



TEXARKANA
COLLEGE

2025-2026

Employee Handbook & Compensation Plan

2025-2026 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/> under the tab Downloadable 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. All employees are paid by Direct Deposit to each employee's bank account on the day of payroll. The payroll schedule for 2025-2026 is as follows:

September 15, 2025	December 15, 2025	March 13, 2026	June 15, 2026
September 30, 2025	December 19, 2025*	March 31, 2026	June 30, 2026
October 15, 2025	January 15, 2026	April 15, 2026	July 15, 2026
October 31, 2025	January 30, 2026	April 30, 2026	July 31, 2026
November 14, 2025	February 13, 2026	May 15, 2026	August 14, 2026
November 28, 2025	February 27, 2026	May 29, 2026	August 31, 2026

**This pay date is scheduled early, instead of being on December 31, 2025*

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 either of these dates fall on a non-workday, the next workday 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 will 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).

Employee Standards of Conduct

Employees of Texarkana College are responsible for reviewing policies regarding Standards of Conduct, including DH (Employee Standards of Conduct), DHA (Employee Standards of Conduct: Searches and Alcohol/Drug Testing), DHB (Employee Standards of Conduct: Child Abuse and Neglect Reporting), and DIAA/DIAB (Freedom from Discrimination, Harassment, and Retaliation). These policies and others can be found at <https://www.texarkanacollege.edu/about/leadership-faculty-staff/board-of-trustees/>.

In response to Executive Order GA-44 issued by Governor Greg Abbott, our community college reaffirms its commitment to fostering a safe and accessible campus environment. We condemn all forms of antisemitism, which is defined as "a certain perception of Jews, which may be expressed as hatred toward Jews" as outlined in Section 448.001 of the Texas Government Code, and uphold the values of respect, tolerance, and academic freedom. As directed by the Executive Order, our institution has updated its free speech policies to address the rise in antisemitic speech and actions on university campuses. We enforce these policies diligently to ensure that all students and staff feel secure in expressing their views while upholding the standards of respectful discourse. Acts of antisemitism can and will lead to appropriate punishment, up to and including expulsion (students) or termination (employees).

2025-2026 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 – 8.25% of eligible gross earnings
- Employer match contribution – 8.25% of eligible gross earnings

Benefit-eligible Employees (30 or more hours weekly)

Retirement – TRS (Teacher Retirement System)

- Employee contribution – 8.25% of eligible gross earnings
- Employer match contribution – 8.25% 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, \$674.62 employer contribution (monthly)
 - Employee and Spouse – \$386.64 cost to employee, \$1061.26 employer contribution (monthly)
 - Employee and Children – \$258.88 cost to employee, \$933.50 employer contribution (monthly)
 - Employee and Family - \$645.52 cost to employee, \$1,320.14 employer contribution (monthly)
- Consumer Directed HealthSelect
 - See Human Resources for more details

Short 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 \$60,000

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

Additional Optional Benefits – employee expense

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

Fringe Benefits *(See Policy DEB Local for more information)*

- The spouse and/or children of any full-time employee (employed a minimum of 6 months) is eligible for \$500 scholarships for each full semester, provided the recipient is a full-time student at the College, maintains at least a 2.0 GPA, and is listed as a dependent on the College's insurance policy or can be verified through the previous year's tax return.
- Any full-time employee of the College shall be entitled to enroll himself or herself, his or her spouse, and/or children at the same rate of tuition as that charged to in-district students.

- For noncredit courses, any full-time employee of the College, his or her spouse, and/or dependent children shall receive a 15 percent discount from the course fee.
- All College faculty and staff members and their immediate family shall be entitled to free use of the Pinkerton Physical Education and Recreational Center.

Employee Leave

Full Time employees are given 1 sick day per month of employment. For example, 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. Four hours of sick leave are accrued with each payroll date.

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. Four hours of vacation leave are accrued with each payroll date (excluding July and August).

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 with supervisor approval. Carry-over days are non-compensable and must be used within the next fiscal year or will be forfeited.

Sick and vacation leave may be taken in no less than 1-hour 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.

For information on policies for Mental Health and Quarantine Leave for Peace Officers, see policy DEC(LOCAL).

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 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. 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 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. 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	Aug. 11, 2025– May 15, 2026 (Eligible for all scheduled holidays)
12-Month Faculty	Aug. 11, 2025 – August 7, 2026 (Eligible for all scheduled holidays)
11-Month Staff	August 1, 2025 – June 12, 2026 (Eligible for all scheduled holidays)
12-Month Administrative / Office Staff	September 1, 2025 – August 31, 2026 (Eligible for all scheduled holidays, 10 vacation days)
12-Month Facilities and Security Staff	September 1, 2025 – August 31, 2026 (with 16 Paid Holidays, 10 vacation days) <i>Sep. 1, 2025, Nov. 26-28, 2025, Dec. 24-26, 31, 2025, Jan. 1, 2026, Mar. 18-20, 2026, May 25, 2026, Jun. 19, 2026, and Jul. 3, 2026</i>

2025-2026 TC Holidays

Labor Day – September 1, 2025
 Thanksgiving – November 24-28, 2025
 Christmas – December 22, 2025 – January 2, 2026
 MLK Day – January 19, 2026
 Spring Break – March 16-20, 2026
 Memorial Day – May 25, 2026
 Emancipation Day – June 19, 2026
 Independence Day – July 3, 2026 (observed)

2025-2026 Faculty In-service Days

August 11 & 12, 2025*
 January 15 & 16, 2026*
**Dates subject to change*

2025-2026 Graduation Dates

December 11, 2025*
 May 14, 2026*
**Dates subject to change*

Semester Begin and End Dates

<u>Term</u>	<u>Begin</u>	<u>End</u>
Fall, 2025	August 13, 2025	December 12, 2025
Workforce Spring, 2026	January 12, 2026	May 15, 2026
Spring, 2026	January 20, 2026	May 15, 2026
LVN & Workforce Summer, 2026	May 18, 2026	August 7, 2026
Summer 1 (5-week), 2026	June 1, 2026	July 2, 2026
Summer 2 (5-week), 2026	July 6, 2026	August 7, 2026

2025-2026 Texarkana College Administrative Pay Categories

	<u>Minimum</u>	<u>Average</u>	<u>Maximum</u>
<u>Category P1 – Department / Program Administration</u>	\$62,000	\$78,300	\$88,500
Database Administrator			
Director of Bookstore			
Director of Business Development			
Director of Dual Credit			
Director of Human Resources			
Director of Recruitment			
Director of Student Disabilities			
Director of Testing Center			
Director of TRIO and Grant Programs			

<u>Category P2 – Executive Administration</u>	\$77,000	\$97,200	\$113,000
Chief of Police			
Controller			
Executive Director of Academic Services			
Executive Director of Business Office			
Executive Director of Community Education			
Executive Director of Development and Foundation			
Executive Director of Facility Services			
Executive Director of Financial Aid			
Executive Director of Information Technology			
Executive Director of Institutional Advancement			
Executive Director of KTXK Radio			
Executive Director of President/Board Operations			
Executive Director of Retention, Student Success, and EOC			
Registrar / Executive Director of Enrollment			

<u>Category P3 – Dean / Student Administration</u>	\$79,000	\$106,400	\$128,000
Dean of Health Sciences			
Dean of Liberal and Performing Arts			
Dean of Library and Learning Support			
Dean of STEM			
Dean of Students			
Director of Prison Education			
Director of Workforce Education			

<u>Category P4 – Executive Leadership</u>	\$145,000	\$180,000	\$185,000
Vice President of Administrative Services			
Vice President of Campus Operations / Dean of Workforce			
Vice President of Finance			
Vice President of Instruction			

2025-2026 Texarkana College Professional and Support Employee Pay Categories*

(*salaries based on 12-month equivalent)

		<u>Minimum</u>	<u>Average</u>	<u>Maximum</u>
<u>Category PS1- Campus Security / Facility Services</u>	Yearly	\$26,000	\$32,100	\$41,000
Facilities and Security Staff	Hourly	\$12.50	\$15.43	\$19.71
<u>Category PS2 – Office and Program Services</u>	Yearly	\$29,500	\$37,500	\$45,500
Administrative Assistant/Clerical	Hourly	\$14.18	\$18.27	\$21.88
<u>Category PS3 – Instructional and Student Services</u>	Yearly	\$31,500	\$41,400	\$55,000
Bookstore and Business Office	Hourly	\$15.14		
TRIO / Success Services				
KTXK News				
Lab Assistant / Assistant Instruction Workforce				
Library Services				
Student Advising and Recruitment				
Technical Support and Testing Services				
Welcome Center				

Category PS4 – Department and Program Coordination

Yearly \$42,500 \$51,700 \$62,000

Business Office A/P and Student Accounts
 Community and Business Education
 Enrollment and Counseling Services
 Financial Aid Services
 Institutional Research
 Library Access Services
 Pinkerton Recreation Center
 TRIO and Retention Services

Category PS5 – Police / Facility Services Management

Yearly \$45,500 \$54,000 \$63,500

Facilities Supervisor/Specialization
 Police Officer

Category PS6 – Program Management

Yearly \$54,100 \$67,100 \$81,000

Assistant Director of Facility Services
 Assistant Registrar
 Billing / Payroll / Purchasing
 Director of Multimedia Production and Services
 Institutional Advancement
 Librarian/Assistant Director of Instruction & Distance Ed
 Technology Systems Management

2025-2026 Texarkana College Part-Time Employee Pay Grades

		<u>Minimum</u>	<u>Maximum</u>
<u>Category PT1 - Part-Time Clerical and Support</u>	Hourly	\$10.00	\$13.50
Pinkerton Recreation Center Radio Station Security / Facility Services Student Services Student Workers Testing Proctor/Clerical			
<u>Category PT2 - Part-Time Specialized Support</u>	Hourly	\$13.51	\$18.50
Dispatcher/Security Instructional Lab Assistance Office Assistance - Specialized Peer and Professional Tutor Radio Host - KTXK			
<u>Category PT3 - Part-Time Professional Support</u>	Hourly	\$18.51	\$50.00
Adult Education Instruction Advisement/Retention Business / Health Professional Police Officer Professional – Other			

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

2025-2026 Texarkana College Salary Schedule for 9-Month Faculty**

Years of Completed Experience	Less than Bachelors	Bachelors	Masters	Masters +24	Masters +48	Doctorate
0	35,070	39,740	46,760	48,990	51,210	54,050
1	35,670	40,420	47,550	49,790	52,000	54,850
2	36,270	41,110	48,360	50,590	52,810	55,650
3	36,870	41,790	49,160	51,400	53,620	56,460
4	37,490	42,480	49,980	52,210	54,440	57,260
5	38,100	43,180	50,790	53,020	55,240	58,070
6	38,700	43,860	51,600	53,830	56,050	58,880
7	39,310	44,550	52,410	54,640	56,870	59,700
8	39,910	45,240	53,210	55,450	57,670	60,510
9	40,510	45,920	54,020	56,260	58,480	61,310
10	41,130	46,610	54,840	57,070	59,310	62,130
11	41,720	47,330	55,620	57,830	60,130	62,930
12	42,330	47,990	56,410	58,600	60,890	63,750
13	42,890	48,600	57,120	59,360	61,610	64,460
14	43,400	49,190	57,830	60,100	62,320	65,160
15	43,860	49,700	58,480	60,710	62,930	65,770
16	44,320	50,220	59,090	61,320	63,540	66,370
17	44,770	50,750	59,700	61,920	64,150	66,970
18	45,230	51,260	60,300	62,530	64,750	67,590
19	45,680	51,770	60,900	63,140	65,350	68,190
20	45,990	52,120	61,320	63,540	65,760	68,600
21	46,300	52,480	61,730	63,940	66,170	69,000
22	46,610	52,830	62,150	64,350	66,580	69,410
23	46,920	53,180	62,710	64,750	66,970	69,810
24	46,920	53,180	63,220	65,160	67,380	70,220
25	46,920	53,180	63,220	65,570	67,780	70,610
26	46,920	53,180	63,220	65,960	68,190	71,020
27	46,920	53,180	63,220	66,370	68,600	71,430
28	46,920	53,180	63,220	66,780	69,000	71,830
29	46,920	53,180	63,220	67,230	69,410	72,240
30	46,920	53,180	63,220	67,690	69,810	72,640
31	46,920	53,180	63,220	68,140	70,220	73,040
32	46,920	53,180	63,220	68,660	70,620	73,450
33	46,920	53,180	63,220	68,660	71,030	73,860
34	46,920	53,180	63,220	68,660	71,430	74,260
35+	46,920	53,180	63,220	68,660	71,850	74,630

**Faculty advisors will receive an additional \$500 annually for advising.

2025-2026 Texarkana College Salary Schedule for 12-Month Faculty**^^

Years of Completed Experience	Less than Bachelors	Bachelors	Masters
0	46,760	52,990	62,340
1	47,550	53,900	63,400
2	48,360	54,800	64,470
3	49,160	55,720	65,560
4	49,980	56,640	66,640
5	50,790	57,570	67,720
6	51,600	58,480	68,800
7	52,410	59,400	69,880
8	53,210	60,310	70,950
9	54,020	61,230	72,020
10	54,840	62,150	73,110
11	55,590	63,110	74,160
12	56,410	63,980	75,200
13	57,120	64,800	76,160
14	57,830	65,600	77,110
15	58,480	66,270	77,970
16	59,090	66,960	78,780
17	59,700	67,660	79,600
18	60,300	68,340	80,410
19	60,900	69,020	81,200
20	61,320	69,490	81,760
21	61,730	69,970	82,310
22+	62,150	70,430	82,860

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.

**Faculty advisors will receive \$500 annually for advising.

^^Credentiaing beyond Masters degree for 12-month Faculty will have the following added to annual salary:

- \$500 for M+24
- \$1,000 for M+48
- \$1,500 for Doctorate

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

2025-2026 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
Music Instruction (MUAP, MUEN)	Per Student

<u>Health Sciences Clinical pay</u>	M	B
VN 1st Semester Clinical (256 CH)	10,240	8,960
VN 2nd Semester Clinical (192 CH)	7,680	6,720
VN 3rd Semester Clinical (256 CH)	10,240	8,960
ADN 1st Semester Clinical (144 CH)	5,760	5,040
ADN 2nd Semester Clinical (192 CH)	7,680	6,720
ADN 3rd Semester Clinical (192 CH)	7,680	6,720
ADN 4th Semester Clinical (256 CH)	10,240	8,960
ADN Transition Clinical (64 CH)	2,560	2,240
ADN Tran. Clinical/Theory (144 CH)	5,760	5,040
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.		
<u>Example:</u> 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>		