



## Compensation

### Compensation Policy

*Approved By and Date:*

*Board of Trustees*                      04/13/2020

*Executive Leadership Team*       04/03/2020

### Policy:

Kilgore College will develop and maintain a fair and competitive salary structure. The College will strive to provide compensation consistent with appropriate job markets for similar skills, responsibilities, educational qualifications, and working conditions, while maintaining internal equity with existing jobs.

### Procedures:

*Approved By and Date:*

*Executive Leadership Team*       04/03/2020

All College employees are paid according to a salary schedule established by the College president effective the start of the fiscal year after the Board of Trustees approves the budget.

The president is the only College employee with discretion to grant a salary schedule exception or approve salary stipends. With the exception of instructional deans who have the authority to adjust adjunct/overload pay according to class enrollment, any other supervisor making non-authorized salary schedule exceptions will face disciplinary action, up to and including termination.

The College president has the authority to approve appointments or placements of qualified employees to appropriate salary levels and may revise the compensation procedures when needed to support the College's operational goals, strategic priorities, or response to state, local, or national emergencies.

The College will accommodate new jobs and changes in existing jobs, as well as adjust to changes in economic conditions and the job market.

The Human Resources Department is responsible for keeping current with regulatory changes and for modifying procedures and practices as necessary to comply with those changes.

All employees of Kilgore College will be paid through direct deposit. The College will not provide salary advances or loans to its employees in any circumstance.

For employees designated as non-exempt under the "Classification of Employees as Exempt or Non-Exempt Policy," Kilgore College will pay not less than minimum wage for all hours worked. The College will pay non-exempt employees not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of 40 in any workweek. Non-

exempt employees may receive, in lieu of overtime compensation, compensatory time off at a rate of not less than one and one half hours for each hour of overtime work, pursuant to an agreement arrived at between the supervisor and employee before the performance of the work.

A non-exempt employee may not accrue more than 40 hours of compensatory time. After the employee has reached this limit, the employee will be paid overtime compensation for the additional overtime work. Compensation paid to an employee for accrued compensatory time will be paid at the regular rate earned by the employee at the time of payment. An employee who has accrued compensatory time off will be paid for any unused compensatory time upon separation from employment. The Fair Labor Standards Act (FLSA) does not prohibit an employer from compelling the use of accrued compensatory time.