



## **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*       08/29/2022

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. A work week is defined as Sunday through Saturday-

Non-Exempt/hourly employees must clock in and out using the timekeeping system. Punches will round to the nearest 5-minute increment. Employee work schedules or changes will be communicated to employees by the employee's manager/supervisor.

Overtime:

- Overtime work is determined by business needs and is mandatory when required, unless an employee has a legitimate reason for being excused.
- Overtime is actual work hours in excess of forty-hours (40) during a work week.
- Overtime is permitted only when authorized in advance by the supervisor or is announced as scheduled work time. Failure to report for scheduled overtime is a significant violation of an employee's responsibility and as a result is subject to disciplinary action.
- When overtime is required, a non-exempt employee receives pay at the rate of one and one-half (1½) times their hourly rate of pay for all hours actually worked in excess of forty (40) hours during a work week. Paid time off (Vacation, Holidays, Sick Time Off, etc.) and any hours not actually worked are not treated as time worked.