



**Salary Administration  
Manual  
*for*  
Exempt Staff  
Nonexempt Staff  
Student Staff  
Temporary Staff**

**FY 2010**

**Human Resources  
Texas Christian University**

**Texas Christian University Salary Administration Manual  
FY 2010**

	<b>Page</b>
• <b>Compensation Philosophy</b> .....	4
• <b>Use of Manual</b> .....	4
• <b>Salary Administration Guidelines</b> .....	4
○ Additional Jobs .....	4
○ Additional Pay .....	5
▪ Administrative stipend .....	5
▪ Compression stipend .....	5
▪ Straight Time .....	5
○ Budgeting for salary changes .....	5
○ Compensation Goal .....	6
○ Compensation Pool .....	6
○ Demotions .....	6
○ Fair Labor Standards Act (FLSA) .....	6
○ Hiring Salary Process .....	7
▪ Exempt Staff .....	7
▪ Nonexempt Staff .....	7
○ Holidays .....	7
○ Job Families .....	7
○ Job Postings .....	7
○ Job Profiles .....	7
○ Job Reviews .....	8
○ Leave Authorization .....	8
○ Merit Increases .....	8
○ New Positions .....	8
○ Performance Management .....	8
○ Premium Pay .....	8
▪ Bad Weather .....	9
▪ Callback .....	9
▪ Christmas Week Closing .....	9
▪ Holiday Pay .....	9
▪ Lead Pay .....	9
▪ Overtime .....	9
▪ Shift differential .....	10
▪ University Closing .....	10
▪ Premium Pay Definitions .....	10
○ Promotions .....	10
▪ Career Ladders .....	10
○ Rule of 75 – Retirement .....	11
○ Salary Increases.....	11
○ Salary Surveys .....	11

- Salary Rates Regular Staff ..... 11
- Salary Guidelines & Rates Student Staff ..... 11
- Salary Guidelines & Rates Temporary Staff ..... 11
- Security Access to PeopleSoft ..... 12
- Time Keeping ..... 12
- Time Sheets ..... 12
- Transfers ..... 13
- Workday ..... 13
- Workweek ..... 13
- Work Year ..... 13

**Attachments**

- Attachment A Nonexempt Salary Schedule
- Attachment B Premium Pay Quick Reference Guide
- Attachment C Student Salary Schedule and Guidelines
- Attachment D Temporary Staff Salary Schedule and Guidelines
- Attachment E Fair Labor Standards Act Guidelines
- Attachment F Exempt Staff Salary Guidelines

## **Compensation Philosophy**

As a learning community dedicated to ethical leadership, TCU's compensation philosophy must be driven by the University's mission: *To educate individuals to think and act as ethical leaders and responsible citizens in the global community.* Staff and faculty are integral to the fulfillment of this mission and the University's compensation system should always reflect this commitment.

Basic to TCU's compensation philosophy must be the recognition that hiring and retaining excellent employees is paramount to the University's future achievement. To remain a nationally ranked institution, TCU must be committed to providing competitive wages and benefits for all employees. In order to attract, motivate and retain a highly qualified and diverse workforce, the University's pay and benefits must reflect appropriate market value and must be subject to continual re-evaluation. To that end, TCU must ensure that adequate resources are allocated to reflect the high priority of employee compensation.

To be effective, this compensation system must use merit-based pay decisions that reflect each employee's performance and investment in the University's mission. As a result, employees can anticipate wage adjustments and opportunities for growth. In addition, the compensation system must be fair, equitable, clearly communicated and easily understood by all employees.

## **Use of Manual**

Unless otherwise designated, information in this manual applies to both exempt and nonexempt staff. Should you have questions regarding information contained in this manual please contact the Director of Compensation in Human Resources.

## **Salary Administration Guidelines**

**Additional Jobs** – Staff employed by the university may work for other departments at the university and be paid for their services by these departments. The following guidelines apply in this situation.

1. The work may be performed for another department within the university providing the additional work is approved in writing by the staff member's department chair or immediate supervisor for the regular job in the primary department.
2. Vacation time is charged when a staff member is absent from his/her primary job in order to carry out an assignment for an additional temporary assignment.
3. Conflicts in time between the primary job and the temporary assignment must be resolved to the satisfaction of the primary job supervisor.
4. Payment for all time worked outside a staff member's regular job will be paid through payroll. Staff cannot be paid for a temporary assignment by submitting invoices to accounts payable.
5. Exempt Staff – Submit a PAF with the amount of money that is to be paid to the exempt staff member. This section of the form provided for this purpose is the "Additional Pay/One Time Payments" section of the PAF.

6. Nonexempt Staff - Additional pay for nonexempt staff must comply with the FLSA. Overtime will be calculated for all hours worked in excess of 40 hours per week. It is likely the second department will have to pay the overtime.
7. Nonexempt Staff - Time sheets for the hours worked should be completed and submitted with the appropriate account codes for payment using the payroll process.

**Additional Pay** – Occasionally additional pay is authorized for a specific purpose. The types of additional pay are outlined below.

**Administrative Stipend** – An administrative stipend, typically in the amount of 10%, is authorized in cases where a staff member takes on additional responsibilities for a period exceeding one month in duration. The stipend will continue until the responsibilities are removed from the job. An earnings code of ADM is used for this stipend and retirement contributions are made on this stipend.

**Compression Stipend Nonexempt Staff** - Compression stipends are paid to regular staff employed by the university for three years or longer as of June 1 of the current fiscal year to help maintain distance between salaries paid to new hires and salaries paid to current staff. The amount of the compression stipend is a percent of a staff member’s salary as of January 1 of the current year. The percent of the stipend is determined as follows –

3 – 19 years	1%
20 – 24 years	1.5%
25+ years	2%

This stipend is paid as additional pay each fiscal year on a pay period basis. Compression stipends are contingent on a satisfactory performance appraisal. Should performance drop to a “does not meet expectations” level, the compression stipend will not be awarded for the next fiscal year. The stipend can be reinstated when performance returns to a satisfactory level.

Milestone years have been established as follows –

3 years	10 years	25+ years
5 years	15 years	
7 years	20 years	

Stipends will change on milestone years and are calculated on the amount of base pay as of January 1 of the current year. Stipends are effective at the beginning of each fiscal year. All changes to stipends will be made at this time.

**Straight Time Nonexempt Staff** - Staff working any portion of a 40-hour workweek can work additional straight hours up to the 40-hour maximum before overtime must be paid. For example someone working a 30-hour workweek can work an additional 10 hours of straight time before overtime is required.

**Budgeting for Salary Changes** – Budget managers have access to a position roster report that shows how much money is budgeted for each position in the department. If you have a hiring situation that requires more money than is budgeted for the position, the budget manager is

responsible for securing additional funds before an employment offer is made to a candidate. These funds can be transferred from the department's operating budget. The amount of additional money required for a new hire needs to include the extra salary money required plus 40% of the extra salary for the cost of benefits. In order to accomplish this transfer of funds, contact the Budget Department at ext. 5325 prior to making an employment offer to a candidate. Vice Chancellor authorization is required.

**Compensation Goal Nonexempt Staff** - The University has identified a 5-year compensation goal of 80% of market for hiring rates for nonexempt staff beginning FY 2006. This goal will be reached through a series of annual adjustments beginning with the FY 2006 fiscal year and continuing through FY 2010.

**Compensation Pool** – The compensation pool is designed to fund staff promotions between departments. It is not intended to fund promotions within a job classification or any other situation that does not result in a job posting. These funds are generated from all departments on campus as turnover occurs. When a staff member leaves a department, the amount of money available to the department to hire a new staff member is reduced to the hiring rate for the job.

The difference between the salary paid to the staff member leaving the university and the salary paid to the new staff member goes into the compensation pool to fund future internal transfers. The department does not have the discretion to apply these funds to other department salaries.

**Demotions** – Consideration for transfers to lower level jobs will be reviewed and considered on a case-by-case basis. In the event a staff member accepts a lower level job, the salary will be decreased by 10%. If a staff member accepts a promotion and then later returns to the lower level job, the reduction will equal the amount of the increase received at the time of the promotion.

**Fair Labor Standards Act (FLSA)** – The provisions of the Fair Labor Standards Act of 1938, as amended, provides the foundation for the University's wage and salary policies and procedures. The FLSA applies to faculty, exempt, nonexempt and student staff. TCU policies comply with the following FLSA requirements.

1. Salaries are set at or above minimum Federal wage guidelines.
2. Overtime wages are paid to nonexempt staff and students when overtime is worked, no exceptions.
3. Accurate time and absence records are required for all nonexempt staff and students.
4. All jobs are tested according to the FLSA guidelines for exempt classification. Jobs that pass the exemption tests are categorized according to the authorized FLSA exemption tests (executive, administrative, computer professional, creative professional, learned professional, outside sales, highly compensated).
5. Child labor restrictions are enforced.
6. Equal pay amendment guidelines are followed.
7. Current job profiles are necessary to accurately reflect duties and responsibilities

**Hiring Process** – Hiring rates are established for both exempt and nonexempt positions. All new hire PAF’s for exempt and nonexempt staff will be completed in the Human Resources Department.

**Exempt Staff** – These ranges are meant to be a guideline for hiring new staff and identify the current market rate for the position. Exempt staff can be hired anywhere between the minimum and the market rate for the position. However, the amount budgeted in the position roster is all the money available to the department. If additional money is needed than refer to the Budgeting for Salary Changes process described in this manual. *See Exempt Staff Salary Guidelines Attachment F*

**Nonexempt Staff** – Salary minimums for the nonexempt staff are competitive with the salaries being paid in the metroplex. The minimum rate has been established in each budget for hiring purposes. When turnover occurs, the salary in the budget will be returned to the minimum hiring rate for the new incumbent hired into the position.

**Holidays** – The university observes the following official holidays –

New Years Day	Independence Day
Martin Luther King Day	Labor Day
Good Friday	Thanksgiving
Memorial Day	Christmas

Departments that have work schedules other than Monday through Friday need to plan ahead and schedule the equivalent holiday time off for staff who may otherwise have been scheduled for a day off on the actual holiday. All full time staff receive the same amount of holiday hours regardless of their work schedule. The equivalent time off needs to occur within the same work week as the holiday to prevent paying overtime.

Holidays are considered hours worked and will count toward the 40 hour work week for overtime purposes for nonexempt staff. The holiday time is pro-rated for staff working less than full time. This situation would also apply to any university closing days such as the day after Thanksgiving.

**Job Families** – All jobs at the university are grouped into job families. These families serve a variety of functions such as identifying career ladders, grouping like jobs together for salary purposes and providing an easy reference to the different types of jobs that can be found at the university.

**Job Postings** – A current job profile must accompany the Job Requisition when a position is posted. The funding for a position must be approved by the Budget Office before a job can be posted.

**Job Profiles** – TCU has adopted a standard format for all job profiles for university jobs. Job profiles outline the minimum education, experience and skills, knowledge and abilities required to perform the job. They also provide the foundation for information regarding a job for applicants and incumbents. In addition job profiles are used to match jobs in salary surveys to determine the average market value for a job and for FLSA classification. A current job profile

is required before a job can be posted. All applicants are screened against the minimum qualifications established for the job profile.

**Job Reviews** – Occasionally the work an incumbent is doing may appear to be inconsistent with the job profile used to classify the job. This needs to be documented and a request for a job review can be authorized to determine the appropriateness of the classification.

**Leave Authorization** – TCU has both vacation and sick leave that accrue every pay period for staff working 50% or more FTE. Staff employed by the 15<sup>th</sup> of the month are eligible to accrue leave for that month. When leave is used, it is recorded on a Leave Authorization Form found on the Human Resources website [www.hr.tcu.edu](http://www.hr.tcu.edu). These forms are submitted to the supervisor for authorization and then forwarded to Human Resources for processing.

Submit forms in time to reach Human Resources before the payroll deadline. A payroll calendar can be found on the website for easy reference. Leave balances are recorded on the pay advice for staff and budget managers can run a leave accrual report for their department to monitor leave accrual and use for all staff.

**Merit Increases** – Merit increases are effective June 1 for exempt staff and nonexempt staff. These raises are applied to the base salary and are given annually subject to budget approval.

**New Positions** – Job profiles are required for all new positions before they can be posted. Each new position needs to be classified according to FLSA criteria for exempt and/or nonexempt status and a hiring rate must be established before a job can be posted. All new positions must be authorized and funding identified by the appropriate Vice Chancellor prior to posting.

**Performance Management** – The University’s performance management program provides the staff member and supervisor with an opportunity to discuss job related objectives and set goals for the future. Performance appraisals are scheduled annually after the first of the year. Supplemental reviews may be conducted at the supervisor’s discretion but do not impact the scheduled annual review. The results of performance appraisals are used to help determine merit raises and eligibility for the compression stipend.

**Premium Pay Nonexempt** – Premium pay is paid by the university when a supervisor requires a staff member to work under the following situations:

1. working when the University is closed due to bad weather,
2. working when additional hours are required due to being called back to work for emergencies,
3. working more than 40 hours in a workweek, or
4. working a non-traditional shift on a regular basis.

There are different kinds of premium pay paid at different rates. *If more than one pay type applies to any single pay situation, the pay type resulting in the most compensation for the employee is used. Only one pay type can be used for any one instance. See Attachment B for a Quick Reference Chart*

**Bad Weather** – Days the university is officially closed because of weather conditions are identified as bad weather days. A nonexempt staff member required to provide essential services is paid the regular daily wages plus time and one half for any hours worked.

**Callback Nonexempt** – Staff who have gone home from the university and are called back to work for an *unscheduled emergency* are paid for a minimum of 4 hours or the actual hours worked, whichever is greater, at the rate of time and one half.

**Christmas Week Closing Nonexempt** – A staff member assigned to perform work during the Christmas closing is paid the regular daily wage plus time and one half for any hours worked. The staff member is paid for a minimum of one hour or the actual hours worked whichever is greater.

**Holiday Pay Nonexempt** – A staff member required to work on officially recognized university holidays is compensated for a minimum of one hour or the actual hours worked, whichever is greater. The staff member is paid the regular hourly rate plus double pay for any hours worked. For example a full-time employee earning \$11.00 per hour working six hours on a holiday will be paid for 20 hours (8+6+6) and will receive \$220.00 in total pay (\$88.00 in regular pay plus \$132.00 premium pay for working the 6 hours).

This may be paid in different paychecks in cases where the staff are paid their regular pay before leaving for the holidays. If the holiday falls on Saturday, the preceding Friday is considered a holiday. If the holiday falls on Sunday, the following Monday is considered a holiday. Under these circumstances, an employee can receive holiday pay for only one of these days, regardless of the days worked.

**Lead Pay Nonexempt** – Staff who are assigned “lead” responsibilities are eligible for \$1.00 per hour lead pay. This is paid as additional pay and the earnings code of LED is used. Staff assigned LED do not need to be the formal supervisor but can be one who assigns work to others, monitors the progress and ensures the outcome. To be eligible for Lead Pay, a staff member should direct the work of at least 2 other staff members.

**Overtime Nonexempt** – Overtime is defined as hours worked or permitted to be worked in excess of 40 hours per workweek. Overtime may be required as a part of the job at the supervisor’s request. Overtime pay is calculated at the rate of 1.5 multiplied by the regular hourly pay rate. For the purpose of calculating overtime, holiday, vacation and personal leave are considered hours worked. Sick leave is not considered as hours worked. If an individual is sick during the same workweek they worked additional hours, the amount of sick leave taken will be subtracted from the additional hours worked and those hours will be paid at straight time.

Staff working overtime must be paid for the extra hours over 40 each week. There are no exceptions. This may not be waived by an agreement between a supervisor and an employee. All overtime must be authorized by a supervisor before it is worked.

**Shift Differential Nonexempt** – Staff who work non-traditional schedules on a regular basis are eligible for shift differential pay.

- **2<sup>nd</sup> Shift - \$.50 per hour**, provided that the majority of the work time falls between 4:00 p.m. and 12:00 midnight.
- **3<sup>rd</sup> Shift - \$1.00 per hour**, provided the majority of the work time falls between 12:00 midnight and 8:00 a.m.

Shift differential applies to either the entire workday or none of the workday. Shift differential also applies to overtime worked in addition to the regular 40-hour workweek.

**University Closing Nonexempt** – University closings are days designated by the administration. A staff member required to work on a university closing day is paid the regular hourly rate plus single pay for any hours worked. The employee is paid for one hour or the actual hours worked, whichever is greater. Examples of University Closing days are the day after Thanksgiving, Christmas Eve, etc.

**Premium Pay Definitions Nonexempt** –

1. The standard week is defined as 40 work hours.
2. Overtime is defined as any hours worked over 40 in one workweek. A supervisor must authorize overtime before it is worked.
3. Bad weather, Christmas closing, holidays and university closings are considered as time worked for the purpose of calculating overtime.
4. Days eligible for premium pay are 8 hours long.
5. Hours worked do not include meal breaks.
6. Breaks are counted as hours worked if they are 20 minutes or less.

**Promotions** – Staff promoted to a job that has a greater minimum hiring rate than their current position receive a 10% increase or the minimum hiring rate for the new position whichever is greater. A staff member who receives a promotion or transfer to a different department should give the immediate supervisor a minimum of a two-week notice. The supervisor may waive the two-week notice.

Promotions can be defined as follows:

1. Within a job classification there is the potential for a promotion –
  - a. Budget managers can budget for and give a 10% promotional increase to a staff member when documentation demonstrates the skills of an individual has increased and/or the responsibilities of the job have been broadened to support a promotion within the job classification. Supervisors must obtain funds for these promotions through the annual budgeting process or identify non-compensation operating funds that can be moved permanently to compensation accounts to fund the salary increase.
2. Internal staff applying for posted jobs -
  - a. A 10% promotional increase or the minimum hiring rate for the new position will apply when an employee is promoted to a higher level

job. These jobs are posted and incumbents must apply and be selected. The Compensation Pool funds the increase in compensation for departmental budgets.

**Rule of 75 Retirement** – In order to be eligible to retire from the university an employee must –

1. Be at least 55 years of age
2. Have at least 5 years continuous service if employed prior to January 1, 2005 or 10 years of continuous service if employed on or after January 1, 2005 and
3. Meet the requirement that age and years of service equal at least 75

**Salary Increases** – There are several authorized types of salary changes available to all staff. Increases come from promotional opportunities and annual merit increases. For nonexempt staff a third type of increase is a salary adjustments made when hiring rates are increased. Salary adjustments are not considered a promotional increase. This is an adjustment that is made to bring all staff in a specific job code(s) up to new hiring minimums that have been established by the university.

**Salary Surveys** – TCU participates in a number of salary surveys per year selected for the jobs and the integrity of the data contained in the survey. These surveys are used to compare TCU salaries to the average market salary for the same benchmark jobs. Benchmark jobs are jobs that are common across all industries and easily described and compared from one organization to another.

**Salary Rates Regular Staff – Nonexempt Staff** -The new hire salary rates for regular staff are reviewed annually and compared against the average market data gathered from salary surveys for the metroplex. Adjustments are made when data supports an increase in salaries to bring TCU hiring rates within acceptable ranges. *See Salary Ranges Regular Staff Attachment A*

**Salary Guidelines and Rates Student Staff** – The student staff salary rates are designed to hire student staff at salaries compatible with TCU's other salary structures. Students must be hired at an hourly rate and turn in biweekly pay sheets to be paid. Student teaching positions are the single exception to this guideline; they can be paid a pay period pay rate. Authorized pay sheets can be found on the Human Resources website [www.hr.tcu.edu](http://www.hr.tcu.edu). Some departments have jobs that are identified as student jobs. Anyone accepting one of these jobs will be paid at the student rate of pay. Budget managers must provide a written statement indicating the job is designated as a student job and is normally filled by TCU students when they fill the job with someone other than a TCU student and hire at the student rate. *See Salary Rates Student Staff Attachment C for complete guidelines.*

**Salary Guidelines and Rates Temporary Staff** – The temporary staff program assists in meeting many temporary staff employment needs of the University as well as eliminating the necessity of utilizing local temporary employment agencies. The program also provides a tool to departments for staff planning and utilization, allows qualified applicants to work while looking for regular staff employment with the University, and establishes a centralized approach to hiring for temporary assignments.

The temporary staff salary guidelines are designed to hire temporary staff at salaries compatible with regular jobs at TCU. The hiring ranges will be adjusted as necessary. *See Salary Rates Temporary Staff Attachment D for complete guidelines.*

**Security Access to PeopleSoft** – Budget Managers are granted access to PeopleSoft for the purposes of running Human Resources reports and accessing Salary Planning. Budget Managers are requested to send an email to the Security Administrator in Human Resources (Jenny Dick) to authorize access to the reports and Salary Planning for other individuals in their department. Once HR has received the email authorizing access to confidential salary information, it will be established and the budget manager will be notified.

**Time Keeping Nonexempt** – The FLSA provides the foundation for all time keeping procedures at TCU. Time sheets must accurately reflect all hours worked by students and staff.

TCU requires departments to keep time records on all nonexempt staff and students. Time records can be generated by using a time clock or by having each employee record hours worked on a time sheet. TCU supervisors are responsible for monitoring the hours worked by employees and assuring that TCU is in compliance with the FLSA. *See Fair Labor Standards Act Guidelines Attachment E.*

All documentation affecting a nonexempt paycheck should be submitted to payroll before 5:00 p.m. of the pay period ending week (overtime, vacation/sick leave etc.) Departments who have staff working on Friday evenings on the last day of the pay period have until Monday morning at 10:00 a.m. to submit time. In the event of a holiday, payroll will notify the departments via email of the accelerated due date. Each department should retain copies of time records such as leave authorization forms, overtime forms and any documentation affecting pay.

Full-time staff at TCU are hired to work an 8-hour day. An employee must secure authorization in advance from the supervisor before working more than 8 hours in one day or more than 40 hours in one week. Staff working overtime must be paid for the extra hours over 40 each week. There can be no exceptions. This may not be waived by an agreement between a supervisor and a staff member.

**Time Sheets Nonexempt** – All nonexempt staff are required by law (FLSA) to maintain accurate time sheets on a daily basis. The time sheets are submitted to the supervisor every two weeks and retained in the department files. Supervisors are responsible for reviewing and validating the time sheets for overtime, vacation, sick leave and other absences.

In the event of a Department of Labor audit departments will be requested to make these time records open for inspection. Department of Labor audits can go back as much as 3 years. Therefore time sheets must be kept for a minimum of 3 years for current staff and 3 years after a staff member has terminated. Departments are asked to use authorized time sheets found on the Human Resources website [www.hr.tcu.edu](http://www.hr.tcu.edu). Time clock records are an authorized exception to the time sheets.

**Transfers** – Staff transferring to a lateral job with the same hiring rate are not eligible for a salary increase. The advantage to lateral transfers lies in the different skills to be learned that can later be used to apply for a promotion to a different higher-level position.

**Workday** – The regular workday at TCU is defined as 8 hours worked. Hours worked do not include meal breaks. Meal breaks must be a minimum of 30 minutes and no more than 1 hour. To be considered a meal break, the employee must be released from work. Rest breaks during the work period are counted as hours worked if they last 20 minutes or less.

**Workweek** – TCU’s workweek begins at 12:01 a.m. Saturday morning and ends the following Friday night at 12:00 midnight. The standard workweek at TCU is defined as 40 hours worked. Hours worked in excess of 40 hours per week are considered overtime and will be compensated as such.

**Work Year** – Full time equivalency (FTE) is based on a work year equal to 2080 hours per year.

Standard Guidelines:

1. Number of hours per year = 2080
2. Number of days per year =  $2080/8 = 260$
3. Number of weeks per year = 52

Process for calculating FTE:

1. Identify number of weeks per year and number of hours per week
2. Multiple number of hours per week X number of weeks per year
3. Divide result by 2080 to arrive at the FTE

Examples:

39 weeks x 40 hours = 1560 hours/2080 = 75% FTE (9 months)  
43 weeks x 40 hours = 1720 hours/2080 = 83% FTE (10 months)  
48 weeks x 40 hours = 1920 hours/2080 = 92% FTE (11 months)

39 weeks x 30 hours = 1170 hours/2080 = 56% FTE (9 months)  
43 weeks x 30 hours = 1290 hours/2080 = 62% FTE (10 months)  
48 weeks x 30 hours = 1440 hours/2080 = 69% FTE (11 months)

39 weeks x 20 hours = 780 hours/2080 = 38% FTE (9 months)  
43 weeks x 20 hours = 860 hours/2080 = 41% FTE (10 months)  
48 weeks x 20 hours = 960 hours/2080 = 46% FTE (11 months)

<b>Administrative Salary Survey</b>			
<b>Job Code</b>	<b>TCU Job Title</b>	<b>Minimum Hourly</b>	<b>Annulized Minimum</b>
55048	Academic Program Specialist	\$ 15.30	\$ 31,824.00
55010	Administrative Assistant	\$ 13.70	\$ 28,496.00
55004	Administrative Program Specialist	\$ 13.70	\$ 28,496.00
55026	Administrative Support Assistant	\$ 11.50	\$ 23,920.00
55080	Assisant Teacher	\$ 10.45	\$ 21,736.00
55056	Assistant to the President	\$ 16.80	\$ 34,944.00
45029	Assistant Video Coordinator	\$ 12.65	\$ 26,312.00
55082	Athletics Equipment Assistant	\$ 15.30	\$ 31,824.00
55064	Benefits Compliance Coordinator	\$ 16.80	\$ 34,944.00
55068	Brite Student Records Specialist	\$ 13.70	\$ 28,496.00
55038	Chancellor's Administrative Assistant	\$ 20.40	\$ 42,432.00
55074	Chapel Coordinator	\$ 12.65	\$ 26,312.00
45036	Communications System Specialist	\$ 19.00	\$ 39,520.00
45034	Computer Aided Design Technician	\$ 15.30	\$ 31,824.00
45024	Computer Hardware Technician	\$ 16.80	\$ 34,944.00
45003	Computer Operator	\$ 13.70	\$ 28,496.00
45046	Computer Purchasing Specialist	\$ 12.30	\$ 25,584.00
45002	Computer Support Specialist	\$ 19.00	\$ 39,520.00
45030	Computer Technical Specialist	\$ 16.80	\$ 34,944.00
45007	Coordinator Data Control	\$ 13.70	\$ 28,496.00
55022	Coordinator Employment	\$ 19.00	\$ 39,520.00
55044	Coordinator Facility	\$ 13.70	\$ 28,496.00
45004	Coordinator Information Systems	\$ 16.80	\$ 34,944.00
55016	Coordinator Mailing Services	\$ 19.00	\$ 39,520.00
55034	Coordinator Office Services	\$ 16.80	\$ 34,944.00
55076	Coordinator Sponsored Research	\$ 19.00	\$ 39,520.00
55046	Coordinator Student Media Office	\$ 15.30	\$ 31,824.00
45006	Data Control Specialist	\$ 12.65	\$ 26,312.00
45008	Digital Copier Operator	\$ 12.30	\$ 25,584.00
55078	Dispatcher	\$ 15.30	\$ 31,824.00
55070	Donor Appreciation Specialist	\$ 15.30	\$ 31,824.00
55005	Financial Analyst I	\$ 16.80	\$ 34,944.00
55006	Financial Assistant	\$ 12.65	\$ 26,312.00
55020	Human Resources Specialist	\$ 13.70	\$ 28,496.00
45026	Instructional Media Production Technician	\$ 16.80	\$ 34,944.00
45028	Instructional Classroom Support Technician	\$ 15.30	\$ 31,824.00
55021	Insurance Specialist	\$ 13.70	\$ 28,496.00
55024	Library Specialist	\$ 13.70	\$ 28,496.00
45032	Licensed Vocational Nurse	\$ 13.70	\$ 28,496.00
45010	Network Specialist	\$ 20.40	\$ 42,432.00

Administrative Salary Survey			
45012	Offset Press Operator	\$ 13.70	\$ 28,496.00
55040	Payroll Specialist	\$ 12.65	\$ 26,312.00
45042	PBX Operator	\$ 11.00	\$ 22,880.00
55032	Postal Assistant	\$ 11.50	\$ 23,920.00
55030	Postal Machine Operator	\$ 11.50	\$ 23,920.00
45038	Pre-Press Specialist	\$ 15.30	\$ 31,824.00
45014	Production Specialist	\$ 16.80	\$ 34,944.00
55066	Project Administrator Wind Energy Grant	\$ 19.00	\$ 39,520.00
55062	Publishing Services Specialist	\$ 16.80	\$ 34,944.00
55053	Research Coordinator	\$ 19.00	\$ 39,520.00
55007	Senior Financial Assistant	\$ 16.80	\$ 34,944.00
55025	Senior Library Specialist	\$ 16.80	\$ 34,944.00
55002	Supervisor Accounting	\$ 19.00	\$ 39,520.00
45044	Supervisor Computer Hardware	\$ 20.40	\$ 42,432.00
45040	Supervisor Copy Shop	\$ 16.80	\$ 34,944.00
45018	Supervisor Instructional Technology	\$ 20.40	\$ 42,432.00
55014	Supervisor Library	\$ 15.30	\$ 31,824.00
55018	Supervisor Mail Distribution	\$ 13.70	\$ 28,496.00
45052	Theatre Costume Technician	\$ 16.80	\$ 34,944.00
55012	VC Administrative Assistant	\$ 16.80	\$ 34,944.00
55036	Word Processing Specialist	\$ 13.70	\$ 28,496.00

<b>Craft &amp; Trades Salary Survey</b>			
<b>Job Code</b>	<b>TCU Job Title</b>	<b>Minimum Hourly</b>	<b>Annulized Minimum</b>
75024	Animal Care Technician	\$ 11.50	\$ 23,920.00
75003	Assistant Supervisor Service Assistant	\$ 11.00	\$ 22,880.00
65024	Boiler Technician	\$ 15.30	\$ 31,824.00
75100	Brite Service Assistant	\$ 10.45	\$ 21,736.00
65022	Carpenter	\$ 14.75	\$ 30,680.00
65020	Electrician	\$ 17.00	\$ 35,360.00
65010	Electronic Instrument Technician	\$ 15.30	\$ 31,824.00
65026	EMCS Technician	\$ 15.30	\$ 31,824.00
65036	Energy Mgmt Control Operator I	\$ 14.10	\$ 29,328.00
65037	Energy Mgmt Control Operator II	\$ 15.30	\$ 31,824.00
65030	Equipment Operator	\$ 12.65	\$ 26,312.00
65008	Equipment/Vehicle Technician	\$ 15.30	\$ 31,824.00
75042	Executive Housekeeper	\$ 11.50	\$ 23,920.00
65028	Facilities Access Technician	\$ 14.10	\$ 29,328.00
75010	Horticultural Assistant	\$ 11.50	\$ 23,920.00
65032	HVAC Technician	\$ 15.30	\$ 31,824.00
65012	Irrigator	\$ 15.30	\$ 31,824.00
75044	Lab Ast Nutritional Sciences	\$ 10.45	\$ 21,736.00
65046	Locksmith	\$ 14.10	\$ 29,328.00
65004	Machine Shop Technician	\$ 17.00	\$ 35,360.00
65038	Maintenance Specialist	\$ 11.50	\$ 23,920.00
75028	Mover Technician	\$ 11.50	\$ 23,920.00
65034	Painter	\$ 12.65	\$ 26,312.00
65016	Plasterer	\$ 14.10	\$ 29,328.00
65018	Plumber	\$ 17.00	\$ 35,360.00
75026	Police Lieutenant	\$ 25.20	\$ 52,416.00
75014	Police Officer	\$ 19.25	\$ 40,040.00
75006	Police Sergeant	\$ 22.00	\$ 45,760.00
65040	Scientific Glassblower	\$ 18.90	\$ 39,312.00
75016	Security Guard	\$ 12.65	\$ 26,312.00
75008	Service Assistant	\$ 10.45	\$ 21,736.00
75009	Service Assistant DL	\$ 10.45	\$ 21,736.00
65044	Sign Maker and Installer	\$ 12.65	\$ 26,312.00
65048	Stage Technician	\$ 15.30	\$ 31,824.00
65014	Structural Maintenance Technician	\$ 12.65	\$ 26,312.00
65002	Supervisor Craft	\$ 18.90	\$ 39,312.00
65003	Supervisor Electronic Access	\$ 18.90	\$ 39,312.00
75004	Supervisor Horticultural Assistant	\$ 18.90	\$ 39,312.00
75002	Supervisor Service Assistant	\$ 14.10	\$ 29,328.00
75018	Warehouse Technician	\$ 12.00	\$ 24,960.00

## Premium Pay Quick Reference Chart

<b>Type of Pay</b>	<b>Regular Pay</b>	<b>Additional Premium</b>	<b>Total Pay</b>
Bad Weather	1	1.5	2.5
Callback (4 Hour Minimum)	0	1.5	1.5
Christmas Closing (1 Hour Minimum)	1	1.5	2.5
Holiday Pay 1 Hour Minimum)	1	2	3
Overtime	1	.5	1.5
University Closings (1 Hour Minimum)	1	1	2
2 <sup>nd</sup> Shift Differential (Per Hour)		\$ .50	\$ .50
3 <sup>rd</sup> Shift Differential (Per Hour)		\$1.00	\$1.00
Lead Pay (Per Hour)		\$1.00	\$1.00

## Part Time Student Salary Schedule and Guidelines

**Guidelines** – These part time jobs are designated as student jobs and typically filled by TCU, other students, or recent graduates. Anyone hired into one of these jobs will be paid at the student rate of pay.

The current minimum wage is \$6.55 per hour and will increase to \$7.25 July 24, 2009.

<b>Job Level</b>	<b>Entry Hourly Rate</b>	<b>Job Description</b>
Level 1	\$7.25	Routine tasks; i.e. entry level jobs that require no previous experience
Level 2	\$8.00	Moderately complex work that requires 1 year of experience/skills with the computer or other technical equipment; knowledge of specific techniques used to perform tasks
Level 3	\$8.80	Complex work that requires 2 years of experience/skills and the ability to make independent judgments; i.e. writing, editing, report preparation, software application or accounting skills, skills and/or knowledge sufficient to require minimal training to do the job.
Level 4	\$9.65	Research or technical work; compile and analyze data, report findings; skills and or knowledge typically found in someone who has 3 or more years of work experience.
Level 5	\$10.60	Highly advanced skills and knowledge where minimal supervision and training are required to perform the job. Typically requiring 4 or more years of experience.

The following guidelines apply to hiring students for jobs at TCU –

1. Verify the student has completed I-9 processing, a PDF and W-4 form with Career Services.
2. Schedule students to begin work at TCU after the I-9 processing is completed. To do otherwise is a violation of federal law.
3. Attach a brief summary of job duties to support the level of pay identified for the student to the hiring PAF and forward to Human Resources for processing.
4. Train students how to complete time sheets and turn them into HR according to the payroll deadlines for the biweekly payroll. Supervisors need to authorize time sheets before sending them to HR.

5. Advise students of biweekly payroll dates. Texas Payday law requires we pay students the next regularly scheduled pay period after they start work.
6. Provide written justification to hire students at more than \$10.60. This higher salary will require authorization from Human Resources.
7. Review student salaries and performance annually. Returning students can be given raises on an annual basis up to 3% of their current salary. Raises are funded by the department's budget for student salaries. Raises cannot be greater than the minimum hiring rate for the next job level.
8. A temporary staff hired into a designated student job will be paid at the student rate of pay. When this occurs the department must submit a statement in writing to HR indicating that this job is typically filled by TCU students and is designated as a student job.
9. Department must hire at no less than the stated minimum hiring rate for each job level. Hiring rates should reflect the skills and experience of the employee.
10. To change job levels the job must be given more responsibility and meet the criteria outlined above.
11. Minimum hiring rate for TCU students who have no related work experience is the Federal Minimum Rate, \$6.55 per hour and increasing to \$7.25 on 07/24/09.
12. TCU students who qualify for federal work study funds will have their salaries paid 75% through work study funding and 25% from the department's budget. Should the student exceed the amount of their work study award, the department will be responsible for 100% of the student's salary.

## Part Time Temporary Staff Pool Salary Schedule and Guidelines

Job Level	Entry Hourly Rate	Job Description
Level 1	\$7.75	Routine tasks; i.e. entry level jobs that require no previous experience
Level 2	\$8.75	Moderately complex work that requires 1 year of experience/skills with the computer or other technical equipment; knowledge of specific techniques used to perform tasks
Level 3	\$9.75	Complex work that requires 3 years of experience/skills and the ability to make independent judgments; i.e. writing, editing, report preparation, software application or accounting skills, skills and/or knowledge sufficient to require minimal training to do the job.
Level 4	\$10.75	Research or technical work; compile and analyze data, report findings; skills and or knowledge typically found in someone who has 5 or more years of work experience.
Level 5	\$11.75	Highly advanced skills and knowledge where minimal supervision and training are required to perform the job. Typically requiring 5 or more years of experience.

The temporary staff salary guidelines are designed to hire temporary staff at salaries compatible with regular jobs at TCU. The hiring ranges will be adjusted as necessary.

1. Short-term temporary assignments do not need to be posted and do not require vice chancellor approval, unless otherwise specified by vice chancellor procedure.
2. Long term temporary assignments require a requisition and vice chancellor approval.
3. Any applicant for temporary staff employment will be required to complete a valid TCU Application for Employment form. Applicants for temporary staff will be required to take appropriate tests, post-offer physicals, and undergo all appropriate background and reference checks.
4. Human resources will interview, screen, hire, and set salaries for all temporary staff based on the job the individual will be performing and the current temporary staff salary schedule.
5. All temporary staff will be hired at an hourly rate of pay and turn in biweekly pay sheets for payment of services. The single exception to this guideline is teaching positions.
6. All temporary staff turn in biweekly pay sheets for payment of services. Authorized pay sheets can be found on the Human Resources website [www.hr.tcu.edu](http://www.hr.tcu.edu).

7. Temporary staff employees are eligible for salary increases provided they work in excess of 1000 hours within a fiscal year and maintain satisfactory performance.
8. Temporary staff will be paid overtime for any hours worked over 40 in a work week as mandated by the FLSA. They are not eligible for any premium pay such as shift differential.
9. Temporary staff are eligible for university privileges such as TCU ID cards, parking permits, library access, and any athletic and/or bookstore discounts available to regular staff. The university's workers' compensation insurance applies to all temporary staff. Temporary staff are not eligible for university benefits.
10. All temporary staff are eligible to apply for and will be considered for employment in a regular position vacancy.
11. A temporary staff member who is hired and becomes a regular staff member will be considered a new hire for purposes of compensation and benefits.
12. If the temporary job can be matched to an existing job profile, the department can hire an individual at that designated hiring rate for temporary staff.
13. Regular employees who transfer or return to the university via the temporary staff will have their skills evaluated and a new rate will be established for the temporary staff assignments.
14. Individuals who retire from the university and are rehired as temporary staff will have their experience and skills evaluated to establish a new rate of pay.
15. A temporary staff hired into a designated student job will be paid at the student rate of pay. When this occurs the department must submit a statement in writing to HR indicating that this job is typically filled by TCU students and is designated as a student job.

## **Fair Labor Standards Act of 1938 (FLSA) Guidelines** **Texas Christian University Human Resources Department**

### **Who is covered by FLSA**

The provisions of the Fair Labor Acts of 1938, As Amended (FLSA) apply to all TCU nonexempt positions regardless of the source of funding for the position. Visit the FLSA web site at <http://www.dol.gov/esa/regs/compliance/whd/hrg.htm> for further information.

### **Exempt vs Nonexempt**

Job duties assigned to a position are reviewed in the Human Resources Department. Jobs are classified as either exempt or non-exempt from the FLSA.

To be classified as “exempt” means a job is exempt from the provisions of minimum wage and overtime pay requirements of the FLSA. An exempt position must pay a minimum of \$23,660 per year regardless if the job is full or part time unless the primary responsibilities are teaching.

All other jobs at TCU are considered non-exempt and must follow the FLSA provisions. Employees performing non-exempt jobs must be paid at least the minimum wage for every hour the employee works and paid at the overtime rate for every hour worked in excess of 40 hours in a workweek.

### **TCU’s Work Week**

The workweek at TCU begins at 12:01 a.m. Saturday morning and ends the following Friday night at 12:00 midnight. The regular workweek at TCU is defined as 40 hours worked.

The regular workday at TCU is defined as 8 hours worked.

### **Required Recordkeeping**

The FLSA requires that accurate time and absence records be maintained on employees. Supervisors are responsible for keeping and maintaining these records. These records must be kept for 3 years. Biweekly time sheets are available on the Human Resources web site [www.tcu.hr.edu](http://www.tcu.hr.edu).

### **Overtime**

Overtime is defined as hours worked or permitted to be worked in excess of 40 hours per week. Overtime pay is calculated and paid at the rate of one and one-half times the regular rate of pay.

The FLSA includes the following provisions:

“Work not requested but suffered or permitted is work time. The reason is immaterial. The rule is also applicable to work performed away from the job site, or even at home. ...If the employer knows or has reason to believe that the work is being performed, he must count the time as hours worked. ...In all such cases it is the duty of the management to exercise its control and to see that the work is not performed if it does not want it to be performed. ...Employers cannot sit back and accept the benefits without compensating for them.”

### **Supervisory Note**

It is the supervisor's responsibility to assure that his or her employees do not -

1. take work home,
  2. start work early,
  3. work through meals,
  4. work late,
  5. return to work on weekends,
  6. work at university sponsored functions, etc.
- unless those hours are approved , scheduled, and recorded as hours worked.

Please note that compensatory time is not a legal option in lieu of payment of overtime for a private university. Public institutions can utilize this option but private institutions cannot.

### **Meal Breaks**

Meal breaks are not work time. Employees must be relieved from work for one meal break during every eighth hour work period. Ordinarily 30 minutes is sufficient for a meal break. Supervisors can arrange meal break schedules with employees. It is not necessary that employees be permitted to leave the TCU campus if they are otherwise completely free from all work responsibilities during the meal period.

Rest breaks are optional. Supervisors can choose to arrange two breaks, each lasting 20 minutes or less, during the middle of each half of the work period. Breaks are counted as hours worked if they last 20 minutes or less.

### **What is the Definition of Hours Worked?**

The FLSA gives each employer the latitude to determine the definition of hours worked. TCU has determined that vacation days, holidays, personal leave and breaks lasting 20 minutes or less are considered as hours worked. Sick leave and meal breaks are not considered as hours worked. These definitions apply when overtime is calculated.

### **Working in More Than One Job At TCU**

Employees who work two or more jobs in different departments fall under the same FLSA guidelines for the 40 hour workweek. All of an employee's work for TCU is considered as one job for purposes of the act.

Departments need to closely monitor the hours of these employees to avoid overtime situations.

Changes in the FLSA regulations supersede information in this guide.

## Exempt Staff Salary Guidelines

**June 1, 2009**

<b>Level</b>	<b>Minimum</b>	<b>Market Average</b>
A	\$ 35,000	\$ 43,800
B	\$ 38,544	\$ 48,180
C	\$ 42,398	\$ 52,998
D	\$ 46,638	\$ 58,298
E	\$ 51,302	\$ 64,128
F	\$ 56,432	\$ 70,541
G	\$ 62,076	\$ 77,595
H	\$ 68,283	\$ 85,354
I	\$ 75,112	\$ 93,890
J	\$ 82,623	\$103,278
K	\$ 90,885	\$113,606
L	\$ 99,974	\$124,967
M	\$109,971	\$137,464