

COMPENSATION AND BENEFITS
SALARIES AND WAGES

DEA
(LOCAL)

AUTHORITY

The Board is the ultimate authority for approving salary schedules, salaries, wages, and other compensation for College District employees and other individuals who serve the College District unless that authority is delegated elsewhere in this policy. The Board also reserves the right to make final decisions in all matters related to salaries and placement of employees on compensation schedules.

SALARY SCHEDULE
PLACEMENT

The Chancellor shall develop procedures for the placement of faculty, staff, and administrative employees.

FACULTY

Guidelines for the placement of faculty are as follows:

1. Credit for previous teaching experience and/or directly related work experience shall be evaluated by the Chancellor or designee. As a general rule, instructors new to the College District will not be placed more than 15 percent above the minimum salary for the classification assigned. Where unusual circumstances warrant, the Chancellor or designee is authorized to negotiate for initial employment of more than 15 percent over the minimum salary. A faculty member may be employed to replace another faculty member who has been granted leave under the leave banking program, a developmental leave, or a sabbatical leave. A replacement faculty member will be placed on the salary schedule using the same calculation.
2. Equivalencies for placement on the salary schedule are as follows:
 - a. Doctorate Equivalent. Persons who have obtained an L.L.B./J.D. from an accredited institution and Texas licensure will be credited with the equivalent of a doctorate.
 - b. Master's Plus 24 Hours Equivalent. Persons who have obtained an M.F.A., which includes at least 60 credit hours from an accredited institution, will be credited with the equivalent of a master's degree plus 24 hours.
 - c. Master's Equivalents. Persons who have obtained one of the following levels of achievement will be credited with the equivalent of a master's degree:
 - (1) Bachelor's degree, Certified Public Accountant (CPA) and Texas licensure.
 - (2) Bachelor's degree, Chartered Life Underwriter (CLU).

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- (3) B.D. from an accredited institution, provided that entrance into the B.D. program required a baccalaureate degree from an accredited institution.
- (4) B.S. in Nursing plus P.H.N. (Public Health Nurse).
- (5) B.S. in Engineering plus Texas licensure.
- (6) B.S. in Architecture plus Texas licensure.
- (7) Bachelor's degree plus five years' successful service outside of education in the subject field to be taught.
- (8) Distinguished professional record in special field that is clearly equal to master's degree level of achievement.
- (9) Bachelor's degree plus 36 semester hours of graduate courses taken as part of an institutionally approved doctoral program of study as certified by the graduate dean's office.
- (10) Completion of a specially tailored program of studies designed by the faculty member and approved by the Chancellor or his or her designated representative.

ADVANCEMENT ON
SALARY SCHEDULE

Guidelines for advancement on the salary schedule for faculty are as follows:

FACULTY

1. Professional growth. Instructional personnel are expected to make continuous professional progress while on the faculty of the colleges in the College District. Supervisory personnel are expected to review annually with each division member the nature and progress of their professional development and file a written report thereon. Instructors are expected to realize professional progress through such activities as completion of additional college work, participation in professional organizations and meetings, seminars, workshops, special study groups, independent study groups, independent study or research, travel, work experience, private instruction, publishing, and leadership in civic organizations. Professional growth will be considered in the evaluation of teaching personnel.
2. Individuals hired at Range 1 or Range 2 after September 1, 2015, must satisfy requirements to progress at least one range through education or an approved discipline-specific development plan (where one credit hour would be equivalent

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to 16 clock hours) within ten years of initial hire in order to continue employment.

- a. If an individual desires to progress based on the discipline-specific development plan, this plan must be discussed and documented with the division dean and filed in the location HR office by the beginning of the second year of employment.
 - b. It is the responsibility of the faculty member to discuss any necessary changes, with updated copies provided to the location HR office by October 1 annually.
3. Range reclassification, academic activities. Professional growth leading to range advancement on the salary schedule is characteristically more academic in nature than year-to-year professional growth. For this reason, at least 15 hours of the units necessary for range advancement shall be in the form of recognized college or technical school credits, verified by transcripts filed with the director of personnel. However, in the case of instructors whose primary teaching assignments are in occupational curricula, nine hours of such units must be in conventional collegiate work.
 4. Range reclassification, professional experiences. Professional experiences are recognized and encouraged as contributing to total professional growth and may be submitted as partial credit toward range advancement. Such activities shall be evaluated by the Chancellor or his or her designee who shall equate such activities in terms of credit hours. The evaluating person may, at his or her discretion, obtain counsel from persons who are qualified by training and experience in the subject matter field of such activities.

Note: Professional experience used to earn a performance-based pay incentive may not be considered in the process for range reclassification.

5. Restrictions. Restrictions regarding faculty advancement on the salary schedule are as follows:
 - a. All work acceptable as leading to salary advancement must have been completed prior to the beginning of the fiscal year in which the advancement becomes effective. For purposes of salary change, September 1 is the latest date for submitting college transcripts or other affidavit evidence of completion of college units from a registrar's office to the College District director of personnel. Doc-

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uments other than transcripts shall be subsequently verified by official transcript.

- b. Professional growth activities engaged in by administrative assignment and subsidized by the College District are generally not acceptable as fulfilling requirements for range advancement.
- c. Lower-division courses taken at a college of the College District or elsewhere are not acceptable as fulfilling the professional growth requirements unless they have been approved in advance by the Chancellor or his or her delegate.
- d. Only academic credit hours taken after receipt of a master's degree or its equivalent will count toward placement in an advanced classification (class FB Range 2 or class FC Range 3 on the salary schedule). Only activities undertaken and approved after receipt of the master's degree or its equivalent will count toward placement in an advanced position (class FB or class FC) on the salary schedule.

STAFF AND
ADMINISTRATORS

The Chancellor shall develop procedures for the advancement of staff and administrators on the salary schedule.

MARKET DISPARITY
STIPEND OR SALARY
BASE ADJUSTMENT
FOR FACULTY

The Board provides a stipend to full-time faculty teaching in the areas of RN, Surgical Technology, Veterinary Technology, LVN, Biotechnology, Cardio Vascular Technology (CVT), Diagnostic Medical Sonography (Sonography, Medical Laboratory Technology, Echo cardiology), Magnetic Resonance Imaging (MRI), Radiological Technology, and Respiratory Therapy as follows:

1. \$8,000 for Category 1 includes those faculty teaching in:
 - a. An LVN Program;
 - b. An RN Program;
 - c. Surgical Technology;
 - d. Veterinary Technology; and
 - e. MRI (effective September 1, 2009).
2. \$5,000 for Category 2 for those faculty teaching in:
 - a. Biotechnology;
 - b. CVT;

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- c. Diagnostic Medical Sonography (Sonography, Echo cardiology);
 - d. Medical Laboratory Technology;
 - e. Radiological Technology; and
 - f. Respiratory Therapy.
3. In lieu of an annual stipend, a faculty member may choose a \$2,500 adjustment to base salary.

The Chancellor or designee shall promulgate procedures to implement this provision.

BILINGUAL STIPEND

The Board may provide an adjustment in salary to full-time staff and administrative employees who are proficient in a language other than English if:

1. Use of the language is required for the performance of their essential duties; and
2. The employees' supervisors approve.

PERFORMANCE PAY
INCENTIVE PROGRAM

Guidelines for the performance pay incentive (PPI) program are as follows:

1. Faculty who are rated "effective" and have served at least three years in a full-time faculty position are eligible to participate in the PPI program, when offered.
2. The Chancellor shall promulgate regulations to implement this program built on individual improvements leading to:
 - a. Measurable student success.
 - b. External awards or other recognition specific to the teaching discipline.
 - c. Extraordinary student or community engagement leading to improved programming, outreach or other innovation of critical importance to the Dallas area, its citizens, and the College District.
3. The amount available for the award pool shall be considered annually by the Board upon recommendation of the Chancellor.
4. The amount earned shall be added to "base" in September following completion of the project and before other salary increases are applied.

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5. Salary range maximums cannot be exceeded by virtue of a performance pay incentive.

SALARY INCREASE /
ADJUSTMENT STAFF
AND
ADMINISTRATORS

A salary increase or adjustment may be granted to staff or administrative employees after duties have begun when substantial and ongoing responsibilities are added to the employees' job assignment or duties, or when an adjustment in the market value of the job warrants additional compensation.

The Chancellor shall develop procedures for adjustments made under this provision.

CONTRACT
EMPLOYEES

The salary of an employee under contract shall not be increased after performance on the contract has begun, absent Board approval.

CLASSIFICATION OF
POSITIONS

The College District director of human resources shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

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.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the College District's attention, through the College District's complaint policy. [See DGBA] If improper deductions are confirmed, the College District shall reimburse the employee and take steps to ensure future compliance with the FLSA.

NONEXEMPT

Nonexempt 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. An employee who is paid on a salary basis shall be paid for a 40-hour workweek and shall not earn additional pay unless the employee works more than 40 hours.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA. [See DEA(REGULATION)]

WORKWEEK DEFINED

For purposes of FLSA compliance, the workweek for College District employees is defined in DJ(LOCAL).

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COMPENSATORY TIME ACCRUAL At the College District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of overtime, the employee shall be required to use compensatory time or, at the College District's option, shall receive overtime pay.

USE An employee shall use compensatory time within the work period (month) in which it is earned or the next work period immediately following. If an employee has any unused compensatory time remaining at the end of a fiscal year, the employee shall receive overtime pay.

Compensatory time may be used at either the employee's or the College District's option. An employee may use compensatory time in accordance with the College District's leave policies and if such use does not unduly disrupt the operations of the College District. The College District may require an employee to use compensatory time when in the best interest of the College District.

NURSING MOTHERS The Board authorizes the Chancellor to promulgate regulations consistent with federal law, which requires a place where an employee who is a nursing mother may express breast milk and requires reasonable break time for this purpose.

GIFTS, GRANTS, AND DONATIONS FOR SALARY SUPPLEMENTS The College District shall not accept gifts, grants, donations, or other consideration designated for use as salary supplements.

PRINCIPLES OF EQUITY The College District is committed to being fair and competitive in employee compensation. The College District strives to foster an environment that embraces respect and dignity for the worth of the individual employee and to pursue these principles through a philosophy of total compensation (salary and benefits) policies and procedures informed by value statements:

- Market competitive compensation is critical to recruiting, retaining, and motivating a high quality workforce;
- The College District's total compensation system must be competitive externally, be equitable internally, include core benefits, and be affordable within the College District's ability to pay; and

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- Compensation market surveys from appropriately defined external markets are used by the College District to ensure competitive salaries and internal equity.

The Chancellor and administration shall, consistent with fiscal constraints and meeting the College District's needs, develop a process to:

- Maintain a compensation program of competitive salaries and benefits that ensures fair pay for employees' contributions to the College District's mission, with no employee paid less than the community-accepted level of a "living wage."
- Annually require and share survey data pertaining to each employee group (i.e., faculty, professional support staff (PSS), and administrators).
 - For non-faculty employees (i.e., PSS and administrators), the comparison market may include but need not be limited to the non-faculty classifications of similar positions with similar job descriptions of Texas metropolitan community colleges, the local employment market, and the most recent CUPA, TACC, and League for Innovation salary reports.
 - For faculty employees, the comparison markets may include but need not be limited to faculty with equivalent experience and education at Texas metropolitan community colleges – adjusted appropriately for full-time and part-time status and salary scales – and the most recent Texas Community College Teachers Association (TCC-TA) full-time faculty salary survey.
- Establish priorities for salary range and/or salary adjustments as needed for salary alignment within College District pay ranges. The estimated cost of any proposed range or salary adjustments must be included in the proposed budget submitted to the Board.

MEANS TO EQUITY

The Chancellor and administration shall develop, publish, and annually review procedures and practices for the means through which compensation equity is sustained, including a system for review and update of all job descriptions.

Temporary expanded duties (TED) shall mean a temporary base salary increase for up to six months, with a clearly defined beginning date and ending date of the assignment, not to exceed August 31 of each year, to compensate employees who through location necessity are needed to take on duties that are above and beyond their current job description and that are expected to last

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for a fixed term. The Chancellor may, on the recommendation of the Chief Talent Officer, approve a TED for up to six months beyond the initial term, for a total period lasting no more than one year. A TED can be used for staff or administrative positions with an annual salary of \$100,000 or less. A TED is not a replacement for reclassification or promotion.