

## FULL TIME COMPENSATION

### 1. Salary Structure - Initial Placement

Each pay grade has its own salary range consisting of a minimum salary to a maximum salary. Experience will be considered depending on qualified experience. Each year of qualified experience related to the job will correspond to 2 percent (.02).

The maximum number of equivalent years granted at time of hire are:

Classified:	5 years
Professional/Technical:	8 years
Administrative:	10 years

Additional increments will be added for each level of appropriate education achieved from an acceptable institution recognized by a regional accrediting commission on institutions of higher learning:

AA/AS:	1 Increment = 2%
BA/BS:	2 Increments = 4% (from Associates +2%)
MA/MS:	4 Increments = 8% (from Bachelors +4%)
PhD/EdD:	5 Increments = 10% (from Masters +2%)

### 2. Promotions

When an employee is promoted to a higher grade on a salary schedule, they are given the difference between the base rate of the new grade and the base rate of the former grade. When an employee is moving from one salary schedule to another salary schedule, an alternative salary calculation method may be utilized. The College President may make revisions to this procedure as appropriate.

### 3. Pay Upon Reassignment- including Demotion

If an employee is demoted to a position assigned to a lower pay grade, the employee's pay will remain the same for a period of at least 90 days. The College President may extend this period of time or approve exceptions to this procedure. If an employee requests, or applies and is selected for a position at a lower grade, it is considered to be at the request of the employee and the employee's pay will change immediately upon assuming the new position. In these situations the employee's pay will be set by subtracting the difference in the two base salaries (new position and current position) from the current salary. If the employee is at the maximum pay rate for the new position, his/her salary will remain at the maximum rate for the new position and the employee will not be eligible for increases until the pay grade, through structure adjustments, catches up with the employee's rate of pay.

### 4. Interim Pay

If a position is vacant due to a planned or unplanned event the appropriate Vice President may appoint an employee to the position on an interim basis. An interim appointment means that the employee is assuming the essential functions of the position. If the position is going to be vacant more than 45 days, the appropriate Vice President may initiate a request through Human Resources to the College President to award acting pay to the employee.

## **5. General Salary Increases**

On an annual basis, in conjunction with the budget, the Board of Regents will determine the percentage, if any, salary increases that will be granted to all regular, fulltime employees. The amount will be based upon fiscal capacity of the College, employee longevity, cost of living and/or earned education. All employees who were employed with the College prior to April 15th will be eligible for the increase. All pay increases are awarded upon recommendation of the President and at the discretion of the Board of Regents.

Employees who reach the maximum on their pay scale will be considered to be maxed out for their pay grade. Increases for additional education will be limited to the pay scale and will not exceed the maximum range for the position. Employees who reach the maximum for their pay grade will remain at the highest rate for their grade unless the Board approves a restructuring of the pay scales.

## **6. Overtime Work and Pay**

It is the policy of Galveston College to compensate overtime hours worked with compensatory time instead of overtime pay. Compensatory time is calculated at the rate of one and a half (1.5) times for each hour worked over 40 hours per workweek. Overtime must be authorized by the supervisor in advance. Only hours over 40 actual hours worked are compensated. Sick Leave, Vacation, Holiday Pay, Personal Days, etc., do not count as hours worked in the calculation of the eligibility for overtime compensation.

It is the supervisor's responsibility to ensure compensatory time is utilized as soon as possible after it is earned. An employee must report the accumulation of compensatory time during the pay period it is gained. An employee with accrued compensatory time is encouraged to request the use of the accumulation by the end of the month following that in which it was earned. A maximum of 40 hours of compensatory time may be accrued during any pay period.

Employees must utilize their accumulated comp-time prior to using vacation or personal days.

Compensatory time off to which an employee is entitled must be taken during the 12-month period following the end of the workweek in which the compensatory time was accrued or it lapses and the employee may not be paid for that compensatory time. Texas Government Code 659.015 (2) (g)

An employee who accumulates more than two hundred and forty (240) hours of eligible compensatory time will receive the overage in paid compensation. An employee who leaves employment of the College will be paid for all eligible accrued compensatory time. Compensation paid for accrued compensatory time will be at the hourly rate earned by the employee at the time the employee accrued the comp-time.

## **7. Industry Stipends**

A non-permanent additional pay above the base salary offered to recruit employees in high demand fields where applicants are in short supply. Industry Stipends will be evaluated prior to the beginning of each fiscal year before renewal and must be applicable to the job description requirement.