of Enrollment Services	Administrative - D
Dean of Institutional Research, Effectiveness and Strategic Planning	Administrative - D
Dean of Library Services and Learning Support Services	Administrative - D
Dean of Student Affairs	Administrative - D
Developmental Lab Technician	Classified - D
Digital Services Developer	Professional/Technical Non-Exempt - F
Digital Services Manager	Professional/Technical Exempt - F
Digital Signage/Classroom Technician Training Specialist	Professional/Technical Exempt - C
Director of Academic Assessment	Administrative - B
Director of Academies and High School Projects	Administrative - B
Director of Accountability, Risk, and Compliance	Administrative - C
Director of Career and Employer Services	Administrative - B
Director of Centers for Learning Excellence	Administrative - B
Director of College and Career Preparation	Administrative - B
Director of College Connections and Admissions for Traditional Students	Administrative - B
Director of Comprehensive Advisement and Mentoring Services	Administrative - B
Director of Counseling	Administrative - C
Director of Distance Learning	Administrative - B
Director of Dual Credit Pathways	Administrative - B
Director of Educational Technologies	Administrative - C
Director of Enrollment Services for Dual Credit	Administrative - B
Director of Facilities Operations and Maintenance	Administrative - D

Position Title	Position Grade
Director of Facilities, Planning and Construction	Administrative - D
Director of Food Services	Administrative - B
Director of Fundraising and Foundation	Administrative - B
Director of Human Resources	Administrative - D
Director of Institutional Effectiveness, Assessment and Accreditation	Administrative - C
Director of Learning Commons and Open Labs	Administrative - C
Director of Professional and Workforce Education	Administrative - B
Director of Public Relations and Marketing	Administrative - C
Director of Purchasing	Administrative - C
Director of Regional Center for Public Safety Excellence and Training Coordinator	Administrative - C
Director of Research and Analytical Services	Administrative - D
Director of Student Accounts and Bursar	Administrative - B
Director of Student Activities and Wellness	Administrative - B
Director of Student Financial Services	Administrative - B
Director of Student Records and Registrar	Administrative - B
Director of Student Rights and Responsibilities	Administrative - B
Director of Testing Services	Administrative - B
Director of University Relations, Transfer and Articulation Center	Administrative - B
Dispatch Supervisor	Professional/Technical Non-Exempt - D
Distance Education Technologies Specialist	Professional/Technical Non-Exempt - C
Distance Learning Assistive Technologies Specialist	Professional/Technical Exempt - C
Distance Learning Media Manager	Professional/Technical Exempt - E
Distribution Services Specialist	Professional/Technical Non-Exempt - B
Document Management Specialist	Professional/Technical Non-Exempt - B
Dual Credit Pathways Specialist	Professional/Technical Non-Exempt - B
Dual Credit Planning and Scheduling Manager	Professional/Technical Exempt - E
Dual Credit Program Specialist	Professional/Technical Non-Exempt - B
Dual Credit Programs Assistant	Classified - G
Dual Credit Records and Registration Specialist	Professional/Technical Non-Exempt - B
Dual2Degree Career and Technical Education Specialist	Professional/Technical Non-Exempt - B
Dual2Degree Specialist	Professional/Technical Non-Exempt - B
Early Childhood Educator I	Classified - A
Early Childhood Educator II	Professional/Technical Non-Exempt - B
Educational Technologies Assistant I	Classified - C
Educational Technologies Assistant I - Audio Visual Design	Classified - C
Educational Technologies Assistant II	Classified - E
Educational Technologies Managed Services Specialist	Professional/Technical Exempt - C

Position Title	Position Grade
Educational Technologies Specialist	Professional/Technical Non-Exempt - C
Educational Technologies Specialist - ADA	Professional/Technical Non-Exempt - C
Educational Technologies Specialist - Biomedical and Support	Professional/Technical Non-Exempt - C
Electrician	Classified - G
Electrician Supervisor II	Professional/Technical Non-Exempt - C
Employee Relations Officer	Administrative - C
Energy Management Specialist	Professional/Technical Non-Exempt - B
Energy Technician	Classified - F
Environmental Health and Safety Manager	Professional/Technical Exempt - E
Events Manager	Professional/Technical Exempt – E
Events Manager (FAS)	Professional/Technical Non-Exempt - C
Executive Administrative Assistant	Professional/Technical Non-Exempt - C
Executive Assistant to the President	Professional/Technical Non-Exempt - E
Executive Director for Resource Development, Management, and Compliance	Administrative - E
Executive Officer for External Relations	Executive - A
Executive Officer for Workforce Development and External Affairs	Executive - B
Executive Vice President for Educational Programs and Student Achievement	Executive - D
Facilities Operations and Maintenance Administrative Coordinator	Professional/Technical Non-Exempt - E
Facilities Planning and Construction Accounts Assistant	Classified - E
Facilities Planning and Construction Project Manager	Professional/Technical Exempt - F
Facilities Planning and Construction Space Management Specialist	Professional/Technical Non-Exempt - B
Facilities, Planning and Construction Project Technician	Classified - D
Faculty Secretary	Classified - A
Finance and Administrative Services Business Systems Specialist	Professional/Technical Non-Exempt - B
Finance and Administrative Services Reporting Coordinator	Professional/Technical Non-Exempt - C
Finance and Administrative Services Support Specialist	Professional/Technical Non-Exempt - B
Financial Aid Specialist	Professional/Technical Non-Exempt - B
Financial Aid Technician	Classified - B
Financial Analyst	Professional/Technical Exempt - E
Fixed Assets and Receiving Assistant	Classified - F
Fixed Assets and Receiving Technician	Classified - A
Fixed Assets Assistant	Classified - F
Fixed Assets Specialist	Professional/Technical Non-Exempt - B
Floor Technician	Classified - A
Food Services Accounts Assistant	Classified - E
Food Services Manager/Cook	Professional/Technical Exempt - A
Gallery Assistant	Classified - B

Position Title	Position Grade
General Services Assistant	Classified - C
General Services Technician	Classified - A
Grant Development Officer	Professional/Technical Exempt - E
Grant Management and Compliance Officer II/Perkins Principal Investigator	Professional/Technical Exempt - G
Grant Systems, Management and Compliance Officer I	Professional/Technical Exempt - F
Grants and Contracts Compliance Specialist	Professional/Technical Non-Exempt - C
Graphic Designer I	Professional/Technical Non-Exempt - A
Graphic Designer II	Professional/Technical Non-Exempt - B
Graphics and Multimedia Specialist	Professional/Technical Non-Exempt - B
Healthcare Asset Maintenance Specialist	Professional/Technical Non-Exempt - B
Healthcare Simulation Specialist	Professional/Technical Non-Exempt - C
Heating, Ventilation, Air Conditioning Supervisor II	Professional/Technical Non-Exempt - C
Help Desk Specialist	Professional/Technical Non-Exempt - B
Hispanic Serving Institution Grant Specialist	Professional/Technical Non-Exempt - B
Human Resources Assistant	Classified - C
Human Resources Faculty Staffing Specialist/Evaluator	Professional/Technical Non-Exempt - C
Human Resources Information Systems Manager	Professional/Technical Exempt - G
Human Resources Payroll Specialist	Professional/Technical Non-Exempt - B
Human Resources Payroll/Position Control Specialist	Professional/Technical Non-Exempt - C
Human Resources Specialist - Employee Relations	Professional/Technical Non-Exempt - B
Human Resources Staffing Specialist	Professional/Technical Non-Exempt - B
Human Resources Staffing Support Specialist	Professional/Technical Non-Exempt - C
Human Resources Support Specialist	Professional/Technical Non-Exempt - B
Human Resources Systems Specialist	Professional/Technical Non-Exempt - B
Information Security Analyst	Professional/Technical Exempt - E
Information Technology Risk and Security Manager	Professional/Technical Exempt - G
Institutional Effectiveness Analyst	Professional/Technical Exempt - C
Institutional Effectiveness Specialist	Professional/Technical Non-Exempt - C
Institutional Equity Manager	Professional/Technical Exempt - G
Institutional Equity Officer	Administrative - E
Institutional Research Analyst	Professional/Technical Exempt - D
Instructional Coach - Hispanic Serving Institution	Professional/Technical Exempt - F
Instructional Coach - Professional and Organizational Development	Professional/Technical Exempt - F
Instructional Designer	Professional/Technical Exempt - E
Interim Training Manager	Professional/Technical Exempt - E
Internal Auditor	Administrative - E
Interpreter	Professional/Technical Exempt - C

Position Title	Position Grade
Job Coach	Classified - B
Lab Assistant - Advanced Manufacturing Technology	Classified - B
Lab Assistant - Architectural and Engineering Design Technology	Classified - B
Lab Assistant - Automotive	Classified - B
Lab Assistant - Business and Technology	Classified - B
Lab Assistant - Computer and Advanced Technology	Classified - B
Lab Assistant - Computer Science	Classified - B
Lab Assistant - Culinary Arts	Classified - B
Lab Assistant - Electrician Assistant	Classified - B
Lab Assistant - Fire Science	Classified - B
Lab Assistant - Heating, Ventilation, Air Conditioning and Refrigeration	Classified - B
Lab Assistant - Information Technology Program	Classified - B
Lab Assistant - Nursing and Allied Health	Classified - B
Lab Assistant - Office Administration	Classified - B
Lab Assistant - Welding	Classified - B
Lab Assistant II - Computer Science	Professional/Technical Non-Exempt - A
Lab Assistant III - Computer Science	Professional/Technical Non-Exempt - B
Lab Coordinator	Professional/Technical Non-Exempt - C
Lab Specialist - Communication Arts	Professional/Technical Non-Exempt - B
Lab Specialist II - Biology	Professional/Technical Non-Exempt - B
Lab Specialist II - Chemistry	Professional/Technical Non-Exempt - B
Lab Specialist II - Engineering	Professional/Technical Non-Exempt - B
Lab Specialist II - Nursing and Allied Health	Professional/Technical Non-Exempt - B
Lab Specialist II - Physics	Professional/Technical Non-Exempt - B
Lab Supervisor	Professional/Technical Non-Exempt - C
Lead Cook	Classified - C
Lead Custodian	Classified - C
Learning Excellence Specialist	Professional/Technical Non-Exempt - B
Learning Outcomes Specialist	Professional/Technical Non-Exempt - B
Learning Support Manager	Professional/Technical Exempt - E
Learning Support Systems and Applications Analyst	Professional/Technical Exempt - D
Learning Support Systems and Applications Specialist	Professional/Technical Non-Exempt - C
Librarian I - Public Services	Professional/Technical Exempt - C
Librarian II - Academic Outreach	Professional/Technical Exempt - D
Librarian II - Campus Librarian	Professional/Technical Exempt - D
Librarian II - Programming	Professional/Technical Exempt - D
Librarian III - Automated Systems and Applications	Professional/Technical Exempt - E

Position Title	Position Grade
Librarian III - Collection Management and Acquisitions	Professional/Technical Exempt - E
Librarian III - Outreach and Instruction	Professional/Technical Exempt - E
Librarian III - Reference and Circulation	Professional/Technical Exempt - E
Library Automated Systems and Applications Technician	Classified - E
Library Specialist	Professional/Technical Non-Exempt - B
Library Systems and Applications Specialist	Professional/Technical Non-Exempt - C
Library Technical Services Specialist	Professional/Technical Non-Exempt - B
Library Technical Services Technician	Classified - A
Library Technician	Classified - A
Licensed Counselor	Professional/Technical Exempt - D
Licensed Lab Assistant - Emergency Medical Technology	Professional/Technical Non-Exempt - B
Licensed Lab Assistant - Associate Degree Nursing	Professional/Technical Non-Exempt - B
Locksmith	Classified - F
Locksmith Supervisor II	Professional/Technical Non-Exempt - C
Maintenance Assistant	Classified - E
Maintenance Manager	Professional/Technical Exempt - E
Maintenance Technician	Classified - F
Marketing Manager	Professional/Technical Exempt - E
Marketing Specialist	Professional/Technical Non-Exempt - B
Multimedia Designer	Professional/Technical Non-Exempt - B
Network Services Analyst I	Professional/Technical Non-Exempt - C
Network Services Analyst II	Professional/Technical Non-Exempt - E
Network Services Analyst III	Professional/Technical Exempt - F
Network Services Specialist	Professional/Technical Non-Exempt - B
Nursing Lab Clinical Coordinator	Professional/Technical Exempt - D
Nursing Program Specialist	Professional/Technical Non-Exempt - B
Ombudsperson	Professional/Technical Non-Exempt - B
Open Lab Specialist	Professional/Technical Non-Exempt - B
Open Lab Supervisor	Professional/Technical Non-Exempt - C
Open Lab Technician	Classified - E
Open Labs Analyst	Professional/Technical Non-Exempt - C
Open Labs Logistics Manager	Professional/Technical Exempt - E
Operations Contract Support Manager	Professional/Technical Exempt - E
Operations Inventory Procurement Manager	Professional/Technical Exempt - E
Operations Support Coordinator	Professional/Technical Non-Exempt - C
Painter	Classified - A
Payroll Assistant - Business Office	Classified - G

Position Title	Position Grade
Payroll Assistant - Human Resources	Classified - G
Payroll Specialist	Professional/Technical Non-Exempt - B
Photographer	Professional/Technical Non-Exempt - B
Plumber	Classified - A
Plumbing Supervisor II	Professional/Technical Non-Exempt - C
Police Compliance Coordinator	Professional/Technical Non-Exempt - C
Police Dispatcher	Professional/Technical Non-Exempt - A
Police Lieutenant	Professional/Technical Exempt - G
Police Officer	Professional/Technical Non-Exempt - C
Police Sergeant	Professional/Technical Non-Exempt - F
Professional Development Manager	Professional/Technical Exempt - F
Professional Development Specialist	Professional/Technical Non-Exempt - B
Program Assistant	Classified - A
Program Developer and Coordinator	Professional/Technical Exempt - C
Program Developer and Manager	Professional/Technical Exempt - E
Project Coordinator	Professional/Technical Non-Exempt - C
Project Director - Hispanic Serving Institution Grant	Professional/Technical Exempt - E
Project Director - Texas Regional STEM Degree Accelerated Grant	Professional/Technical Exempt - E
Project Management Analyst	Professional/Technical Exempt - C
Project Manager - Academic Affairs	Professional/Technical Exempt - E
Project Manager - Associate Degree Nursing (Project HEAL2)	Professional/Technical Exempt - E
Project Manager - Business, Public Safety and Technology	Professional/Technical Exempt - E
Project Manager - Continuing and Professional Education	Professional/Technical Exempt - E
Project Manager - Dual Credit Programs	Professional/Technical Exempt - E
Project Manager - Educational Technologies	Professional/Technical Exempt - E
Project Manager - Finance and Administrative Services	Professional/Technical Exempt - E
Project Manager - Information Technology	Professional/Technical Exempt - E
Project Manager - Institutional Research, Effectiveness and Strategic Planning	Professional/Technical Exempt - E
Project Manager - Math, Science and Bachelor Programs	Professional/Technical Exempt - E
Project Manager - Nursing and Allied Health	Professional/Technical Exempt - E
Project Manager - Office of Strategic Initiatives	Professional/Technical Exempt - E
Project Manager - Student Affairs and Enrollment Management	Professional/Technical Exempt - E
Project Training Specialist	Professional/Technical Non-Exempt - C
Public Relations Specialist	Professional/Technical Non-Exempt - B
Purchasing Assistant	Classified - C
Purchasing Specialist	Professional/Technical Non-Exempt - B
Purchasing Technician	Classified - A

Position Title	Position Grade
Qualitative Researcher	Professional/Technical Exempt - E
Quantitative Researcher	Professional/Technical Exempt - E
Receiving and Distribution Manager	Professional/Technical Exempt - F
Records and Registration Specialist	Professional/Technical Non-Exempt - B
Records Technician	Classified - A
Recruiting Specialist	Professional/Technical Non-Exempt - B
Registered Lab Assistant - Pharmacy	Professional/Technical Non-Exempt - B
Reporting Analyst - Institutional Effectiveness and Assessment	Professional/Technical Non-Exempt - C
Reporting Analyst I	Professional/Technical Non-Exempt - C
Reporting Analyst II	Professional/Technical Non-Exempt - E
Residency Specialist	Professional/Technical Non-Exempt - B
Resource Development Officer	Professional/Technical Exempt - E
Risk Management Assistant	Classified - F
Risk Manager	Professional/Technical Exempt - G
Safety and Security Manager	Professional/Technical Exempt - F
Safety Support Specialist	Professional/Technical Non-Exempt - B
Scheduling Technician	Classified - F
School District Partnership Relations Manager	Professional/Technical Exempt - E
Science Lab Coordinator	Professional/Technical Non-Exempt - C
Secretary	Classified - B
Security Guard	Classified - D
Security Guard Specialist	Professional/Technical Non-Exempt - B
Security Support Specialist	Professional/Technical Non-Exempt - B
Senior Administrative Assistant	Professional/Technical Non-Exempt - A
Senior Buyer	Professional/Technical Exempt - E
Senior Coordinator of Counseling	Professional/Technical Exempt - F
Senior Facilities Planning and Construction Project Manager	Professional/Technical Exempt - G
Senior Library Technical Services Specialist	Professional/Technical Non-Exempt - C
Service Delivery Manager	Professional/Technical Exempt - G
Simulation Coordinator	Professional/Technical Exempt - D
Simulation Lab Specialist	Professional/Technical Non-Exempt - C
Simulation Network Specialist	Professional/Technical Non-Exempt - C
Social Media Specialist	Professional/Technical Non-Exempt - A
Software Development Architect	Professional/Technical Exempt - G
Space Management Technician	Classified - D
Special Assistant to the President	Executive - A
Special Programs Specialist	Professional/Technical Non-Exempt - B

Position Title	Position Grade
Specifications Writer	Professional/Technical Exempt - C
Staff Audit Specialist	Professional/Technical Non-Exempt - B
Staff Secretary	Classified - A
Staffing and Compensation Manager	Professional/Technical Exempt - F
Staffing and Recruiting Manager	Professional/Technical Exempt - F
Student Activities Specialist	Professional/Technical Non-Exempt - C
Student Completion Specialist	Professional/Technical Non-Exempt - B
Student Conduct Specialist	Professional/Technical Non-Exempt - B
Student Learning Assistant	Classified - C
Student Services Specialist I	Professional/Technical Non-Exempt - A
Student Services Specialist II	Professional/Technical Non-Exempt - B
Student Services Training Manager	Professional/Technical Exempt - E
Student Success Assistant	Classified - F
Student Success Seminar Specialist	Professional/Technical Non-Exempt - C
Student Success Specialist	Professional/Technical Non-Exempt - C
Student Success Specialist for Student Disabilities	Professional/Technical Non-Exempt - C
Supplemental Instruction Manager	Professional/Technical Exempt - E
Survey Research Facilitator	Professional/Technical Non-Exempt - B
Systems Analyst I	Professional/Technical Non-Exempt - C
Systems Analyst II	Professional/Technical Non-Exempt - E
Systems Analyst III	Professional/Technical Exempt - F
Systems and Networking Manager	Professional/Technical Exempt - G
Systems Development Engineer	Professional/Technical Exempt - F
Systems Specialist	Professional/Technical Non-Exempt - B
Talent and Learning Manager	Professional/Technical Exempt - F
Technical Buyer	Professional/Technical Exempt - C
Technical Facilities Specialist	Professional/Technical Non-Exempt - B
Technology Generalist Analyst	Professional/Technical Non-Exempt - C
Technology Specialist	Professional/Technical Non-Exempt - B
Testing Specialist	Professional/Technical Non-Exempt - B
Testing Technician	Classified - C
Theater Support Services Technician	Classified - A
Training Manager	Professional/Technical Exempt - E
Training Specialist III	Professional/Technical Exempt - D
Transcript/Graduation Analyst	Professional/Technical Non-Exempt - C
Transportation Services Manager	Professional/Technical Exempt - F
Travel Assistant	Classified - G

Position Title	Position Grade
Valley Scholars Specialist	Professional/Technical Non-Exempt - B
Veterans Affairs Certifying Official	Professional/Technical Non-Exempt - B
Vice President for Academic Affairs	Executive - C
Vice President for Finance and Administrative Services	Executive - C
Vice President for Information Services, Planning, Performance, and Strategic Initiatives	Executive - C
Vice President for Institutional Advancement	Executive - C
Vice President for Student Affairs and Enrollment Management	Executive - C
Video Production Coordinator	Professional/Technical Non-Exempt - C
Videographer	Professional/Technical Non-Exempt - B
Warehouse Assistant	Classified - A
Warehouse Technician	Classified - F
Web Design Specialist	Professional/Technical Non-Exempt - C
Web Specialist	Professional/Technical Non-Exempt - C
Workforce Contract Manager	Professional/Technical Exempt - E

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