

### **D.5.1.1 (Procedure) Employee Compensation and Exempt/Non-Exempt Status**

Responsible Department: Human Resources

Based on Board Policy: [D.5.1](#) - Employee Compensation and Exempt/Non-Exempt Status

Approved: 4-28-09

Last Amended: 5-29-17

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The Alamo Colleges District has developed an equitable compensation program that emphasizes internal equity, market competitiveness, and career growth. The Human Resources compensation unit is responsible for the development, maintenance, and administration of the overall pay plans of the College District. The compensation unit is also responsible for insuring compliance with state and federal laws regarding employee pay. The compensation unit is responsible for keeping current with regulation changes and for modifying procedure and practices as necessary in order to comply with regulation changes.

The Human Resources department is responsible for compliance with the Fair Labor Standards Act (FLSA). In accordance with FLSA guidelines, the compensation unit determines whether positions within the organization are classified as exempt or non-exempt. Positions that are classified as nonexempt will be eligible for overtime.

#### **FULL-TIME FACULTY SALARY SCHEDULE**

All full-time faculty shall be paid according to the currently applicable faculty salary schedule. The purpose of the salary schedule is to provide a means of regular and equitable pay advancement appropriate for the experience and professional training or achievement of each faculty member.

The Alamo Colleges District shall develop and publish a faculty salary schedule and guidelines for equitable administration. The Chancellor may issue longer than nine-month contracts based on the faculty salary schedule.

#### **Placement and Advancement on the Salary Schedule**

The Chancellor, or designee, confirms the placement of incoming faculty members on the salary schedule in accordance with procedures and approval by the academic Vice President and the college President. Once employed under contract, the faculty members may advance within the salary schedule according to the conditions stated.

Equivalencies to credit hours, in cases where other forms of education may be more appropriate, may be determined by administrative procedures.

#### **Class**

The following classes shall apply for initial placement on the schedule:

BA. Bachelor's degree in the teaching or related field; or the equivalent thereof as determined in administrative procedures.\*

MA. Master's degree with 18 graduate hours in the teaching field; or the equivalent thereof as determined in administrative procedures; or for vocational technical faculty, a bachelor's degree plus three years' work experience.\*

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MA +12 Master's degree plus 12 additional approved graduate hours or equivalent credits; or for vocational technical faculty, a master's degree plus two years' work experience.\*

MA + 24 Requirements for MA + 12, plus 12 additional approved hours or equivalent credits.\*

MA + 36 Requirements for MA + 24, plus 12 additional approved graduate hours or equivalent credits.\*

MA + 48 Requirements for MA + 36, plus 12 additional approved graduate hours or equivalent credits.\*

PhD Earned doctoral degree in the teaching field, or earned doctoral degree and the approval of the college President (to be consider for approval, one-half of the required work for the degree must be in the teaching or related field)

*\* At the time of initial placement, faculty hired under the Texas Higher Education Coordinating Board qualifications for technical and vocational personnel will receive a class advancement for the three years' direct or related work experience required. This cannot be used to achieve Class PhD.*

Advancement will occur in increments of 12 graduate hours in the discipline or a related field or the equivalent credit One-half of the graduate hours may be in education courses.

#### **Years of Experience Credit**

For full time faculty, up to seven years of initial entry credit may be granted for previous teaching experience or appropriate work experience according to the equivalencies listed below. For vocational/technical faculty, the three years used to qualify the instructor and advance initial placement cannot be used to obtain a higher experience credit for salary placement. Experience above three years can be used according to the equivalencies below (see example Exhibit A)

Work Experience	Years Required for one Credit
Full-time "permanent" college/university teaching	1
Full-time temporary college/university teaching	2
Full-time high school teaching	2
Other relevant full-time teaching	3
Full-time non-teaching relevant work experience <sup>2</sup>	

Part-time teaching and work experience is not counted for determining years of experience credit and placement.

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#### **Academic Rank**

Faculty may be initially placed at the rank of Instructor or Assistant Professor. Initial placement at the rank of Assistant Professor shall require completion of a doctoral degree as described in PhD placement.

The additional salary increments provided for the ranks of Assistant Professor, Associate Professor, and Professor must be earned by promotion to those ranks (see [D.8.2.2](#)).

#### **Faculty Placement Documentation**

All faculty placement documentation, excluding continuing education instructors, will be documented and placement will be calculated by the College utilizing the appropriate Faculty Placement Template (See Exhibits A. and B.)

#### **Adjunct Faculty Salary Schedule**

The College District shall develop and publish salary schedule for adjunct faculty without benefits (see [D.2.5.1](#)), providing a means of equitable pay that is based on the appropriate professional training or achievement required for the position and the time engaged in hourly instruction in class lecture and/or laboratory per course. Adjunct faculty with benefits shall be paid in accordance with the salary schedule established for full time temporary faculty.

#### **Faculty Substitutes**

In the absence of a reciprocal arrangement, or if the faculty member's absence extends beyond one week, substitutes shall be paid according to the guidelines included in the faculty substitute salary schedule (see [D.2.3.2](#)).

#### **Non-Faculty Positions**

Personnel shall be paid according to a salary schedule or wage scale adopted by the Board after a recommendation by the Chancellor.

When determining an employee's placement on the College District's salary schedule or wage scale, the employee's position, responsibilities, experience, education, and years of service shall be considered.

#### **Exempt/Non-Exempt Classification**

The Chancellor or designee shall determine the classification of positions or employees as "exempt" or "non-exempt" for purposes of payment of overtime in compliance with the FLSA.

Non-exempt and any employee paid hourly may not have a second job assignment, a contract or temporary agency assignment with Alamo Colleges District.

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***Exempt*** - The College District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the College District shall not make deductions that are prohibited under the FLSA.

Exempt employees are scheduled and expected to work at least 40 hours per week, as defined in policy [D.5.1](#). Exempt employees must account for 40 hours per week and these 40 hours must be recorded as work or leave hours. Leave is not submitted or charged for absences that occur after the first 40 scheduled hours in a week.

An employee who believes deductions have been made from his/her salary in violation of this procedure should bring the matter to the College District's attention, through the College District's complaint policy and procedure (see [D.3.3](#) and [D.3.3.1](#)). If improper deductions are confirmed, the College District shall reimburse the employee and take steps to ensure future compliance with the FLSA.

***Non-Exempt*** - Non-exempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Non-exempt employees are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours during a workweek.

#### **Exempt**

Exempt employees have a standard workweek of 40 hours, for report hours.

#### **Overtime for Non-Exempt Employees**

Employees may be asked to work overtime periodically in order to carry out the functions of the College District. The supervisor shall offer an equal opportunity for overtime work to all employees whose skills are appropriate to the particular project. Proper notice will be given, if practicable, when the need for overtime work is anticipated. A non-exempt employee shall have the approval of his/her supervisor and the appropriate budget authority before working overtime.

An employee may not perform any overtime work unless and until the employee's immediate supervisor has recommended the overtime assignment and the appropriate budget authority has approved overtime.

Supervisors must keep clear and accurate records. Any overtime earned during a pay period must be turned in during that pay period. Supervisors and employees should review time sheets to verify approval and accuracy of records. Time records and any supporting documents must be kept for a minimum of two years.

Employees who work overtime without prior authorization will be subject to disciplinary action. Supervisors will be disciplined if they allow subordinates to work unauthorized overtime, if they fail

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to maintain proper records, or if they otherwise fail to comply with College District policies and procedures regarding timekeeping.

Compensation for overtime hours shall be awarded at one and one-half times the employee's regular rate of pay.

Compensatory time shall not be earned or accrued.

#### **Workweek Defined**

For purposes of FLSA compliance, the workweek for College District employees shall be 12:00 a.m. Saturday until 11:59 p.m. Friday. The typical work week is 40 hours.

*Legal Reference - TACC Policy Reference Manual*

DE(LEGAL) - Compensation and Benefits

DEA(LEGAL) - Compensation and Benefits: Salaries and Wages