



TEXARKANA
COLLEGE

2018-2019 Employee Handbook & Compensation Plan

2018-2019 Texarkana College Employee Handbook and Compensation Plan

This Texarkana College Employee Handbook and Compensation Plan is produced for all employees and community members to provide information about the College's compensation procedures and other employment information.

The purpose of Texarkana College's compensation system is to attract and retain high quality personnel. The President of the College is responsible for the development, maintenance, and administration of employee pay systems in accordance with Board policies and administrative procedures in the Compensation Plan.

This Handbook and Compensation Plan will be updated annually to reflect any changes that are made through the budgetary planning process. The Office of Human Resources, regardless of any possible typographical errors contained in this handbook, shall determine final calculations of all wages and salaries.

The Texarkana College Compensation Plan is available on the College website at <http://www.texarkanacollege.edu/human-resources/> and in the Human Resources Office.

Employee Evaluation

All College District employees shall be evaluated in the performance of their duties at least annually. The performance of assigned duties and other job-related criteria shall provide the basis of an employee's evaluation and appraisal. Employees shall be informed of the criteria for which they will be evaluated. The administration of the College District shall develop forms and procedures necessary for facilitation of the evaluation process. Ratings from the evaluation and appraisal process shall be based on the evaluation instrument and cumulative performance data gathered by supervisors throughout the year. All administrators and professional staff shall be evaluated by the appropriate supervisor. (Board Policy DLA-Local). Annual performance appraisals for administrators will be conducted each spring prior to contract recommendations to the Board of Trustees for the following academic year.

Annual performance reviews for non-contracted employees should be complete by June of the academic year.

Supervisors will review each evaluation with the employee, the employee should receive a copy of the evaluation, and the original document will be kept in the employee's confidential personnel file.

For more information on the Faculty and/or Dean Evaluation process, please refer to the TC Faculty Handbook and the Faculty Evaluation Handbook.

Pay Description and Distribution

Texarkana College employees shall be compensated based on assigned positions and the compensation rates as approved by the Board. Jobs are classified for pay purposes on the basis of qualifications and duties as defined by the College, and all employees will be paid based on the salary scale or assigned pay range unless exceptions are granted by the College President.

Annual salary increases will be considered each year during the budgetary planning process. Any increase in salary will be contingent upon the employee receiving an overall satisfactory or above rating on the annual performance appraisal.

Additional stipends or supplemental payments that fall outside the scope of this Compensation Plan may be authorized by the President or designee.

Employees will be paid according to the College's payroll schedule. All employees are paid by Direct Deposit to each employee's bank account on the day of payroll. The payroll schedule for 2018-2019 is as follows:

September 14, 2018	December 14, 2018	March 15, 2019	June 14, 2019
September 28, 2018	December 19, 2018*	March 29, 2019	June 28, 2019
October 15, 2018	January 15, 2019	April 15, 2019	July 15, 2019
October 31, 2018	January 31, 2019	April 30, 2019	July 31, 2019
November 15, 2018	February 15, 2019	May 15, 2019	August 15, 2019
November 30, 2018	February 28, 2019	May 31, 2019	August 30, 2019

**This pay date is scheduled early, instead of being on December 31, 2018*

Merit Employee Pay

Merit pay (either as One-Time Payment or Merit Salary Increase) may be approved in excess of contractual amount for an employee or employees for reasons or public purpose that serve in the best interests of the College. (Policy DEA – Legal)

To be eligible for a merit salary increase, an employee must have been employed by the institution of higher education for the six months immediately preceding the effective date of the increase and at least six months must have elapsed since the employee's last merit salary increase.

The employee must have demonstrated meritorious performance evidenced by performance evaluation or have successfully completed a special project of significant importance to warrant special recognition.

Applying for Interdepartmental Transfer

Employees of Texarkana College who apply for a position with another department will not be considered unless the employee has notified their immediate supervisor of their intent to apply.

Job Classifications

All jobs will be classified as exempt or nonexempt in accordance with the federal requirements of the Fair Labor Standards Act. The Office of Human Resources will determine the classification of each position based on the description of assigned job duties and the method of compensation. Generally, an employee is exempt if the employee's primary duties are executive, administrative, or professional as defined in FLSA regulations and is compensated on a salary basis.

All nonexempt employees are required to submit their weekly hours worked to the Office of Human Resources. Nonexempt full time employees will complete their time sheet at the end of each week, and submit with supervisor signature to HR by Monday of the following week. Part time nonexempt employees submit their time sheets on the 1st and the 16th of each month. In the event that either of these dates fall on a non-work day, then the next work day will be the submittal date.

Overtime

Nonexempt employees who physically work more than 40 hours in any work week will receive overtime compensation at time-and-a-half rates in compensatory time off or pay. A supervisor must approve all overtime worked in advance and is responsible for preventing unauthorized overtime. Nonexempt employees shall not be allowed to work beyond their regular schedule without prior authorization.

Compensatory time may be accumulated up to a maximum limit of 60 hours at full value, and should be taken prior to using other employee leave. An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a fiscal year, the employee shall receive overtime pay (TC Board Policy DEA – Local).

2018-2019 Summary of Benefits

Part-time Employees (up to 20 hours weekly) – non-students

Retirement – FICA-Alternative account

- Employee contribution – 3.75% of gross earnings
- Employer match contribution – 3.75% of gross earnings

Part-time Employees (21 to 29 hours weekly)

Retirement – TRS (Teacher Retirement System)

- Employee contribution – 7.7% of eligible gross earnings
- Employer match contribution – 6.8% of eligible gross earnings

Benefit-eligible Employees (30 or more hours weekly)

Retirement – TRS (Teacher Retirement System)

- Employee contribution – 7.7% of eligible gross earnings
- Employer match contribution – 6.8% of eligible gross earnings

Or

Retirement – ORP (Optional Retirement System) *Faculty or eligible administrators may select this option*

- Employee contribution – 6.65% of eligible gross earnings
- Employer match contribution – 6.6% of eligible gross earnings

Health Insurance – (*contribution amounts subject to increase per ERS*)

- Health Select of Texas
 - Employee only – \$0 cost to employee, \$624.82 employer contribution (monthly)
 - Employee and Spouse – \$358.00 cost to employee, \$982.82 employer contribution (monthly)
 - Employee and Children - \$239.70 cost to employee, \$864.52 employer contribution (monthly)
 - Employee and Family - \$597.70 cost to employee, \$1,222.52 employer contribution (monthly)

Long Term Disability – Premium paid by the College

Life Insurance – Premium paid by the College for up to 2 times employee annual salary, not to exceed \$45,000

- Employee may opt for additional coverage up to 4 times annual salary

Additional Optional Benefits – employee expense

- Dental
- Vision
- Short Term Disability
- AD&D Insurance
- Dependent Life Insurance
- TSA (Tax-Sheltered Annuity)
- Tex-Flex Account – Health Care and Dependent Care
- Charitable Contribution through payroll deduction

Employee Leave

Full Time employees are given 1 sick day per month of employment. 9-Month Faculty are allotted 9 sick days annually, and 12-Month employees are allotted 12 sick days annually. Two of these days can be designated for personal leave. Sick leave is awarded on the 15th of each month.

Employees with 12-Month assignments are allotted 1 vacation day per month for a total of 10 annually. Vacation days are not awarded during the months of July and August. Vacation days are also awarded on the 15th of each month.

Sick leave will accrue year to year, but shall not exceed 90 days total. Vacation days are intended to be used during each academic year awarded, but the employee can carry forward up to 5 vacation days into the next academic year. These carry-over days must be used by December 1st of the following academic year. Exceptions will be made only with administrative approval.

Use of sick and vacation leave shall be done only in approved increments. Vacation time shall be approved prior to time taken.

Faculty on 12-Month assignments will be required to use allotted vacation time during non-instructional days. Exceptions to this can be approved by the Division Dean for those 12-Month Faculty who have extended instructional assignments (i.e. Dual Credit courses).

Catastrophic Leave Bank

The College maintains an annual catastrophic leave bank to provide leave to employees for a catastrophic illness or injury that incapacitates an employee and that creates a financial hardship because the employee has exhausted all accumulated leave.

Definition of Catastrophic Leave

A catastrophic illness or injury is an unforeseeable, unexpected, and undesired condition or combination of conditions and their complications. This type of illness or injury is a life-altering event beyond the employee's control and affords little or no opportunity to consider or plan for the event. A catastrophic illness or injury is of such a severe nature that it directly affects the mental or physical health of the employee, to the extent that it requires the services of a licensed health-care practitioner and subsequent hospital admittance, and, as diagnosed by a licensed health-care practitioner, results in the employee's incapacity to perform his or her job functions for a minimum of 30 calendar days. A catastrophic illness or injury forces the employee to exhaust all leave earned by that employee and to lose compensation from the College District. It includes a condition or event that creates a financial hardship for the employee, i.e., for which the employee is not receiving or cannot receive any other financial benefits. Complications resulting from pregnancy shall be treated the same as any other condition. A catastrophic illness or injury shall not affect an employee's rights or benefits under the Family and Medical Leave Act, temporary disability leave, or personal illness leave.

Bank Year

The bank year for the College's catastrophic leave bank is September 1 through August 31.

Full-Time Personnel

Full-time personnel, for purposes of the catastrophic leave bank, means College employees who are eligible to accrue sick and/or vacation leave.

Day

For purposes of the catastrophic leave bank, "day" means an employee workday unless otherwise specified.

Bank Membership

All full-time personnel may become members of the bank. An employee must be a member in order to receive bank leave. Membership is voluntary. An employee's donation to the bank of leave hours equivalent to one workday of sick leave per bank year shall establish membership in the bank. An employee hired prior to the beginning of the bank year shall enroll and make the minimum donation to the bank by the beginning of each bank year in order to be eligible for bank benefits during that year. An employee hired after the start of the bank year shall have 30 calendar days from the initial date of hire to enroll and make the minimum donation to the bank.

Loss of Bank Membership

An employee shall lose membership in the bank when:

1. Employment with the College District ends through termination or resignation;
2. Membership is canceled by the employee; or
3. The employee has taken a leave of absence as allowed by Board policy.

Bank Leave

The bank begins each bank year with zero leave. Unused bank leave during any given bank year shall not be carried over into the succeeding bank year but, instead, shall be extinguished. The maximum number of bank leave for any given bank year shall not exceed the total number of members in the bank for that year. If all leave donated to the bank for any given bank year is depleted prior to the end of that year, the bank shall terminate for that year. Donated bank leave shall become the property of the College District. Donations shall not be returned, refunded, or reimbursed to the donor member under any circumstances, including, but not limited to, voluntary cancellation of membership in the bank.

Request for Award of Bank Leave

Members shall request in writing an award of bank leave only after all other accumulated leave has been exhausted. Conditional requests for an award of bank leave may be submitted if it is reasonably anticipated that the catastrophic illness will result in the exhaustion of all other accumulated leave. An initial award of leave bank hours up to the equivalent of 30 workdays may be granted for each separate catastrophic illness or injury. If a member fails to recover within the first 30 days, the member may apply for additional bank leave. However, no member shall be eligible for more leave bank hours than the equivalent of 60 workdays for one or more catastrophic illnesses or injuries during a bank year. Additionally, no member shall be awarded more leave bank hours than the equivalent of 60 workdays over one or more bank years for the same catastrophic illness or injury.

Administrative Regulations

Members shall follow regulations promulgated by the administration setting forth the procedures and appropriate forms for enrolling in the bank, canceling bank membership, and requesting an award of bank days.

Catastrophic Leave Bank Committee

The catastrophic leave bank committee shall approve or disapprove all requests for bank leave. The committee shall consist of the Faculty Association President, the Vice President of Administrative Services, the Vice President of Finance, and the Vice President of Instruction. The committee may request that the applicant appear and substantiate the request with pertinent documentation of the catastrophic illness or injury and financial hardship.

Appeal

All decisions regarding the catastrophic leave bank may be appealed in accordance with DGBA(LOCAL), beginning with the College President or designee.

For more information on employee leave, see policy DEC(LOCAL).

Work Calendars

9-Month Faculty <i>Assignment Work Days - 162</i>	Aug. 10 & 17 – May 17, 2019 (Eligible for all scheduled holidays)
12-Month Faculty <i>Assignment Work Days - 223</i>	Aug. 10 & 17 – August 9, 2019 (Eligible for all scheduled holidays)
12-Month Administrative and Office Staff <i>Assignment Work Days - 226</i>	September 1, 2018 – August 31, 2019 (Eligible for all scheduled holidays)
12-Month Facilities and Security Staff <i>Assignment Work Days - 235</i>	September 1, 2018 – August 31, 2019 with 15 Paid Holidays: <i>Sept. 3, 2018, Nov. 21-23, 2018, Dec. 24-26,31, 2018 Jan. 1, 2019, Jan. 21, 2019, Mar. 13-15, 2019 May 27, 2019 and Jul. 4, 2019</i>

2018-2019 TC Holidays

Labor Day – September 3, 2018
 Thanksgiving – November 19-23, 2018
 Christmas – December 20-January 2, 2019
 MLK Day – January 21, 2019
 Spring Break – March 11-15, 2019
 Memorial Day – May 27, 2019
 Independence Day – July 4, 2019

2018-2019 Faculty In-service Days

August 10 & 17, 2018
 January 17-18, 2019

2018-2019 Graduation Dates-(tentative)

December 13, 2018
 May 16, 2019

Semester Begin and End Dates

<u>Term</u>	<u>Begin</u>	<u>End</u>
Fall, 2018	August 20, 2018	December 13, 2018
Workforce Spring, 2019	January 14, 2019	May 16, 2019
Spring, 2019	January 22, 2019	May 16, 2019
LVN & Workforce Summer, 2019	May 20, 2019	August 9, 2019
Summer 1 (5-week), 2019	June 3, 2019	July 5, 2019
Summer 2 (5-week), 2019	July 8, 2019	August 9, 2019

2018-2019 Texarkana College Administrative Pay Categories

	<u>Minimum</u>	<u>Average</u>	<u>Maximum</u>
<u>Category P1 - Department Administration</u>	\$56,000	\$70,100	\$86,000
Controller			
Database Administrator			
Director of Admissions			
Director of Adult Education			
Director of Campus Police / Chief of Police			
Director of Continuing Education			
Director of Financial Aid			
Director of Purchasing & Staff Accountant			
Director of TexAmericas Center			
Executive Director of Academic Affairs			
Executive Director of Library Services / TRIO			
Manager Bookstore			

Manager Business Office
 Network Systems Administrator
 Registrar / Director of Advising

<u>Category P2 – Executive Administration</u>	\$66,000	\$81,500	\$99,000
Director of Facility Services			
Director of Institutional Advancement			
Director of KTXK Radio			
Executive Director and Development Officer for Foundation			
Executive Director of President/Board Operations			

<u>Category P3 – Division/Student Administration</u>	\$75,000	\$87,800	\$103,000
Dean of Business and Social Sciences			
Dean of Health Sciences			
Dean of Liberal and Performing Arts			
Dean of STEM			
Dean of Students			
Dean of Workforce and Continuing Education			

<u>Category P4 - Executive Leadership</u>	\$101,000	\$122,400	\$146,000
Vice President of Administrative Services			
Vice President of Finance			
Vice President of Information Technology			
Vice President of Instruction			

2018-2019 Texarkana College Professional and Support Employee Pay Categories

		<u>Minimum</u>	<u>Average</u>	<u>Maximum</u>
<u>Category PS1- Campus Security / Facility Services</u>	Yearly	\$20,800	\$24,300	\$37,000
Facilities and Security Staff	Hourly	\$10.00	\$11.68	\$17.79
<u>Category PS2 – Office and Program Services</u>	Yearly	\$20,800	\$28,400	\$39,000
Administrative Assistant	Hourly	\$10.00	\$13.94	\$18.75
Bookstore/Bistro Staff				
Enrollment Services Staff				
Library / TRIO Staff				
Switchboard Operator				
<u>Category PS3 – Business, Campus, and IT Services</u>	Yearly	\$25,000	\$31,800	\$39,000
Business Office / HR	Hourly	\$12.02	\$15.29	\$18.27
Enrollment Services				
Pinkerton Recreation Center				
Radio Reporter - KTXK				
Technical Support				
<u>Category PS4 – Instructional and Student Support</u>	Yearly	\$25,000	\$33,800	\$48,000
Educational Specialist	Hourly	\$12.02	\$16.25	
Lab Assistant - Workforce				
Research				
Retention and Recruitment				

<u>Category PS5 – Police / Facility Services Management</u>	Yearly	\$40,000	\$45,300	\$65,000
Facilities Custodial Supervisor				
Facilities Specialist				
Police Officer				

<u>Category PS6 – Program Management</u>	Yearly	\$45,000	\$53,500	\$68,000
Allied Health				
Business Office Management				
Enrollment Services Management				
Graphic Design				
Librarian				
Payroll				
Technology Systems Management				
Testing Center				

2018-2019 Texarkana College Part-Time Employee Pay Grades

		<u>Minimum</u>	<u>Average</u>	<u>Maximum</u>
<u>Category PT1 - Part-Time Clerical and Support</u>	Hourly	\$7.25	\$7.75	\$9.99
Office Clerical				
Peer Tutor				
Pinkerton - Lifeguard				
Pinkerton - Reception				
Radio Station				
Student Workers				
<u>Category PT2 - Part-Time Specialized Support</u>	Hourly	\$10.00	\$11.90	\$16.99
Lab/Bistro Assistant				
Office Clerical - Specialized				
Professional Tutor				
Radio Host - KTXK				
Security / Facility Services				
Testing Proctor				
<u>Category PT3 - Part-Time Professional Support</u>	Hourly	\$17.00	\$25.76	\$50.00
Advisement/Retention				
Facilities Coordinator				
Fire Academy / EMT Instructor				
Health Professional				
Librarian				
Police Officer / Evening Administrator				
Professional Counselor				
Substitute Instructor				
Teacher Assistant				

**Other Salary or hourly rates may be determined by assignment and approved by the College President or Designee.*

2018-2019 Texarkana College Salary Schedule for 9-Month Faculty

Years of Completed Experience	Less than Bachelors	Bachelors	Masters	Masters +24	Masters +48	Doctorate
0	\$ 32,260	\$ 36,561	\$ 43,013	\$ 45,062	\$ 47,108	\$ 49,720
1	\$ 32,808	\$ 37,182	\$ 43,744	\$ 45,795	\$ 47,838	\$ 50,449
2	\$ 33,365	\$ 37,813	\$ 44,486	\$ 46,541	\$ 48,580	\$ 51,190
3	\$ 33,920	\$ 38,443	\$ 45,227	\$ 47,284	\$ 49,328	\$ 51,935
4	\$ 34,480	\$ 39,077	\$ 45,973	\$ 48,029	\$ 50,076	\$ 52,679
5	\$ 35,042	\$ 39,714	\$ 46,722	\$ 48,769	\$ 50,816	\$ 53,419
6	\$ 35,598	\$ 40,344	\$ 47,464	\$ 49,517	\$ 51,563	\$ 54,164
7	\$ 36,159	\$ 40,980	\$ 48,212	\$ 50,262	\$ 52,311	\$ 54,914
8	\$ 36,715	\$ 41,610	\$ 48,953	\$ 51,002	\$ 53,049	\$ 55,656
9	\$ 37,272	\$ 42,242	\$ 49,696	\$ 51,755	\$ 53,796	\$ 56,399
10	\$ 37,835	\$ 42,880	\$ 50,447	\$ 52,494	\$ 54,561	\$ 57,152
11	\$ 38,672	\$ 43,829	\$ 51,563	\$ 53,651	\$ 55,656	\$ 58,262
12	\$ 39,091	\$ 44,303	\$ 52,121	\$ 54,189	\$ 56,217	\$ 58,821
13	\$ 39,509	\$ 44,777	\$ 52,679	\$ 54,727	\$ 56,778	\$ 59,379
14	\$ 39,928	\$ 45,252	\$ 53,237	\$ 55,287	\$ 57,334	\$ 59,940
15	\$ 40,347	\$ 45,726	\$ 53,796	\$ 55,847	\$ 57,889	\$ 60,501
16	\$ 40,766	\$ 46,202	\$ 54,355	\$ 56,404	\$ 58,449	\$ 61,055
17	\$ 41,185	\$ 46,677	\$ 54,914	\$ 56,961	\$ 59,008	\$ 61,609
18	\$ 41,603	\$ 47,150	\$ 55,471	\$ 57,520	\$ 59,564	\$ 62,169
19	\$ 42,021	\$ 47,623	\$ 56,028	\$ 58,079	\$ 60,121	\$ 62,729
20	\$ 42,307	\$ 47,947	\$ 56,409	\$ 58,451	\$ 60,495	\$ 63,102
21	\$ 42,592	\$ 48,271	\$ 56,790	\$ 58,823	\$ 60,869	\$ 63,475
22	\$ 42,878	\$ 48,595	\$ 57,171	\$ 59,195	\$ 61,243	\$ 63,848
23	\$ 43,165	\$ 48,921	\$ 57,554	\$ 59,566	\$ 61,613	\$ 64,219
24	\$ 43,165	\$ 48,921	\$ 57,554	\$ 59,938	\$ 61,984	\$ 64,590
25	\$ 43,165	\$ 48,921	\$ 57,554	\$ 60,310	\$ 62,355	\$ 64,962
26	\$ 43,165	\$ 48,921	\$ 57,554	\$ 60,682	\$ 62,729	\$ 65,334
27	\$ 43,165	\$ 48,921	\$ 57,554	\$ 61,055	\$ 63,103	\$ 65,706
28	\$ 43,165	\$ 48,921	\$ 57,554	\$ 61,427	\$ 63,478	\$ 66,078
29	\$ 43,165	\$ 48,921	\$ 57,554	\$ 61,845	\$ 63,850	\$ 66,450
30	\$ 43,165	\$ 48,921	\$ 57,554	\$ 62,263	\$ 64,222	\$ 66,822
31	\$ 43,165	\$ 48,921	\$ 57,554	\$ 62,681	\$ 64,594	\$ 67,194
32	\$ 43,165	\$ 48,921	\$ 57,554	\$ 63,101	\$ 64,966	\$ 67,566
33	\$ 43,165	\$ 48,921	\$ 57,554	\$ 63,101	\$ 65,339	\$ 67,939
34	\$ 43,165	\$ 48,921	\$ 57,554	\$ 63,101	\$ 65,711	\$ 68,311
35+	\$ 43,165	\$ 48,921	\$ 57,554	\$ 63,101	\$ 66,086	\$ 68,687

2018-2019 Texarkana College Salary Schedule for 12-Month Faculty

Years of Completed Experience	Less than Bachelors	Bachelors	Masters
0	\$ 43,013	\$ 48,749	\$ 57,351
1	\$ 43,744	\$ 49,576	\$ 58,325
2	\$ 44,486	\$ 50,418	\$ 59,315
3	\$ 45,227	\$ 51,257	\$ 60,302
4	\$ 45,973	\$ 52,103	\$ 61,298
5	\$ 46,722	\$ 52,952	\$ 62,296
6	\$ 47,464	\$ 53,792	\$ 63,285
7	\$ 48,212	\$ 54,641	\$ 64,283
8	\$ 48,953	\$ 55,480	\$ 65,270
9	\$ 49,696	\$ 56,323	\$ 66,262
10	\$ 50,447	\$ 57,173	\$ 67,263
11	\$ 51,563	\$ 58,438	\$ 68,751
12	\$ 52,121	\$ 59,070	\$ 69,495
13	\$ 52,679	\$ 59,703	\$ 70,239
14	\$ 53,237	\$ 60,336	\$ 70,983
15	\$ 53,796	\$ 60,969	\$ 71,728
16	\$ 54,355	\$ 61,602	\$ 72,473
17	\$ 54,914	\$ 62,236	\$ 73,218
18	\$ 55,471	\$ 62,867	\$ 73,961
19	\$ 56,028	\$ 63,498	\$ 74,703
20	\$ 56,409	\$ 63,930	\$ 75,212
21	\$ 56,790	\$ 64,362	\$ 75,720
22+	\$ 57,171	\$ 64,794	\$ 76,228

Years of service for 9- and 12-month Faculty will be awarded as follows:

- Teaching at the College level (Texarkana College or other higher education institution) will accumulate exact years of service without limit. Assignment must be full-time equivalent.
- Teaching in the public schools (K-12) will award 1 year of service for every two years of teaching. The maximum is 5 years of service that can be accumulated. Assignment must be full-time equivalent.
- Full-Time work experience that directly relates to the instructor’s teaching assignment will award 1 year of service for every two years of work experience. The maximum is 5 years of service that can be accumulated.

Each of the three areas listed above will be combined for total years of service.

Administrative exceptions to these criteria can be considered by the College President or Designee.

2018-2019 Texarkana College Adjunct / Overload Course Pay

1-hr credit courses (standard)	\$600
1-hr credit courses (exceptions)	
PHED 1-hr courses	\$800
DRAM 11xx, 21xx	\$1,600
2-hr credit courses (standard)	\$1,200
3-hr credit courses (standard)	\$1,800
3-hr credit courses (exceptions)	
CDEC 1317, 2322, 2324	\$2,000
ACNT 1311	\$2,200
ARTC, ARTS (not ARTS 1301)	\$2,200
Computer courses (not ITNW 1351)	\$2,200
DRAM 1330,1351,1352	\$2,200
CDEC 1313	\$2,400
4-hr courses (standard)	\$2,400
4-hr courses (exceptions)	
ITCC	\$3,000
MATH 1442	\$3,000
Science courses	
lecture	\$1,800
lab (3 hrs)	\$1,200
lab (4 hrs)	\$1,600
special topics lab (7 hrs)	\$2,800
Music Instruction (MUAP, MUEN)	Per Student

<u>Dual Credit Instruction</u>			
Lecture (per credit hour)		\$550	
Lab (2/3 of lecture rate)		\$367	
<u>Health Sciences Clinical pay</u>		M	B
VN 1st Semester Clinical (288 CH)		\$10,080	\$8,640
VN 2nd Semester Clinical (256 CH)		\$8,960	\$7,680
VN 3rd Semester Clinical (320 CH)		\$11,200	\$9,600
ADN 1st Semester Clinical (144 CH)		\$5,040	\$4,320
ADN 2nd Semester Clinical (192 CH)		\$6,720	\$5,760
ADN 3rd Semester Clinical (192 CH)		\$6,720	\$5,760
ADN 4th Semester Clinical (256 CH)		\$8,960	\$7,680
ADN Transition Clinical (48 CH)		\$1,680	\$1,440
ADN Tran. Clinical/Theory (128 CH)		\$4,480	\$3,840
B=Less than Masters Degree		M=Masters Degree	
LLB courses are paid based on weekly contact hours (time spent in class)			
Courses not included on this list will be paid with consideration to SCH and contact hours.			
All TC Course Rates are based on the minimum class size (12 students). Courses that do not meet the minimum criteria will be prorated on a per-student basis. Example: the per-student rate for a 3CH course is \$1800/12 = \$150.			
<i>Administrative exceptions to these criteria can be considered by the College President or Designee.</i>			