

**LONE STAR COLLEGE SYSTEM DISTRICT
BOARD POLICY MANUAL
Fourth Edition**

- b. A volunteer must follow the directives of the manager under whose direction the volunteer falls;
- c. Volunteers are not eligible for any benefits, payments or other remuneration, including tuition remissions;
- d. A volunteer may not execute any agreements or represent himself or herself as an agent of the System;
- e. Each volunteer must complete a waiver and release form prepared by the Department of Risk Management releasing the System, its Board, officers, directors and others from any and all liability for injuries incurred by a volunteer.
- f. No person under the age of 15 will be allowed to serve as a volunteer for any service or function on property or buildings of the System.

IV.B.4.02 Interns

Persons who are enrolled for credit in an undergraduate or graduate program or who are seeking experience and/or training in a specialized field may be appointed to serve as interns. In most instances, interns will be volunteers; interns who are paid for their services are at-will and will be paid at a rate that is consistent across the System.

LSCS Policy Manual Section adopted by the Board of Trustees on August 7, 2008

IV.B.5. Emeritus

IV.B.5.1 Emeritus Designation

Upon the Chancellor's recommendation, the Board may confer the "Emeritus" title upon retiring faculty, administrators, or staff to recognize significant contributions to the College through long and distinguished service in administration, teaching, support, or other service. The Emeritus title does not confer any employment status or rights. Emeritus privileges include presentation of an appropriate commemorative, listing in the College's annual catalog for the life of the honoree, invitation to the annual May commencement ceremonies with special seating privileges, introduction and recognition during the commencement program, invitation to other College activities and special events, and use of College library materials.

The Chancellor shall develop procedures for nominating and recommending qualified individuals for the Board to consider to receive the Emeritus title.

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LSCS Policy Manual Section adopted by the Board of Trustees on March 2, 2017

IV.C. COMPENSATION

IV.C.1. Structure of Compensation

IV.C.1.01 Compensation

The Board of Trustees adopts compensation plans and salary schedules for all employees System-wide. The System has established compensation plans for each employee classification. Employees shall be paid according to a salary schedule or compensation plan adopted by the Board after recommendation by the Chancellor. No employee of the System shall be compensated at a rate other than prescribed in such schedules, unless pursuant to a contract expressly approved by the Board.

IV.C.1.02 Responsibility for Compensation Plan

The System's Executive Council shall serve as the System's Compensation Committee, and shall consider recommendations from the Human Resources Department for revisions to the salary schedule, adjustments to classification and compensation procedures.

The Chancellor may appoint a Faculty Compensation Committee to review the placement of newly hired faculty.

Location Executive Officers are responsible for approving all salary actions, including new hire salary offers, changes to base salary, and changes to any form of supplemental salary, in conformance with established compensation policies and procedures.

IV.C.1.03 Objectives of Compensation Plan

The fundamental objectives of the System's compensation plan are to ensure that:

- a. employees receive fair and equitable pay in relation to the value of work performed;
- b. the System receives a fair return on its investment; and
- c. the employee receives a fair return for the contribution made.

Pay ranges will be established that create fair and equitable comparisons of jobs across the System.