

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Compensation and Benefits	Section D: Personnel	Page(s): 2
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: Compensations and Benefits	Policy: DE	
Subtitle: None	Date Adopted: 08/01/2020	

Purpose

This administrative procedure provides the process for maintaining a competitive compensation plan for the College.

Procedure

1. Salaries

- a. Employees shall be paid according to a salary schedule or wage scale adopted by the Board following recommendation by the College President.
- b. An employee's placement on the College salary schedule or wage scale shall be determined by the employee's position, responsibilities, experience, education, and years of service. The College President shall have flexibility in determining an employee's initial step placement.
- c. Performance Awards
 - i. The Board reserves the right, upon the recommendation of the College President, to award increases beyond the step and level categories of the adopted salary schedule.
 - ii. The Board has the prerogative, upon recommendation of the College President, to make "performance awards" to faculty and staff. These awards may vary in amount and are not to be considered in the computation of the employee's annual salary.

2. Insurance

- a. The College shall pay the employees' premiums for group health insurance, \$5,000 of life insurance, and the approved disability insurance.

3. Tuition Scholarships

- a. Dependent children (as defined by the Internal Revenue Code and as recorded on an individual's annual federal income-tax return), natural children under the age of 23, and spouses of full-time college employees shall be eligible for tuition scholarships.
- b. These awards are given for enrollment in courses on the undergraduate level but do not include "short-term" classes offered in Continuing Education.

Date Prepared: 10/25/22 (RYB)

Revised Date: