

D.5.1.3 (Procedure) Classification and Compensation Administration Regulations

Responsible Department: Human Resources

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

Approved on: 6-28-11

Last Amended: 1-20-12

The College District complies with all Federal, State and local regulations in its compensation policies, procedures and practices.

Definition

Alamo Community College District desires to attract, retain, and motivate competent employees who can share in the growth of the District and assist in the realization of the Strategic Plan. The College District has established a compensation program for regular, non-faculty, full-time employees, with processes and procedures to accomplish the following objectives:

- A salary structure that is competitive within the labor market from which we recruit employees.
- Appropriate placement of employees within the approved salary range for the position.

New Hire Rates for Full-time Employees

Qualified candidates will be placed in the salary range approved for the position. The Human Resources (HR) Department will make all offers of employment in writing for all positions including staff, faculty, adjunct, administrator positions.

For any candidate meeting the minimum requirements of the position, the hiring rate is established by HR at the approved minimum of the applicable salary range. For candidates exceeding the minimum requirements, the hiring rate will be set by HR between the minimum and the first quartile of the salary range, not to exceed the rate of existing employees in the same job class with equivalent education and experience. Hiring rates between the minimum and the first quartile of the salary range require the approval of the Associate Vice Chancellor of HR/OD, or designee, and College President or the appropriate Vice Chancellor. The HR department will ensure that salary rates are consistently administered and set in accordance with qualifications of incumbents.

Due to severe funding constraints that are expected to continue for the foreseeable future, qualified candidates may not be hired at rates above the first quartile. The HR Department will make job offers to selected candidates within five (5) working days of receipt of approved salary offers.

A list of “hard to fill” positions may be established that are exceptions to the first quartile salary offer limit. If a position is consistently difficult to fill the market for the job will be analyzed by HR and a new hiring rate or pay range assignment for the position will be recommended to the Chancellor for approval.

The Chancellor has the authority to approve an appointment or placement of qualified employees to appropriate salary levels and the authority to revise these Compensation Administration

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Regulations, including new grades, as needed to support the Strategic Plan and/or District or operational exigencies. Only the Chancellor has the authority to amend or approve exceptions to these Regulations.

Pay Rates for Temporary and Part-Time Employees

Hiring rates for Temporary and part-time non-faculty employees are the minimum of the pay range or a flat rate set for the temporary job classification that is equivalent to the pay range minimum. Additional compensation above the minimum is not awarded for experience beyond the minimum position requirements or in recognition of prior service.

Adding New Jobs to the Pay Structure

In order to achieve the goals and objectives of the College District, it is sometimes necessary to add new job classes or to modify the organizational structure. This can result in responsibilities being redistributed.

The evaluation of new job classes for placement in the appropriate pay range will be done at the time the job class is added to the classification structure. Job and market evaluations may only be conducted by the HR Department. The addition of new jobs/classes requires the approval of the Chancellor.

Special Pay Rates

In situations where an employee is required to perform in a higher level job classification (higher pay grade) for a limited period of time, a temporary pay rate may be established for the period of that assignment. An employee must be working in the higher classification at least 50% of the time for a minimum of 30 days. This procedure does not apply to vacation replacement or other temporary assignments of less than 30 days nor assignments of more than 1 year. Compensation for working in a higher job classification will be the current salary plus 10% up to the maximum of the new pay range, or equal to the minimum of the salary range of new job class, whichever is greater.

All special pay assignments and extensions require approval of the Chancellor **prior to** the start of the temporary assignment or extension. Special pay requests must be submitted to the HR Department with written justification. A Personnel Action Request (PAR) is required every 90 days; i.e., a PAR can be dated effective only for 90 days and must be extended every 90 days thereafter until the assignment is completed or the maximum term of one year has elapsed.

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Interim Duties:

An interim appointment is one in which the duties of an existing vacant position are fully assumed until a regular appointment/hire is made or the incumbent returns to work from an authorized leave of absence. Interim appointments may only be made in connection with an existing position vacancy and only when active recruitment to fill the position vacancy is in progress. Interim appointees will assume the title for a specific period of time not to exceed two (2) years. All interim appointments, appointment duration and associated compensation must be approved in advance by the Chancellor. The effective rate of pay will be 10% above the current salary, up to the maximum of the new pay range, and at least the minimum salary for the new position. Recommendations for interim assignments and compensation must be submitted in writing to the HR Department with a PAR. Requests for interim assignments and compensation must be submitted by the Human Resources Department to the Chancellor for approval.

Interim/Special Duties of Contracted Employees

Unless otherwise provided by College District policy for faculty, approval by the Chancellor is required to grant any form of interim or special pay to a contracted employee such as an Administrator or faculty member.

Leave of Absence and Pay Increases During Leave of Absence

Should a general salary adjustment occur while an employee is on an authorized Leave of Absence, upon reinstatement, the employee shall be paid at the same rate he/she had prior to the leave of absence plus the general salary adjustment. The adjustment is not retroactive, it is effective on the return date. Should a salary structure adjustment occur during a Leave of Absence causing the employee to be paid below the minimum of the pay range, the employee will be paid at the newly adjusted pay range and rate upon return to work.

Promotion Pay Increases

An employee who competes for a position in a higher salary range and is selected for the position will receive a promotional increase of 10% or less if a 10% would cause the salary to exceed the maximum of the approved salary range. Promotional increases of greater than 10% are only authorized when necessary to adjust the employee's compensation up to the minimum of the new pay range.

Faculty Transferring to a Staff Position

If an employee currently employed as a full time faculty member is selected for a non-faculty position, the employee will be paid according to the New Hire Rate provision. Consideration will be given to his/her relevant qualifications according to the New Hire Rate policy.

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Staff Transferring to a Faculty Position

If a non-faculty employee is accepted to a full time faculty position, the employee will be paid according to the faculty salary schedule. Consideration will be given to his/her relevant qualifications according to the procedures associated with the faculty salary schedule.

Reclassifications

Involuntary Move to Lower Grade

An employee who is demoted for cause, including performance, will receive a 10% salary reduction and/or placement at the midpoint of the new range, whichever is lower.

Voluntary Move to a lower Grade

A voluntary move to a lower grade on the part of the employee will result in a maximum of a 10% reduction or to the midpoint of the lower grade, whichever is lower.

Lateral Transfer

Pay changes will not be made in connection with the voluntary or involuntary lateral transfer of an employee. A lateral transfer is one in which the employee transfers to a job that is the same job class and/or grade as his/her current job.

Movement to a Higher Grade

Due to severe funding constraints that are expected to continue for the foreseeable future reclassification of positions will only be considered in connection with the formal reorganization of an entire department or larger organizational unit resulting in a net reduction of positions. In those circumstances, an employee placed in a higher salary range shall have his/her salary set within the range of the new salary grade either to the minimum of the new salary range or at a maximum increase of 10% whichever is greater based on the employee's qualifications and internal equity considerations. In no event will the reclassification result in a salary adjustment beyond the midpoint of the new pay range.

Reassignments

An employee who voluntarily accepts a reassignment to a position having a classification in a lower assigned salary range shall have his/her salary set at a rate of pay within the new salary range providing it does not result in an increase in pay or does not exceed the maximum of the new assigned pay grade. Employees who are subsequently reclassified, or promoted back to the original classification from which they took a voluntary reassignment, may not have their rate of pay adjusted to a level above that prescribed for reclassifications or promotions.

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Reorganizations

District needs may call for an operating unit to be re-organized to enhance effectiveness or efficiency. Re-organizations may involve reassignment of staff to new or different positions. Such actions are to follow established procedures for these actions.

Lower Salary Range

When an employee is moved to a lower salary range position as a result of a departmental or system-wide reorganization, the employee will continue to be paid at his/her current rate if the salary is lower than the maximum of the new range. If the current salary is higher than the maximum of the new range, the pay effective at the time of demotion will be reduced to no higher than the maximum of the new salary range.

Higher Salary Range

If an employee is assigned to a higher salary range as a result of a reorganization the employee shall have his/her salary set within the range of the new salary range either to the minimum of the new salary range or at a rate between the minimum and midpoint of the assigned salary range, based on the employee's qualifications and internal equity considerations. In no event will the resulting pay exceeds the midpoint of the salary range unless it is approved by the Associate Vice Chancellor for HR/OD, the President/Vice Chancellor and the Chancellor. In no case shall the salary exceed the maximum of the new salary range.

If reorganization requires that an employee be moved to a different job that requires new skills, one (1) year will be given to acquire the new skill. Employees assuming new positions in a reorganization are subject to performance expectations and assessment as any other regular position.

Compensation of Grant and Revenue Funded Positions

The provisions of Grants, MOUs and other agreements for the services of employees of the Alamo Colleges must conform to these compensation regulations. The compensation an employee or position shall not be increased or decreased by virtue of funding by a grant, MOU or contract.

Pay Change Effective Dates

No pay change may have an effective date earlier than the date of final approval. HR will advance effective dates to the beginning of the pay-period following final approval of the pay change.

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Prohibition on Retroactive Pay Changes

State law prohibits retroactive salary increases. Texas State agencies and institutions of higher education are not allowed to grant extra or additional compensation to a state officer or employee for services that have already been rendered.

If an employee had a contractual or other enforceable legal right to a salary increase but was not paid the increase for any reason, the College District must pay the difference between the amount the employee was entitled to receive and the amount actually received. In this case, the employee is not receiving extra salary as they were entitled to the increase from the beginning. This type of retroactive payment is therefore not prohibited.

Source: TEX. CONST. ART. III, §§ 44, 51, 53; Attorney General Letter of Opinion 93-57; Attorney General Letter of Opinion 94 – 67; Attorney General Letter of Opinion 94 – 46; Attorney General Letter of Opinion 94 – 93; Pierson v. Galveston County, 13 IS.W.2d 27, 29 (Tex. Civ. App.-Austin 1939, no writ).

Updating Compensation Program on Periodic Basis

In order to reflect necessary increases in the minimum and maximum rates appropriate for each job, the salary structure should be reviewed periodically. Due to severe funding constraints that are expected to continue for the foreseeable future salary range changes are not planned. The salary range minimums and maximums may only be adjusted as approved by the Board of Trustees.

The college district will attempt to reevaluate benchmarks at regular intervals depending upon market movements and financial conditions to ensure that its salary levels are consistent with the marketplace.