

Exhibit B



Salary Schedules for Fiscal Year 2020-2021

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A Note from the Chief Human Resources Officer Talent Engagement

Each year Talent Engagement conducts a review of its salary schedules, policies, regulations and practices to ensure Houston Community College remains competitive in compensation of our faculty and staff. The review contributes to increasing our brand as an employer of choice in the greater Houston area. This past year, Talent Engagement completed and had certified a market study of our salary schedules. The study indicated the College continues to maintain competitive pay structures. In addition, Talent Engagement, in working with College Leadership, has established a strategic compensation philosophy as the guiding principles for our compensation practices.

Within the pages of the *Fiscal Year 2020-2021 Salary Schedule*, you will find the salary schedules for each employee group at the college along with compensation information pertaining to additional compensation such as stipends and our processes for making salary offers. All information within this publication is available to all faculty and staff by accessing the myHCC Talent Engagement page under Compensation & Talent Technology.

Respectfully,

Janet May
Chief Human Resources Officer
Talent Engagement

COMPENSATION PHILOSOPHY

Houston Community College (HCC) is committed to providing a consistent, fair and fiscally sustainable compensation program that will attract, retain and reward high performing employees for the attainment of individual and team organizational goals.

PURPOSE

To ensure all compensation practices are being followed in accordance with the College's District Policies and Regulations.

APPLICABILITY

Applies to all employees of the College District, except the Chancellor whose compensation is determined by the College Board of Trustees (Board).

GUIDING PRINCIPLES

Houston Community College's compensation philosophy is neither to lead the appropriately defined labor market nor to lag behind the defined labor market.

Salary Ranges will be established based on the appropriately de-fined labor market.

Salary Ranges will be externally competitive with the comparable labor market while considering the impact of internal equity and financial feasibility.

Jobs and their salary ranges within the organization will have equitable relationships to one another based on comparability of duties, complexity and scope of responsibility.

Compensation practices will be in compliance with all Federal and State Regulations, as well as College District Policies and Regulations.

Compensation practices will be equitable and non-discriminatory.

FULL-TIME 9-MONTH FACULTY SALARY STRUCTURE

Grade Level	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Min Step 1	\$39,143	\$40,135	\$41,153	\$42,194	\$43,262	\$44,358	\$45,230	\$46,120	\$47,025	\$47,950	\$48,890	\$49,852
Step 2	\$39,926	\$40,938	\$41,975	\$43,038	\$44,128	\$45,245	\$46,134	\$47,042	\$47,967	\$48,908	\$49,870	\$50,850
Step 3	\$40,725	\$41,757	\$42,813	\$43,900	\$45,008	\$46,150	\$47,058	\$47,982	\$48,924	\$49,886	\$50,868	\$51,866
Step 4	\$41,539	\$42,592	\$43,671	\$44,776	\$45,910	\$47,071	\$48,000	\$48,943	\$49,904	\$50,886	\$51,885	\$52,903
Step 5	\$42,371	\$43,445	\$44,545	\$45,672	\$46,827	\$48,014	\$48,959	\$49,922	\$50,902	\$51,903	\$52,922	\$53,962
Step 6	\$43,218	\$44,311	\$45,435	\$46,585	\$47,764	\$48,975	\$49,938	\$50,921	\$51,921	\$52,940	\$53,981	\$55,042
Step 7*	\$44,080	\$45,198	\$46,344	\$47,517	\$48,719	\$49,954	\$50,935	\$51,938	\$52,958	\$53,999	\$55,059	\$56,144
Step 8	\$44,963	\$46,102	\$47,271	\$48,467	\$49,694	\$50,952	\$51,956	\$52,976	\$54,018	\$55,079	\$56,162	\$57,265
Step 9	\$45,862	\$47,024	\$48,216	\$49,436	\$50,687	\$51,971	\$52,994	\$54,035	\$55,097	\$56,181	\$57,286	\$58,410
Step 10	\$46,780	\$47,963	\$49,181	\$50,426	\$51,701	\$53,010	\$54,054	\$55,118	\$56,199	\$57,305	\$58,429	\$59,579
Step 11	\$47,715	\$48,924	\$50,165	\$51,434	\$52,736	\$54,071	\$55,135	\$56,221	\$57,324	\$58,451	\$59,599	\$60,770
Step 12	\$48,670	\$49,903	\$51,169	\$52,461	\$53,790	\$55,153	\$56,237	\$57,344	\$58,471	\$59,619	\$60,790	\$61,985
Step 13	\$49,643	\$50,901	\$52,191	\$53,513	\$54,866	\$56,257	\$57,362	\$58,491	\$59,639	\$60,811	\$62,006	\$63,225
Step 14	\$50,637	\$51,919	\$53,234	\$54,582	\$55,963	\$57,381	\$58,510	\$59,659	\$60,831	\$62,029	\$63,246	\$64,490
Step 15	\$51,649	\$52,957	\$54,299	\$55,673	\$57,083	\$58,528	\$59,681	\$60,855	\$62,049	\$63,268	\$64,511	\$65,780
Mid Step 16	\$52,682	\$54,016	\$55,386	\$56,787	\$58,225	\$59,700	\$60,875	\$62,070	\$63,290	\$64,534	\$65,802	\$67,095
Step 17	\$53,736	\$55,096	\$56,493	\$57,923	\$59,388	\$60,893	\$62,091	\$63,312	\$64,556	\$65,824	\$67,118	\$68,437
Step 18	\$54,810	\$56,199	\$57,623	\$59,082	\$60,576	\$62,112	\$63,333	\$64,577	\$65,845	\$67,141	\$68,459	\$69,807
Step 19	\$55,906	\$57,323	\$58,774	\$60,263	\$61,788	\$63,353	\$64,599	\$65,870	\$67,164	\$68,484	\$69,829	\$71,201
Step 20	\$57,024	\$58,469	\$59,951	\$61,469	\$63,024	\$64,620	\$65,893	\$67,186	\$68,507	\$69,853	\$71,226	\$72,626
Step 21	\$58,164	\$59,637	\$61,150	\$62,699	\$64,285	\$65,913	\$67,209	\$68,531	\$69,877	\$71,250	\$72,649	\$74,078
Step 22	\$59,328	\$60,830	\$62,373	\$63,951	\$65,570	\$67,230	\$68,553	\$69,902	\$71,273	\$72,675	\$74,104	\$75,560
Step 23	\$60,515	\$62,048	\$63,621	\$65,230	\$66,881	\$68,576	\$69,925	\$71,300	\$72,700	\$74,128	\$75,585	\$77,071
Step 24	\$61,725	\$63,289	\$64,893	\$66,535	\$68,219	\$69,947	\$71,324	\$72,726	\$74,153	\$75,611	\$77,097	\$78,612
Step 25	\$62,959	\$64,555	\$66,190	\$67,866	\$69,584	\$71,346	\$72,749	\$74,180	\$75,638	\$77,123	\$78,639	\$80,185
Step 26	\$64,218	\$65,844	\$67,513	\$69,224	\$70,975	\$72,773	\$74,204	\$75,664	\$77,150	\$78,667	\$80,211	\$81,789
Step 27	\$65,502	\$67,163	\$68,864	\$70,608	\$72,394	\$74,227	\$75,688	\$77,176	\$78,692	\$80,241	\$81,815	\$83,423
Step 28	\$66,812	\$68,507	\$70,241	\$72,021	\$73,842	\$75,713	\$77,202	\$78,720	\$80,266	\$81,846	\$83,452	\$85,092
Step 29	\$68,149	\$69,878	\$71,646	\$73,462	\$75,319	\$77,228	\$78,747	\$80,295	\$81,872	\$83,483	\$85,122	\$86,794
Step 30	\$69,512	\$71,276	\$73,079	\$74,932	\$76,826	\$78,773	\$80,322	\$81,901	\$83,510	\$85,153	\$86,825	\$88,530
Max Step 31	\$70,903	\$72,702	\$74,541	\$76,430	\$78,362	\$80,349	\$81,929	\$83,538	\$85,180	\$86,856	\$88,561	\$90,301

Effective: 8/17/20

*Maximum step for all New Hires (FY2020-2021)

FULL-TIME 10.5-MONTH FACULTY SALARY STRUCTURE

Grade Level	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Min Step 1	\$45,668	\$46,823	\$48,011	\$49,226	\$50,472	\$51,751	\$52,768	\$53,806	\$54,862	\$55,941	\$57,040	\$58,160
Step 2	\$46,580	\$47,761	\$48,971	\$50,210	\$51,481	\$52,784	\$53,823	\$54,883	\$55,960	\$57,060	\$58,180	\$59,324
Step 3	\$47,513	\$48,716	\$49,950	\$51,215	\$52,511	\$53,842	\$54,902	\$55,980	\$57,080	\$58,201	\$59,344	\$60,511
Step 4	\$48,463	\$49,690	\$50,949	\$52,239	\$53,560	\$54,918	\$55,997	\$57,100	\$58,220	\$59,366	\$60,533	\$61,720
Step 5	\$49,431	\$50,684	\$51,968	\$53,284	\$54,632	\$56,016	\$57,118	\$58,242	\$59,385	\$60,553	\$61,743	\$62,956
Step 6	\$50,420	\$51,698	\$53,007	\$54,349	\$55,726	\$57,136	\$58,261	\$59,407	\$60,573	\$61,764	\$62,977	\$64,215
Step 7*	\$51,429	\$52,730	\$54,067	\$55,435	\$56,839	\$58,280	\$59,425	\$60,594	\$61,785	\$62,998	\$64,236	\$65,498
Step 8	\$52,457	\$53,786	\$55,150	\$56,545	\$57,977	\$59,444	\$60,615	\$61,806	\$63,021	\$64,258	\$65,521	\$66,809
Step 9	\$53,506	\$54,861	\$56,252	\$57,676	\$59,137	\$60,635	\$61,827	\$63,043	\$64,282	\$65,545	\$66,832	\$68,145
Step 10	\$54,577	\$55,959	\$57,377	\$58,830	\$60,318	\$61,846	\$63,062	\$64,304	\$65,567	\$66,856	\$68,168	\$69,508
Step 11	\$55,668	\$57,079	\$58,524	\$60,006	\$61,524	\$63,083	\$64,324	\$65,590	\$66,877	\$68,193	\$69,532	\$70,897
Step 12	\$56,781	\$58,219	\$59,696	\$61,206	\$62,755	\$64,345	\$65,610	\$66,901	\$68,215	\$69,556	\$70,923	\$72,317
Step 13	\$57,916	\$59,384	\$60,889	\$62,431	\$64,010	\$65,631	\$66,923	\$68,239	\$69,580	\$70,948	\$72,342	\$73,763
Step 14	\$59,075	\$60,572	\$62,108	\$63,679	\$65,289	\$66,944	\$68,261	\$69,604	\$70,971	\$72,366	\$73,788	\$75,238
Step 15	\$60,258	\$61,784	\$63,349	\$64,952	\$66,596	\$68,282	\$69,626	\$70,994	\$72,390	\$73,813	\$75,264	\$76,742
Mid Step 16	\$61,463	\$63,020	\$64,614	\$66,252	\$67,927	\$69,648	\$71,019	\$72,414	\$73,838	\$75,288	\$76,767	\$78,277
Step 17	\$62,691	\$64,281	\$65,909	\$67,577	\$69,287	\$71,041	\$72,439	\$73,864	\$75,315	\$76,795	\$78,304	\$79,843
Step 18	\$63,946	\$65,566	\$67,227	\$68,928	\$70,671	\$72,462	\$73,889	\$75,341	\$76,821	\$78,330	\$79,869	\$81,438
Step 19	\$65,225	\$66,876	\$68,571	\$70,307	\$72,086	\$73,911	\$75,366	\$76,848	\$78,356	\$79,898	\$81,467	\$83,067
Step 20	\$66,528	\$68,213	\$69,943	\$71,712	\$73,527	\$75,390	\$76,874	\$78,383	\$79,924	\$81,496	\$83,097	\$84,729
Step 21	\$67,859	\$69,579	\$71,341	\$73,147	\$74,998	\$76,898	\$78,410	\$79,952	\$81,524	\$83,125	\$84,758	\$86,426
Step 22	\$69,216	\$70,970	\$72,769	\$74,610	\$76,498	\$78,436	\$79,979	\$81,552	\$83,152	\$84,788	\$86,454	\$88,153
Step 23	\$70,602	\$72,389	\$74,223	\$76,102	\$78,027	\$80,006	\$81,579	\$83,182	\$84,817	\$86,483	\$88,183	\$89,915
Step 24	\$72,012	\$73,837	\$75,707	\$77,624	\$79,589	\$81,605	\$83,211	\$84,847	\$86,511	\$88,213	\$89,946	\$91,714
Step 25	\$73,452	\$75,314	\$77,221	\$79,177	\$81,181	\$83,237	\$84,875	\$86,543	\$88,243	\$89,978	\$91,745	\$93,549
Step 26	\$74,922	\$76,819	\$78,767	\$80,760	\$82,803	\$84,900	\$86,572	\$88,274	\$90,007	\$91,778	\$93,580	\$95,420
Step 27	\$76,419	\$78,355	\$80,343	\$82,375	\$84,459	\$86,599	\$88,303	\$90,040	\$91,809	\$93,613	\$95,453	\$97,328
Step 28	\$77,948	\$79,922	\$81,950	\$84,023	\$86,149	\$88,331	\$90,070	\$91,841	\$93,645	\$95,486	\$97,361	\$99,275
Step 29	\$79,507	\$81,521	\$83,589	\$85,704	\$87,872	\$90,098	\$91,872	\$93,678	\$95,518	\$97,396	\$99,309	\$101,261
Step 30	\$81,098	\$83,152	\$85,261	\$87,419	\$89,630	\$91,900	\$93,710	\$95,552	\$97,429	\$99,344	\$101,296	\$103,287
Max Step 31	\$82,720	\$84,816	\$86,967	\$89,168	\$91,423	\$93,739	\$95,585	\$97,464	\$99,378	\$101,331	\$103,322	\$105,353

Effective: 8/17/20

*Maximum step for all New Hires (FY2020-2021)

FULL-TIME 12-MONTH FACULTY SALARY STRUCTURE

Grade Level	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Min Step 1	\$52,191	\$53,514	\$54,868	\$56,259	\$57,683	\$59,143	\$60,306	\$61,491	\$62,701	\$63,933	\$65,189	\$66,472
Step 2	\$53,234	\$54,583	\$55,965	\$57,383	\$58,836	\$60,327	\$61,511	\$62,722	\$63,955	\$65,213	\$66,493	\$67,800
Step 3	\$54,299	\$55,674	\$57,084	\$58,531	\$60,012	\$61,533	\$62,742	\$63,977	\$65,233	\$66,517	\$67,822	\$69,157
Step 4	\$55,387	\$56,789	\$58,227	\$59,702	\$61,213	\$62,763	\$63,997	\$65,255	\$66,538	\$67,848	\$69,178	\$70,539
Step 5	\$56,493	\$57,924	\$59,390	\$60,896	\$62,437	\$64,019	\$65,277	\$66,560	\$67,869	\$69,204	\$70,563	\$71,950
Step 6	\$57,623	\$59,083	\$60,579	\$62,115	\$63,686	\$65,298	\$66,583	\$67,892	\$69,227	\$70,588	\$71,974	\$73,390
Step 7*	\$58,776	\$60,264	\$61,791	\$63,356	\$64,958	\$66,605	\$67,914	\$69,249	\$70,611	\$72,001	\$73,413	\$74,858
Step 8	\$59,952	\$61,470	\$63,026	\$64,624	\$66,259	\$67,936	\$69,272	\$70,635	\$72,023	\$73,439	\$74,883	\$76,355
Step 9	\$61,150	\$62,700	\$64,287	\$65,916	\$67,584	\$69,296	\$70,658	\$72,048	\$73,464	\$74,908	\$76,379	\$77,882
Step 10	\$62,373	\$63,953	\$65,572	\$67,234	\$68,936	\$70,681	\$72,071	\$73,489	\$74,931	\$76,406	\$77,907	\$79,440
Step 11	\$63,621	\$65,232	\$66,884	\$68,579	\$70,316	\$72,096	\$73,512	\$74,960	\$76,431	\$77,935	\$79,465	\$81,029
Step 12	\$64,894	\$66,536	\$68,222	\$69,950	\$71,721	\$73,536	\$74,982	\$76,457	\$77,960	\$79,493	\$81,054	\$82,649
Step 13	\$66,190	\$67,868	\$69,586	\$71,349	\$73,156	\$75,007	\$76,482	\$77,987	\$79,520	\$81,082	\$82,676	\$84,301
Step 14	\$67,516	\$69,225	\$70,979	\$72,777	\$74,619	\$76,508	\$78,011	\$79,546	\$81,109	\$82,704	\$84,328	\$85,988
Step 15	\$68,864	\$70,609	\$72,396	\$74,231	\$76,112	\$78,037	\$79,573	\$81,136	\$82,732	\$84,360	\$86,015	\$87,708
Mid Step 16	\$70,241	\$72,022	\$73,845	\$75,716	\$77,633	\$79,599	\$81,163	\$82,760	\$84,387	\$86,047	\$87,736	\$89,461
Step 17	\$71,647	\$73,463	\$75,322	\$77,230	\$79,185	\$81,190	\$82,788	\$84,416	\$86,075	\$87,767	\$89,490	\$91,251
Step 18	\$73,079	\$74,930	\$76,828	\$78,776	\$80,769	\$82,815	\$84,443	\$86,104	\$87,796	\$89,522	\$91,279	\$93,075
Step 19	\$74,542	\$76,430	\$78,365	\$80,351	\$82,384	\$84,472	\$86,131	\$87,826	\$89,551	\$91,312	\$93,105	\$94,938
Step 20	\$76,033	\$77,957	\$79,933	\$81,959	\$84,032	\$86,160	\$87,853	\$89,583	\$91,342	\$93,138	\$94,968	\$96,835
Step 21	\$77,552	\$79,518	\$81,531	\$83,596	\$85,712	\$87,883	\$89,610	\$91,373	\$93,168	\$95,002	\$96,868	\$98,772
Step 22	\$79,103	\$81,108	\$83,161	\$85,270	\$87,427	\$89,642	\$91,404	\$93,202	\$95,033	\$96,901	\$98,804	\$100,747
Step 23	\$80,687	\$82,729	\$84,825	\$86,974	\$89,176	\$91,434	\$93,231	\$95,064	\$96,933	\$98,839	\$100,781	\$102,763
Step 24	\$82,301	\$84,384	\$86,520	\$88,714	\$90,959	\$93,262	\$95,095	\$96,967	\$98,872	\$100,816	\$102,796	\$104,817
Step 25	\$83,945	\$86,071	\$88,252	\$90,487	\$92,778	\$95,128	\$96,997	\$98,905	\$100,849	\$102,833	\$104,851	\$106,913
Step 26	\$85,624	\$87,794	\$90,017	\$92,298	\$94,634	\$97,031	\$98,938	\$100,885	\$102,868	\$104,888	\$106,948	\$109,053
Step 27	\$87,337	\$89,549	\$91,818	\$94,144	\$96,528	\$98,971	\$100,917	\$102,901	\$104,922	\$106,987	\$109,087	\$111,233
Step 28	\$89,084	\$91,340	\$93,654	\$96,026	\$98,459	\$100,951	\$102,936	\$104,959	\$107,022	\$109,127	\$111,269	\$113,458
Step 29	\$90,866	\$93,167	\$95,528	\$97,947	\$100,429	\$102,971	\$104,995	\$107,059	\$109,163	\$111,310	\$113,495	\$115,728
Step 30	\$92,684	\$95,031	\$97,439	\$99,906	\$102,438	\$105,031	\$107,095	\$109,201	\$111,347	\$113,537	\$115,765	\$118,043
Max Step 31	\$94,538	\$96,932	\$99,388	\$101,905	\$104,487	\$107,132	\$109,237	\$111,385	\$113,574	\$115,808	\$118,081	\$120,404

Effective: 9/1/20

*Maximum step for all New Hires (FY2020-2021)

ADJUNCT SEMESTER RATES

Bachelors/Masters/Doctorate		
Lab Only	0.5	\$342.00
	1	\$684.00
	2	\$1,368.00

Lecture	Lab Hour(s)	Salary
1	0	\$684.00
	1	\$1,368.00
	2	\$2,052.00
	3	\$2,736.00
	4	\$3,420.00

2	0	\$1,368.00
	1	\$2,052.00
	2	\$2,736.00
	3	\$3,420.00
	4	\$4,104.00

3	0	\$2,052.00
	1	\$2,736.00
	1.5	\$3,078.00
	2	\$3,420.00
	3	\$4,104.00
	4	\$4,788.00

4	0	\$2,736.00
	1	\$3,420.00
	2	\$4,104.00
	3	\$4,788.00
	4	\$5,472.00

Effective: 8/17/20

CONTENT EXPERT FACULTY STIPENDS (CES)

Faculty in High Demand Areas & Stipend Amounts	
Discipline	Amount
Accounting	\$4,000
Associate Degree Nursing (ADN)/ Simulation Specialist	\$8,150
Certified Nurse Aide (CNA)	\$6,500
Computer Systems Networking	\$5,000
Corrosion Technology	\$8,150
Dental Assistant	\$4,000
Dental Hygiene	\$5,250
Diesel Technology / Heavy Vehicle Maintenance	\$5,250
Digital Gaming & Simulation	\$5,000
Electronic Engineering Technology	\$5,250
EMS / EMS-Clinical / EMT	\$4,000
Engineering	\$5,250
Fire Protection Technology	\$4,000
HVAC / AC & Refrigeration	\$5,250
Industrial Electricity / Instrumentation & Electrical	\$5,250
Instrumentation Technology	\$5,250
Interpreter Training (ITTD) / Translation and Interpretation	\$5,250
Machining Technology / CNC & Mach Tool	\$5,250
Manufacturing Engineering Technology	\$8,150
Maritime Logistics / Maritime	\$6,000
Diagnostic Medical Sonography	\$7,750
Medical Lab Technology	\$4,000
Occupational Therapy	\$5,250
Petroleum Engineering Technology	\$5,250
Pharmacy Technician	\$5,625
Physical Therapy Assistant	\$5,625
Plumbing	\$5,250
Process Technology	\$5,250
Radiologic Technology	\$5,250
Respiratory Care Technology / Respiratory Therapist	\$6,000
Surgical Technology	\$5,250
Vocational Nursing (LVN)	\$6,500
Welding Technology	\$8,150

Effective: 8/17/20

Notes:

The purpose of the content expert stipend is to attract, recruit and reward employees with advanced or enhanced skills in a Specialty or in high-demand disciplines to Houston Community College as executives, faculty

FACULTY PLACEMENT GUIDELINES

The current faculty salary structure consists of twelve grade levels according to degree attainment. These grade levels are as follows:

Academic Grade		Workforce Grade	
01	Faculty Intern	01	Certificate
02	Faculty Intern	02	C+24 or Associate
03	Bachelor Up to +24	03	C+36 or A+12
04	Bachelor + 36	04	C+48 or A+24
05	Bachelor + 48	05	C+60 or A+36
06	Master	06	C+72 or A+48 or Bachelor
07	Master +12	07	A+60 or B+12
08	Master +24	08	A+72 or B+24 or Master's
09	Master + 36	09	B+36 or M+12
10	Master + 48	10	B+48 or M+24
11	Master + 60	11	M+36
12	Doctorate	12	Doctorate

CONTINUING EDUCATION FACULTY PART-TIME HOURLY RATES

Job Title	Hourly Rate
Adult Education & Literacy	\$ 20.40
Adult High School	\$ 20.40
Alternative Certification Program/Mentor	\$ 35.70
CE-A+Certification	\$ 38.76
CE-AC & Refrigeration	\$ 40.80
CE-Accounting	\$ 35.70
CE-Alternative Teacher Certification Training	\$ 35.70
CE-Asbestos Worker	\$ 25.50
CE-AutoCAD	\$ 40.80
CE-Automotive Technology	\$ 40.00
CE-Business Management	\$ 25.50
CE-Business Administration	\$ 25.50
CE-Business Technology	\$ 25.50
CE-Certified Nurse Aide (CNA)	\$ 35.70
CE-Child Development	\$ 35.70
CE-CISCO (CCNA)	\$ 56.10
CE-Commercial Truck DrivingAssistant	\$ 25.50
CE-Commercial Truck Driving	\$ 30.60
CE-Community Education	\$ 30.00
CE-Computer Certification Level 1	\$ 38.76
CE-Construction	\$ 40.80
CE-Construction OSHA	\$ 40.80
CE-Culinary Arts-Chef	\$ 25.50
CE-Dental Hygiene	\$ 35.70
CE-English Language Skills	\$ 35.70
CE-Fashion Design	\$ 25.50
CE-Filmmaking	\$ 40.00
CE-Forklift	\$ 40.80
CE-Health Information Specialist	\$ 30.60
CE-Healthcare Professional Development I	\$ 30.60
CE-Healthcare Professional Development II	\$ 35.70
CE-Industrial Electricity	\$ 30.60
CE-Industrial Scaffolding	\$ 40.80
CE-Instructional Supervisor	\$ 30.60
CE-Iron Worker-Apprenticeship	\$ 27.54

CONTINUING EDUCATION FACULTY PART-TIME HOURLY RATES

Job Title	Hourly Rate
CE-Law Enforcement	\$ 30.60
CE-Licensure-Electric Code(Apprentice)	\$ 51.00
CE-MSCE-MSCA	\$ 56.10
CE-Pharmacy Technician	\$ 30.60
CE-Phlebotomy	\$ 30.60
CE-Plumber Apprenticeship	\$ 50.29
CE-Property Management	\$ 40.80
CE-Residential Wiring	\$ 40.80
CE-Rig 1 Roustabout Training	\$ 40.80
CE-Safety	\$ 40.80
CE-Vast	\$ 30.60
CE-Welding (Non-Apprentice)	\$ 40.80
College Enrichment(Stem Ac)	\$ 30.60
Computed Tomography	\$ 40.80
Corporate Training Project Management	\$ 40.80
Corporate Trainer Dental Hygienist	\$ 45.90
Corporate Trainer-Trades Training	\$ 45.90
Corporate Trainer-Leadership, Management & Supervision Level I	\$ 45.90
Corporate Trainer-Leadership, Management & Supervision Level II	\$ 56.10
Corporate Trainer-Business and Technical Level 1	\$ 45.90
Corporate Trainer Development	\$ 25.50
Corporate Trainer Level I	\$ 45.90
Corporate Trainer Level II	\$ 56.10
Corporate Trainer Level III	\$ 66.30
Faculty Tutor III-Online (PT)	\$ 21.93
Instructional Supervisor-Commercial Truck Driving	\$ 30.60
Mod Faculty	\$ 56.10
Peace Officers	\$ 30.60
Pharmacy Tech	\$ 40.80
Pt Air Conditioning	\$ 40.80
Pt Associate Degree Nursing	\$ 40.80
Pt Biology	\$ 21.93
Pt Business Management	\$ 25.50
Pt Cement Masons	\$ 37.03
Pt Chemistry	\$ 21.93
Pt Commercial Truck Driving Training	\$ 25.50

CONTINUING EDUCATION FACULTY PART-TIME HOURLY RATES

Job Title	Hourly Rate
Pt Comp Science Technician	\$ 38.76
Pt Computer Science	\$ 21.93
Pt Dental Hygiene	\$ 40.80
Pt Dental Hygiene DDS	\$ 71.40
Pt Drafting & Design Technician	\$ 21.93
Pt Emergency Medical Technician	\$ 30.60
Pt Emergency Medical Services	\$ 30.60
Pt English-College	\$ 21.93
Pt ESL Instructor	\$ 35.70
Pt Faculty Tutor III	\$ 21.93
Pt Fire Protection Technician	\$ 30.60
Pt Goldman Sachs Development Trainer	\$ 25.50
Pt Health Careers	\$ 35.70
Pt Human Resources	\$ 25.50
Pt Instructor HVAC	\$ 40.80
Pt Instructor Nurse's Aide	\$ 35.70
Pt Iron Workers	\$ 27.54
Pt Logistics	\$ 40.80
Pt Mathematic-College Level	\$ 21.93
Pt Mathematics-Development	\$ 21.93
Pt Nuclear Medicine	\$ 40.80
Pt Nursing-Licensed Vocational	\$ 40.80
Pt Occupational Therapy	\$ 40.80
Pt Philosophy	\$ 21.93
Pt Pipefitters	\$ 40.80
Pt Printing/Graphics	\$ 25.50
Pt Public Service Librarian	\$ 21.93
Pt Radio Tech (Clinical)	\$ 40.80
Pt Radiography Technician	\$ 40.80
Pt Stationary Engineering	\$ 32.64
Pt Surgical Technician	\$ 40.80
Substitute Instructor	\$ 21.93
Upward Bound	\$ 17.85

EXECUTIVE SALARY STRUCTURE

Grade	Minimum	Maximum	ELIGIBLE FOR OVERTIME?	RECEIVE CONTRACT?	FULL-TIME, PART-TIME, OR MIXED	EXAMPLES OF POSITIONS IN PAY GRADE
E 10	\$78,673	\$136,201	No	No	Full-Time	Center of Excellence Dean, Board Services Director, Financial Services Director, Maintenance Director, Talent Relations Director, College Operations Officer, Diversity
E 20	\$92,834	\$160,717	No	No	Full-Time	Assistant General Counsel, Curriculum & Instructional Assessment Executive Director, Budget & Treasury Operations Executive Director
E 30	\$109,544	\$189,645	No	No	Full-Time	AVC Enrollment Management, AVC Special Programs & Success, Facilities Services Executive Director, Deputy General Counsel
E 40	\$124,474	\$228,961	No	No	Full-Time	Chief Facilities Officer, President, Institutional Advancement VC, Student Services VC, Public Information, Communications & External Affairs VC
E 50	\$146,879	\$270,175	No	No	Full-Time	General Counsel, Instructional Services & Chief Academic Officer VC, Student Success VC
E 60	\$173,318	\$318,806	No	No	Full-Time	Sr VC Finance and Administration & Chief Financial Officer

Revised: 7/26/19

Effective: 9/1/20

PROFESSIONAL/TECHNICAL SALARY STRUCTURE

Grade	Minimum	Maximum	ELIGIBLE FOR OVERTIME?	RECEIVE CONTRACT?	FULL-TIME, PART-TIME, OR MIXED	EXAMPLES OF POSITIONS IN PAY GRADE
P1*	\$19,175	\$32,272	Yes	No	Mixed	Student Interns
P2	\$21,284	\$35,821	Yes	No	Mixed	Lab Assistant I, Food Service Worker, Registration Assistant
P3	\$23,626	\$39,762	Yes	No	Mixed	Assistant Cook, Lab Assistant II, Research Assistant I, Teacher Aide
P4	\$26,227	\$44,135	Yes	No	Mixed	Child Care Specialist II, Research Assistant II, AV Facilities Technician
P5	\$29,109	\$48,989	Yes	No	Mixed	Enrollment Services Assistant, Info-Line Specialist, Lab Assistant Sr
P6	\$32,311	\$54,379	Mixed	No	Mixed	Nursing Lab Technician, Records Retention Technician
P7	\$36,833	\$61,991	Mixed	No	Mixed	Financial Aid Advisor, Enrollment Services Associate, Cable Analyst
P8	\$41,991	\$70,669	Mixed	No	Mixed	Accountant II, Budget Analyst, Treasury Analyst, Campus Manager I
P9	\$47,807	\$82,898	Mixed	No	Mixed	Registrar Assistant, Buyer Sr, Campus Manager II, Operations Coordinator
P10	\$55,935	\$96,989	Mixed	No	Mixed	Honors College Director, Benefits Manger, Peace Officer Sr
P11	\$65,443	\$113,478	No	No	Mixed	Student Engagement Associate Dean, Advising Director, Writer Sr
P12	\$77,223	\$133,904	No	No	Mixed	Database Administrator Sr, Police Captain, IT Security Manager, Project Manager
P13	\$91,123	\$158,006	Yes	No	Mixed	IT Systems Manager, Talent Technology Director

Effective: 9/1/20

*For Student Intern Only

STAFF POSITIONS PART-TIME HOURLY RATE SCHEDULE

JobCode	Title	GRADE	FY 20-21 Hourly Rate
T9858	Academic Coach	01	\$17.79
T9751	Accompanist	01	\$20.99
T9715	Accountant II	01	\$18.20
T7000	Administrative Assistant	01	\$11.00
T8029	Advisor	01	\$16.91
T8032	Alternative Assignment Specialist	01	\$11.18
T8000	Assistant Campus Manager	01	\$16.91
T9708	Budget Analyst	01	\$16.91
T9843	Business Trainer	01	\$57.22
T9745	Camp Director, Summer Bridge Ac	01	\$31.21
T7200	Campus Manager I	01	\$18.20
T1701	Campus Manager II	01	\$20.99
T9808	Campus Service Technician	01	\$11.00
T8015	Captionist	01	\$36.41
T9822	Captionist II	01	\$41.62
T7217	Cashier(NEO)	01	\$11.00
T9809	CE Information Specialist	01	\$16.91
T9828	CE Support Specialist	01	\$16.91
T9840	Coordinator Outreach	01	\$25.50
T1719	Costume Designer	01	\$21.00
T9864	Curator	01	\$20.69
T1015	Curriculum Developer	01	\$21.00
T4261	Dental Hygiene Operations Assistant	01	\$13.09
T1720	Editor Videographer for TV	01	\$16.91
T7225	Enrollment Service Assistant	01	\$13.09
T7024	Exhibit Coordinator	01	\$14.86
T9862	Faculty Credentialing Specialist	01	\$16.91
T7204	Financial Aid Assistant	01	\$13.01
T9855	Financial Aid Customer Service Representative	01	\$13.01
T6301	Fitness Center Assistant Manager	01	\$14.86
T4160	Food Service Worker	01	\$11.00
T8081	Graduation Specialist	01	\$16.91
T7012	Grant Specialist	01	\$16.91
T7020	Graphics Designer	01	\$16.91
T9711	Hardware/Software Technician	01	\$15.24
T8739	Industrial Electrical-Instructional Design	01	\$72.83
T9734	Information Line Specialist	01	\$13.09
T3016	Instructional Designer	01	\$22.98

STAFF POSITIONS PART-TIME HOURLY RATE SCHEDULE

JobCode	Title	GRADE	FY 20-21 Hourly Rate
T9718	Instructional Support Specialist	01	\$14.86
T9001	Interpreter I	01	\$26.93
T9009	Interpreter III	01	\$37.69
T9831	Job Placement Associate	01	\$16.91
T8700/T8728	Lab Assistant	01	\$11.00
T9830	Lab Assistant Senior	01	\$13.09
T9736	Law Clerk	01	\$17.23
T7016	Library Assistant	01	\$11.00
T9005	Library Assistant Senior	01	\$11.63
T9883	MakerSpace Specialist	01	\$14.28
T8718	Media Videographer	01	\$13.09
T7003	Office Assistant	01	\$11.00
T9712	Photographer	01	\$18.41
T9873	Police Telecomm Operator	01	\$13.59
T9845	Police Telecomm Operator Sr.	01	\$17.20
T0562	Program Assistant	01	\$13.09
T8022	Program Coordinator-All Programs	01	\$16.91
T8011	Program Director-All Programs	01	\$20.99
T9746	Program Director Vast/Counsel Services	01	\$31.21
T8738	Program Manager_All Programs	01	\$18.20
T8026	Program Specialist_All Programs	01	\$13.09
T9801	Public Relations Assistant	01	\$11.00
T9802	Reception Assistant	01	\$11.00
T7222	Registration Assistant	01	\$11.00
T8014	Research Assistant	01	\$11.00
T2997	Research Associate	01	\$21.00
T7224	Security Officer (Non Comm.)	01	\$11.63
T9007	Sign Language Interpreter II	01	\$32.30
T9011	Sign Language Interpreter IV	01	\$43.07
T9013	Sign Language Interpreter V	01	\$48.46
T9815	Senior Tech Writer-Pub Manager	01	\$31.62
T8006	Staff Trainer	01	\$18.20
T1025	Strategic Advisor	01	\$26.01
T1018	Strategic Advisor-GOGDTC	01	\$104.04
T7208	Student Accounts Representative	01	\$11.00
T0854	Student Information Representative	01	\$13.09
T9877	Student Intern-Professional	01	\$12.75
T9859	Student Intern-SYP	01	\$11.00

STAFF POSITIONS PART-TIME HOURLY RATE SCHEDULE

JobCode	Title	GRADE	FY 20-21 Hourly Rate
T9811	Student Life Assistant	01	\$13.09
T7010	Student Recruiter	01	\$16.91
T9812	Student Recruiter Assistant	01	\$11.63
T8025	Student Service Assistant	01	\$13.09
T9860	Success Coach Workforce	01	\$20.29
T9861	Supplemental Instruction Leader	01	\$11.00
T9737	Surgical Technology Lab Assistant	01	\$13.09
T8730	Teacher Aide	01	\$11.00
T8734	Technician Aid	01	\$13.09
T9878	Technician, Audio Visual Facilities	01	\$12.85
T9842	Telecomm. Account Analyst	01	\$16.91
T8710	Testing Assistant/Proctor	01	\$13.09
T9827	Testing Associate	01	\$16.91
T9702	Theater Technician	01	\$11.63
T9743	Transcript Evaluator	01	\$16.91
T8716	Tutor I	01	\$11.00
T8717	Tutor II	01	\$12.64
T9863	TX Success Initiatives Coach	01	\$17.79
T9750	Vast-Transition Specialist	01	\$20.29
T9002	Veteran Affairs Assistant	01	\$13.09
T7023	Web Graphic Designer	01	\$18.20

FACULTY & STAFF STIPENDS

Earn Code	Description	Total Stipend Earnings
ACH	Stipend-Assoc Chair Allowance	\$6,000
ADD	Stipend-Additional Duties	Varies
ATD	Stipend-Achieving the Dream	Varies
BCS	Stipend-Boot Camp	Contract
BPA	Stipend-Blended Pathways	Contract
CAR	Stipend-Car Allowance	Varies
CDS	Stipend-Course Development	\$600
CEA	Stipend-Chancellor Eagle Award	Varies
CES	Stipend-Content Expertise	Varies
CIS	Stipend-Curric Spec-SACS Rev	Contract
CNE	Stipend-Cert Nurse Edu-NLN	Varies
COE	Stipend-COE Project	Contract
CPC	Stipend-College Prep Course	\$21.50
DCE	Stipend-Dean or Dir Ctr of Exc	\$2,400
DPP	Stipend-Degree Pilot Program	Varies
DVS	Stipend-Division Chair	\$7,200
FAA	Stipend-Faculty Alt Assignment	Varies
FAP	Stipend-Faculty Associates Pgm	\$1,800
FHT	Stipend-Faculty HCC Teaching	\$1,800
FTO	Stipend-Field Training Officer	\$1,800
FTP	Stipend-Faculty Teach Project	Varies
GLS	Stipend-Guest Lecturer	Varies
GSM	Stipend-Governor Summer Merit	Varies
HCD	Stipend-Honors College Dir	Varies
HCS	Stipend-Hiring Committee	\$600
HOU	Stipend-Housing Allowance	Varies
HSF	Stipend-Health Science Faculty	Varies
HSS	Stipend-Hosting Students	Varies
ILD	Stipend-Instruct'l Leadership	\$7,200
ISA	Stipend-Instruct'l Svc Award	\$500
L05	Longevity Pay after Five Years	\$900
L10	Longevity Pay after Ten Years	\$1,200
L30	Longevity Pay 30-34 Years	\$1,800
L35	Longevity Pay 35 Years & over	\$2,100
LDC	Stipend-Lead Counselor	\$3,300
MCS	Stipend-Master Course	Varies
MEN	Stipend-Faculty Mentor	Varies
MFA	Stipend-Master Fine Arts	\$4,500
MLG	Stipend-Mileage Allowance	\$7,200
NSF	Stipend-National Science Found	Varies

FACULTY & STAFF STIPENDS

Earn Code	Description	Total Stipend Earnings
NTR	Stipend-Intramural Stu Act	Varies
OER	Stipend-Open Edu Resources	Varies
PDE	Stipend-Police Dept Education	Varies
PDF	Stipend-Program Director Fac	Varies
PDS	Stipend-Project Director	\$0
PTK	Stipend-PTK (Phi Theta Kappa)	Varies
SQS	Stipend-Strength Quest	Varies
TCL	Stipend-Police TCOLE	Varies
TRV	Stipend-Travel	Varies

CLERICAL/SUPPORT SALARY SCHEDULE

	SCL1	SCL2	SCL3	SCL4	SCL5	SCL6	SCL7	SCL8	SCL9
Min Step 1	\$ 18,246	\$ 20,097	\$ 22,193	\$ 24,781	\$ 27,744	\$ 31,194	\$ 35,386	\$ 40,317	\$ 43,280
Step 2	\$ 18,611	\$ 20,499	\$ 22,636	\$ 25,277	\$ 28,298	\$ 31,818	\$ 36,093	\$ 41,124	\$ 44,145
Step 3	\$ 18,983	\$ 20,909	\$ 23,089	\$ 25,783	\$ 28,864	\$ 32,454	\$ 36,815	\$ 41,946	\$ 45,028
Step 4	\$ 19,363	\$ 21,328	\$ 23,551	\$ 26,298	\$ 29,442	\$ 33,103	\$ 37,552	\$ 42,785	\$ 45,929
Step 5	\$ 19,750	\$ 21,754	\$ 24,022	\$ 26,824	\$ 30,030	\$ 33,765	\$ 38,303	\$ 43,641	\$ 46,847
Step 6	\$ 20,145	\$ 22,189	\$ 24,502	\$ 27,361	\$ 30,631	\$ 34,440	\$ 39,069	\$ 44,514	\$ 47,784
Step 7	\$ 20,548	\$ 22,633	\$ 24,992	\$ 27,908	\$ 31,244	\$ 35,129	\$ 39,850	\$ 45,404	\$ 48,740
Step 8	\$ 20,959	\$ 23,086	\$ 25,492	\$ 28,466	\$ 31,869	\$ 35,832	\$ 40,647	\$ 46,312	\$ 49,714
Step 9	\$ 21,378	\$ 23,547	\$ 26,002	\$ 29,035	\$ 32,506	\$ 36,548	\$ 41,460	\$ 47,238	\$ 50,709
Step 10	\$ 21,806	\$ 24,018	\$ 26,522	\$ 29,616	\$ 33,156	\$ 37,279	\$ 42,289	\$ 48,183	\$ 51,723
Step 11	\$ 22,242	\$ 24,499	\$ 27,052	\$ 30,208	\$ 33,819	\$ 38,025	\$ 43,135	\$ 49,147	\$ 52,757
Step 12	\$ 22,686	\$ 24,988	\$ 27,593	\$ 30,812	\$ 34,495	\$ 38,785	\$ 43,997	\$ 50,129	\$ 53,812
Step 13	\$ 23,140	\$ 25,488	\$ 28,145	\$ 31,429	\$ 35,185	\$ 39,561	\$ 44,877	\$ 51,132	\$ 54,889
Mid Step 14	\$ 23,603	\$ 25,998	\$ 28,708	\$ 32,057	\$ 35,889	\$ 40,353	\$ 45,775	\$ 52,154	\$ 55,986
Step 15	\$ 24,076	\$ 26,518	\$ 29,284	\$ 32,698	\$ 36,607	\$ 41,161	\$ 46,691	\$ 53,198	\$ 57,106
Step 16	\$ 24,557	\$ 27,049	\$ 29,868	\$ 33,351	\$ 37,340	\$ 41,983	\$ 47,623	\$ 54,261	\$ 58,249
Step 17	\$ 25,049	\$ 27,589	\$ 30,466	\$ 34,019	\$ 38,086	\$ 42,822	\$ 48,577	\$ 55,347	\$ 59,413
Step 18	\$ 25,549	\$ 28,141	\$ 31,076	\$ 34,699	\$ 38,848	\$ 43,679	\$ 49,548	\$ 56,452	\$ 60,602
Step 19	\$ 26,060	\$ 28,704	\$ 31,697	\$ 35,392	\$ 39,624	\$ 44,553	\$ 50,539	\$ 57,583	\$ 61,815
Step 20	\$ 26,581	\$ 29,279	\$ 32,331	\$ 36,100	\$ 40,418	\$ 45,444	\$ 51,549	\$ 58,734	\$ 63,050
Step 21	\$ 27,113	\$ 29,864	\$ 32,977	\$ 36,822	\$ 41,226	\$ 46,352	\$ 52,580	\$ 59,908	\$ 64,311
Step 22	\$ 27,655	\$ 30,461	\$ 33,637	\$ 37,559	\$ 42,050	\$ 47,281	\$ 53,632	\$ 61,107	\$ 65,598
Step 23	\$ 28,208	\$ 31,071	\$ 34,309	\$ 38,310	\$ 42,890	\$ 48,226	\$ 54,705	\$ 62,329	\$ 66,909
Step 24	\$ 28,772	\$ 31,691	\$ 34,996	\$ 39,077	\$ 43,749	\$ 49,190	\$ 55,800	\$ 63,575	\$ 68,247
Step 25	\$ 29,347	\$ 32,326	\$ 35,695	\$ 39,859	\$ 44,624	\$ 50,173	\$ 56,915	\$ 64,847	\$ 69,612
Step 26	\$ 29,934	\$ 32,972	\$ 36,408	\$ 40,656	\$ 45,516	\$ 51,177	\$ 58,053	\$ 66,144	\$ 71,005
Step 27	\$ 30,533	\$ 33,632	\$ 37,137	\$ 41,470	\$ 46,427	\$ 52,201	\$ 59,215	\$ 67,467	\$ 72,426
Step 28	\$ 31,144	\$ 34,305	\$ 37,880	\$ 42,300	\$ 47,356	\$ 53,246	\$ 60,400	\$ 68,817	\$ 73,875
Max Step 29	\$ 31,767	\$ 34,992	\$ 38,638	\$ 43,146	\$ 48,304	\$ 54,311	\$ 61,608	\$ 70,192	\$ 75,353

Effective: 9/1/20

FACULTY SALARY OFFERS

ACADEMIC FACULTY

Salary offers for academic faculty positions are based on the credentialed degree (grade level) by Instructional Services and the number of part-time and full-time teaching years (step).

The conferred degree plus (+) additional education hours attained in the applicants instructional discipline will determine the grade level.

The number of teaching years credited to the applicant, not to exceed step 7, will determine the salary step.

Part-Time teaching years are credited at a 2:1 ratio. It takes two years of part-time teaching experience to count as one year of full-time teaching experience.

WORKFORCE FACULTY

Salary offers for workforce faculty positions are based on the credentialed degree (grade level) by Instructional Services and the number of part-time and full-time years of related experience (step), excluding the three (3) years of required related work experience.

The conferred degree plus (+) additional hours in the applicants instructional discipline will determine the grade level.

The number of teaching years and work related experience credit-ed to the applicant, not to exceed step 7, will determine the salary step, excluding the three (3) years of required related work experience.

Part-Time teaching years are credited at a 2:1 ratio. It takes two years of part-time teaching experience to count as one year of full-time teaching experience.

NON-FACULTY

Placement within the salary range will depend upon the applicant's relevant education, experience and compared to the minimum qualifications for the position. Part-Time years of experience are credited at a 2:1 ratio.

Market differentials needed to recruit employees to critical positions of the college will be marked as outliers and will require the approval of the Chief Human Resources Officer.

An employee's base salary rate should never exceed the maximum of the position grade salary range.

POLICE DEPARTMENT

STAFF SALARY OFFERS

Salary offers for vacant (Peace Officer, Corporal, Lieutenant and Sergeant) positions in the Police Department are based on internal and external related police experience within the position title; not on total law enforcement experience.

Experience must be within same position title to receive credit towards salary placement.

- All internal/external full-time police experience is counted as 1:1 (One year of full-time experience equates to one year of credit).
- All internal/external part-time police experience is counted as 2:1 (Two years of part-time experience equates to one year of credit).

For example: A Peace Officer Sr. (Sergeant) with 6 years' experience going into a Lieutenant position would be placed below current Lieutenant Incumbents who have accumulated Time in Position experience.

NOTES

GENERAL SALARY INCREASES

Annual increase amounts for all full-time employees are based on the employees' hire dates.

Full-time staff employees hired prior to September 1st of each year are eligible to receive the general salary increase.

Full-time faculty hired prior to the beginning of the academic year are eligible to receive the annual increase.

Note: The Board of Trustees approves the percentage amount of annual increases each year. Houston Community College Administration determine if the increases will be awarded via a salary structure increase, step increase and/or a combination of both.

ADDITIONAL DUTIES STIPEND

An additional duties stipend may be paid for specific situations when an exempt employee assumes substantial, additional responsibilities on a temporary basis for a specific length of time, generally not to exceed one fiscal year. The amount of the stipend will be up to 10% of base pay.

The additional duties stipend is discontinued when the employee is no longer responsible for the additional responsibilities. The specific situations include additional duties assigned as the result of the following: Temporary assumption of job duties due to the extended leave of a peer, not including vacation or short term absence coverage of 6 weeks or less; interim leadership of an organizational entity in addition to current position while a search process for a permanent replacement is in progress; and, assignment to a special project with additional duties typically not expected or associated with the employee's position. Additional duties stipends are to be used on a limited basis.

- All stipends must be approved by TE Compensation prior to the work being performed and/or promise of payment being made.
- Only in rare instances should a stipend be funded by a grant. When the stipend is to be funded by a grant, it must be written into the scope of work of the grant and approved by both Grants and TE Compensation prior to working being performed and/or promise of payment being made.

NOTES

- Only exempt level employees are eligible to receive the additional duties stipend. (Any hours that non-exempt employees work to perform additional duties should be accounted for in the Timekeeping system.)

PAYROLL

All full-time employees are paid over 24 pay periods.