

# LONE STAR COLLEGE SYSTEM

## 2008-2009 PART-TIME EMPLOYEE SALARY ADMINISTRATION

The part-time salary administration plan is 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. Student Assistants will remain at their own pay grade; their rate increased to \$6.60 per hour.

### 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.

# LONE STAR COLLEGE SYSTEM 2007-2008 PART-TIME CLASSIFICATION STRUCTURE

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

## SA \$6.60/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 \$6.85/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
- 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
- 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

*\*All Proctors will be called **Proctors** – no longer "Specialist (I, II, III, IV), Proctor"*

## D \$11.55/hr Instructional Support - Associates 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 – Bachelors/Highly Specialized**

- Advisor, Academic
- Advisor, Retention
- Advisor, Job Dev & Placement
- Coordinator II
- Coordinator II, Gallery
- Coordinator II, Website
- Coordinator II, ELC
- Program Coordinator, CE
- Counselor I
- Foreign Language Interpreter
- Guide IV
- Health Occupations
- Lab Teaching Assistant
- LAN Technician
- Lead Teacher, Motorcycle
- Photographer
- Professional Analyst
- Professional Writer
- Program Coordinator I
- Supervisor, Assessment Center
- Supervisor, Lab
- Supervisor, Site

**F      \$15.75/hr      Professional Staff - Masters or Highly Specialized**

- Advisor, Special Populations
- Alternate Examiner (Bachelor)
- Cable Anchor/Producer
- Coach (Intramural, Club & Rec Sports)
- Coordinator, Community Events
- Coordinator III
- ELC Professional
- Guide V
- Program Coordinator II

**G      \$19.20/hr      Advanced Professional Staff - Masters Degree or Highly Specialized**

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

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

- Academic Assessor (CLEP/ Academic Placement)
- Administrator, Intervention (AtD)
- Administrator, Site (ISD Site)
- Chief Examiner, GED
- Librarian
- Program Administrator
- Program Administrator, KOC
- 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
- \$41.50      Adjunct Market Rates:
  - Associates Degree Nursing
  - Radiation Tech
  - Sonography
  - Pharmacy Tech
  - Dental Hygiene
  - Interpreter Training
  - Machining
  - Land Surveying
  - Welding
- \$33.60      Music Application (MUAP)
- \$50.00      ITCC (CISCO)

**O Other Rates:**

\$14.70/hr	Police Officer
\$15.75/hr	Summer Program Leader (KOC)
\$21.00/hr	ISD, Police Officer
\$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/Program Hour
\$47.25/hr	Dentist

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

\$75.00/test	THEA Proctor
\$90.00/test	THEA Room Supervisor
\$160.00/test	THEA Chief Administrator
\$85.00/test	Compass/E-Compass Proctor
\$85.00/test	ASSET Proctor

**S Interpreter Rates:**

\$26.25/hr	TCDHH/BEI (Level I)
\$31.50/hr	TCDHH/BEI (Level II)*
\$36.75/hr	TCDHH/BEI (Level III)
\$42.00/hr	TCDHH/BEI (Level IV)
\$47.25/hr	TCDHH/BEI (Level V)

*\*Captionists are paid as Level II*

**T Tutor Pay Rates:**

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

**STANDARD SECONDARY ASSIGNMENT POSITIONS:**

\$6,825/year	Department Chair (approx 310 additional hours of work at \$22.05)
\$5,250/year	Program Director (approx 240 additional hours of work at \$22.05)
\$3,630/year	Lead Faculty*
\$3,630/year	Program Advisor*
\$3,630/year	Program Coordinator*
\$3,630/year	Organization Sponsor*

*\*Approx 165 additional hours of work (at \$22.05 admin rate)*