



## 2011-2012 PART-TIME CLASSIFICATION STRUCTURE

The Lone Star College System Part-time Salary Administration plan reflects the System's commitment to salary equity and administrative flexibility in managing part-time employment.

### DEFINITION OF PART-TIME EMPLOYEE STATUS

#### **Student Assistant and College Work Study**

Student Assistants and College Work-Study (CWS) workers must be enrolled in at least one hour of credit classes to be eligible for work during the academic year. Students employed during the academic year may continue to work through the summer term without enrolling in a credit class. Students who intend to enroll for the next semester are eligible for employment as a Student Assistant during the summer preceding enrollment.

Student Assistants and CWS workers are exempt from enrollment in TIAA/CREF (the System's equivalent to Social Security) if they are enrolled in more than six hours in the then current term. See the HR Policy and Procedure Manual for additional details on the exemption.

#### **Part-Time Employee**

A part-time employee is hired for an indefinite period to work less than 20 hours per week during the academic year, defined as September 1 to August 31. A part-time employee may exceed 20 hours per week for a period not exceeding 4.5 months within an academic year (18 weeks). Employees in this category may be appointed to professional or support staff positions. They are not eligible for benefits except for those statutory benefits defined by law (LSCS Board Policy, Section DDA). Part-time employees will be enrolled in the TIAA/CREF retirement plan, FIT, Medicare and worker's compensation.

Part-time employees may be employed in multiple positions within the System for an indefinite period, on a temporary basis or seasonal as long as the combined employment does not equal one-half time of the full time load. The HR Managers and Payroll are responsible for tracking the employee's time to ensure the combined employment does not exceed the one-half time limit.

### COMPENSATION PLAN

The part-time compensation plan consists of a general classification system with corresponding ranges of pay. All part-time employees (including student workers) hired into the System will be placed at the hourly rate of pay indicated on the PT Salary schedule. As of 2007-2008, College Work Study Employees will also use the classifications and titles on the part-time pay schedule (A, B, or C level only). Student Assistants will remain at their own pay grade.

### INCREASES

There is no provision in this plan for longevity increases; a part-time worker may be moved from the initial pay rate in only two circumstances:

- A. Revisions to the salary schedule made by the Board of Trustees.
- B. Market adjustments necessary to address difficulties hiring part-time workers in a particular position or a specialized field. Any such adjustments will be made after Human Resources conducts a market review and the adjustment is approved by the Location Executive Officer (LEO) and the Vice Chancellor/Human Resources (VC/HR). Employees in highly technical or specialized areas may be hired in above the initial salary rate only with the approval of the LEO and VC/HR.

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Placement on this schedule will be at the initial salary listed below:

### **SA \$7.25/hr Student Assistants**

All Student Assistants should be titled as such. Position IDs may include specific functions as part of the long title and/or campus title. **Example:** "Student Assistant, Business Services"

### **A \$7.25/hr Entry Level Labor / Clerical / Office Support**

- Childcare Worker I
- Clerk
- Clerk, Records
- Clerk, Registration
- Custodian I
- Food Services Worker I
- General Clerk
- Groundskeeper
- Mail Courier
- Maintenance Technician I
- Mover
- Receptionist
- Specialist I
- Specialist I, Business Services
- Specialist I, Lab
- Specialist I, Microcomputer
- Specialist I, Student Services
- Specialist I, Testing
- Technician I
- Technician I, Theater Setup

### **B \$8.40/hr Advanced Labor / Clerical / Office / Tech Support**

- Assistant I
- Assistant I, Lab
- Assistant I, Library
- Custodian II
- Food Service Worker II
- Groundskeeper II
- Guide I
- Maintenance Technician II
- Range Aid (Motorcycle)
- Scribe/Reader
- Specialist II
- Specialist II, Business Services
- Specialist II, Microcomputer
- Specialist II, Student Services
- Staff Assistant I
- Technician II
- Technician II, Theater Setup

### **C \$10.00/hr Professional Support – High School Diploma**

- Analyst
- Assistant II
- Assistant II, Lab
- Coaching Assistant
- Department Assistant
- Guide II
- Maintenance Technician III
- Proctor
- Security Guard
- Specialist III
- Specialist III, Advising
- Specialist III, Business Services
- Specialist III, ELC
- Specialist III, Enrollment
- Specialist III, Microcomputer
- Specialist III, Student Services
- Specialist III, Testing
- Staff Assistant II
- Technician III

### **D \$11.55/hr Instructional Support – Associate's Degree**

- Administrative Assistant I
- Coordinator I
- Coordinator I, Human Resources
- Guide III
- Lab Coordinator
- Specialist IV
- Specialist IV, ELC
- Specialist IV, Marketing
- Specialist IV, Microcomputer
- Specialist IV, Student Services
- Specialist IV, Student Services
- Specialist IV, Testing
- Specialist IV, Theater
- Technician IV

**E \$14.20/hr Specialized Professional / Advanced Technical – Bachelor’s Degree**

- Advisor (Associate’s degree)
- Administrative Assistant II
- Coordinator II
- Coordinator II, ELC
- Coordinator II, Gallery
- Coordinator II, Website
- Counselor I
- Driver (Class B)
- Foreign Language Interpreter
- Guide IV
- Lab Teaching Assistant
- LAN Technician
- Lead Teacher, Motorcycle
- Photographer
- Professional Analyst I
- Professional Writer
- Program Coordinator I
- Program Coordinator, CE
- Supervisor, Assessment Center
- Supervisor, Lab
- Supervisor, Site

**F \$15.75/hr Highly Specialized / Professional – Master’s Degree**

- Advisor (Bachelor’s degree)
- Alternate Examiner (Bachelor’s degree)
- Assistant Librarian
- Cable Anchor/Producer
- Coach (Intramural, Club & Rec Sports)
- Coordinator, Community Events
- ELC Professional
- Guide V
- Manager
- Professional Analyst II
- Program Coordinator II

**G \$19.20/hr Highly Specialized /Advanced Professional – Master’s Degree**

- Advisor (Master’s degree)
- Accompanist
- Alternate Examiner (Master’s degree)
- Certified Teaching Assistant
- Coach, Intervention (AtD)
- Consultant
- Consultant, Corporate Training
- Consultant, Web Design
- Counselor II
- Diagnostician
- Grant Writer
- Manager
- Master Trainer
- Program Manager
- Program Manager, CE
- Trainer

**H \$22.05/hr Administrative/Faculty – D+ Level Positions**

- Advisor (Doctorate)
- Academic Assessor (CLEP/ Academic Placement)
- Administrator, Intervention (AtD)
- Administrator, Site (ISD)
- Chief Examiner, GED
- Librarian
- Program Administrator
- Program Administrator, Kids on Campus
- Skills Examiner, CE
- Skills Examiner, Wellness
- Skills Instructor, EMS
- Skills Instructor, Nursing
- Substitute (See Board Policy for Usage/Rules)

**I Contact Hr Instructional Rates**

\$37.80	Adjunct Instructor (Includes MUAP)
\$41.50	Adjunct Instructor - Market Disciplines:
	➤ Associate Degree Nursing
	➤ Corrosion Technology
	➤ Dental Hygiene
	➤ Interpreter Training
	➤ Land Surveying
	➤ Machining
	➤ Pharmacy Tech
	➤ Radiation Tech
	➤ Sonography (Includes Vascular & Echocardiography)
	➤ Surgical Tech
	➤ Welding
\$50.00	Adjunct Instructor, ITCC (CISCO)

**O Other Rates:**

\$15.75/hr	Summer Program Leader (Kids on Campus)
\$16.00/hr	Police Officer
\$21.00/hr	Police Officer - ISD
\$25.00/hr	Clinical Teaching Assistant
\$25.50/hr	Grant Administration/Curriculum Development
\$26.25/hr	Curriculum Development
\$26.25/hr	GED Chief Examiner – Masters/LPC Credentialed
\$37.80/hr	Program Delivery – Per contact hour or program Hour
\$47.25/hr	Dentist
\$60.00/pp	Portfolio Review (per portfolio, not per hour)

**P Proctor Rates:**

*The following positions are paid per test, not per hour:*

\$80.00/test	THEA / AccuPlacer / Compass Proctor
\$95.00/test	THEA / AccuPlacer / Compass Room Supervisor
\$170.00/test	THEA / AccuPlacer / Compass Chief Administrator (1 to 250 people)
\$215.00/test	THEA / AccuPlacer / Compass Chief Administrator (251 to 500 people)

**S Interpreter/Captionist Rates:**

\$26.25	Level 1 Interpreter
\$31.50	Captionist
\$31.50	Level 2 Interpreter – BEI: Basic
\$36.75	Level 3 Interpreter - CSC / CI or CT / NIC
\$42.00	Level 4 Interpreter - CI & CT/ BEI: Advanced / NIC: Advanced
\$47.25	Level 5 Interpreter – BEI: Master / NIC: Master / Court / SC: L/ CART

**T Tutor Rates:**

\$7.90/hr	High School Diploma (peer) with not Certification or Level I Certification
\$9.45/hr	High School Diploma with Level II Certification
\$11.20/hr	High School Diploma with Level III Certification
\$11.20/hr	Associate’s Degree with no Certification or Level I Certification
\$13.65/hr	Associate’s Degree with Level II Certification
\$15.75/hr	Associate’s Degree with Level III Certification
\$13.65/hr	Bachelor’s Degree with no Certification or Level I Certification
\$15.75/hr	Bachelor’s Degree with Level II Certification
\$18.40/hr	Bachelor’s Degree with Level III Certification
\$15.75/hr	Master’s Degree + with no Certification or Level I Certification
\$18.40/hr	Master’s Degree + with Level II Certification
\$21.00/hr	Master’s Degree + with Level III Certification

**Standard Secondary Assignment Positions (Salaried Positions)**

\$7,258/year	Department Chair
\$5,250/year	Program Director
\$3,630/year	Lead Faculty
\$3,630/year	Program Advisor
\$3,630/year	Program Coordinator
\$3,630/year	Organization Sponsor



## LONE STAR COLLEGE SYSTEM CALL BACK & ON CALL PRACTICES

### **Call Back Practices for Full-Time Non-Exempt & Exempt Employees:**

An employee who is called back to work will receive 30 minutes travel time (both to and from work location) and a minimum of 2 hours pays for the return to work.

An employee who is called at home, and can resolve the problem without a return to work site, will receive a minimum of 1 hour pay.

An employee will receive actual hours worked if over the 1 or 2 hour minimum.

A non-exempt employee will be paid time and ½ if the hours worked are over 40. Travel time will not be paid at time and ½. If the time is not over 40, the employee will be paid at straight time. Exempt employees who qualify (as approved by LEO) will receive straight time.

The employee will be paid via a stipend detailing date, event requiring callback, number of hours worked and calculation of overtime/regular time.

### **On-Call Practices for Full-Time Exempt Employees:**

On Call pay is designed for full-time, exempt-level employees with broad levels of expertise who are needed to monitor and troubleshoot *mission-critical* services and systems after hours and the entire weekend.

Full-time, exempt employees who are on-call will be paid \$250 for a full week with specific expectations placed on the employee concerning after hours and weekend availability, time to respond to outage notifications, travel restrictions based on proximity to LSCS locations, and ability to successfully manage outage emergencies.

On Call employee is expected to resolve emergency issues or contact others who can resolve the issues and manage the emergency to a successful resolution. If another employees is contacted to resolve an issue by the person on call, this new employee is considered to have been called back to work and will follow the call back process as described above.

Employee expectations will be clearly outlined in a Memorandum of Additional Assignment. If employee does not meet those outlined expectations (including time to answer, time to be able to return to campus, etc) he/she will forfeit that week's on-call pay.