

**EMPLOYEE CLASSIFICATION AND COMPENSATION PLAN**

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- I. Purpose: To attract, retain, and motivate the productivity and commitment of highly qualified and diverse faculty and staff; to help UA Cossatot compete successfully for employees with the skills vital to its missions; to help Cossatot ensure future leadership; to set compensation in consideration of similar educational organizations and recruiting markets while working within UA Cossatot's resources.
- II. Fundamentals: Target and Market salaries will be adjusted to be at least 95% of the overall average of Cossatot's peer institutions.
- III. Statement of Reason: While UA Cossatot will strive to provide the most competitive compensation structure, the college realizes that grant positions and some other positions may be excluded from overall compensation philosophy.
- IV. The Board of Visitors hereby recognizes that maximum rates of compensation for all employees are established by the state legislature. The Board declares as policy that such maximum rates of compensation shall not be exceeded.

Full-time Employees

A. Classified Employees

Positions that are covered by the Classification and Compensation Act from the Arkansas Department of Finance and Administration.

Compensation for classified employees is determined by the specific position and grade level. Classified employees generally include support, maintenance, and custodial personnel.

B. Non-Classified Employees

Positions that are not covered by the Uniform Classification and Compensation Act. The institution is granted latitude in the setting of rates of compensation classified employees, provided that such rates shall not exceed the maximum established by law and sufficient appropriation and funding is available. When determining the appropriate salary for a new employee, credit for secondary or military teaching experience, related industry trainer experience, and related work experience shall be limited to a maximum of five years. Related full-time higher education experience is considered without limit. Prior to the beginning of each fiscal year, as a part of the budgetary process, the Chancellor shall present recommendations to the Board of Visitors setting the salary for each employee

for the forthcoming fiscal year. The Board shall act upon such recommendations as an integral part of its budgetary approval process.

#### I. Non-Classified Employee Sub-Classifications

##### Instructional Faculty (9, 11, and 12 Mo.)

These are employees of the college who have complete control over select administrative departments of the college. These departments pervade the entire college and do not generally interact specifically with the student body. Organizationally, these departments are in direct line with the Chancellor's office. These Administrators are:

- Vice Chancellor of Academics
- Vice Chancellor of Facilities and Planning
- Vice Chancellor of Finance
- Human Resources
- Marketing
- Information Support Services

##### College Directors\*

These are employees of the college who oversee and direct large departments of the college. These directors do not necessarily pervade the entire college, but often supervise and coordinate more than three college employees.

These Directors are:

- Educational Resource Center
- Ashdown Operations
- Workforce and Continuing Education
- Student Services
- Financial Aid
- Secondary Career Center
- OTA

##### College Managers\*

These are employees of the college who manage the day-to-day operations of a smaller core college department. These managers generally supervise less than three employees. These Managers are:

- Radio Stations
- Registrar
- Student Information System
- Physical Plant

### College Coordinators\*

These are employees of the college who serve as coordinators of specific duties of the college. These employees generally do not have supervisory duties. These Coordinators are:

Testing Centers  
Learning Centers  
Information and Community  
Relations Continuing Education  
Services Workforce Development  
Student Success Coordinator

### College Support Staff\*

These are employees of the college who fill the roles of support to carry out the mission of the departments they serve. These employees never have supervisory duties

### Grant Personnel

These are employees of the college who are governed by the specific guidelines of the granting body. These employees must abide by the compensation structure outlined in their respective grant guidelines. Career Pathways and Adult Education are examples of these grant employees.

### Full-Time Workforce Faculty

These are employees who teach industry specific or workforce readiness courses on a full-time and non-credit basis. Compensation ranges from \$10 to \$40 per hour plus benefits.

\*Administrative personnel, Teaching Division Chairs, Directors, Managers, Coordinators, Support Staff, and Workforce Faculty will be compensated according to procedure 417-04.

## II. Contract Commitments

Nine-month contracts normally consist of a minimum of 30 hours per contract week.

Ten-month contracts normally consist of a minimum of 40 hours per contract week.

Eleven-month contracts normally consist of a minimum of 35 hours per contract week.

Twelve-month contracts normally consist of a minimum of 40 hours per contract week.

## III. Educational Attainment Increases

Salaries of full-time employees who complete associate, bachelor, master, or doctorate degrees during an academic year will be increased the following contract period. Rates are to be increased as follows: less than associate to associate degree, associate to bachelor, bachelors to masters, masters to masters plus 30 hours, or masters plus 30 hours to doctorate will be increased by a maximum cumulative of 6% up to a maximum of \$1,000. This applies only if the degree was pre-approved by the institution and was acquired while in the employment of the college and the employee agrees to remain in the employment of the college at the college's convenience for at least twelve (12) additional months.

\*Educational raises for classified employees are pending OPM approval.

\*Educational attainment increases for Full-Time Faculty will be the higher of the \$1,000 or the step increase found in College Procedure 417-01.

#### IV. Concurrent Employment

Full-time employees are prohibited from employment with any other state agency during regular work hours while fully employed by UA Cossatot. Employment by two or more state agencies is considered concurrent employment and must be approved by Arkansas Department of Finance and Administration's Office of Personnel Management through the College's human resource office.

##### Part-time Employees

###### A. Credit Generating Adjunct Faculty

These are employees of the college who perform less than full-time classroom instruction of post-secondary and secondary college-credit students.

1. Refer to matrix in procedure 41702
2. 1 point=1 student contact hour per week for lecture and lecture/lab courses and 1 point = 2 student contact hours per week for technical skills lab/clinical lab courses.
1. Adjunct faculty teaching in the secondary career center will be compensated for 12.5 points per course.

###### B. Workforce, Industry Training, & Continuing Education Part-Time Faculty

(Classes, industry training, workshops, seminars, and symposia)

1. Instructor Range per Hour: \$10 to \$40 per contact hour + applicable prep time

2. Some adjustment may be made within the compensation range for additional education and/or work experience. Adjunct instructors will not receive benefits, such as sick leave, vacation leave, and insurance benefits.

### C. Part-Time Non-Instructional Employees

Refer to matrix in procedure 417-03

\*Note: Federal and /State Income Taxes and FICA will be deducted from all compensation.

HLC Criterion: 2B.112

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#### **Policy History:**

September 8, 2014  
July 31, 2014  
December 2, 2013  
December 3, 2012  
September 26, 2011  
March 28, 2011  
January 11, 2011  
July 30, 2007  
May 22, 2006  
January 31, 2005  
January 28, 2002  
July 30, 2001

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**COMPENSATION PLAN: FACULTY MATRIX**

**Cossatot Full-Time, Credit Generating**

**9 Month Faculty Placement Matrix**

*\*Implementation in Fall 2013*

	A	B	B + 18	M	M + 30	PhD
0	30,000.00	30,600.00	31,212.00	35,955.00	36,674.10	37,407.58
1	30,600.00	31,212.00	31,836.24	36,674.10	37,407.58	38,155.73
2	31,212.00	31,836.24	32,472.96	37,407.58	38,155.73	38,918.85
3	31,836.24	32,472.96	33,122.42	38,155.73	38,918.85	39,697.23
4	32,472.96	33,122.42	33,784.87	38,918.85	39,697.23	40,491.17
5	33,122.42	33,784.87	34,460.57	39,697.23	40,491.17	41,300.99
6	33,784.87	34,460.57	35,149.78	40,491.17	41,300.99	42,127.01
7	34,460.57	35,149.78	35,852.78	41,300.99	42,127.01	42,969.55
8	35,149.78	35,852.78	36,569.83	42,127.01	42,969.55	43,828.94
9	35,852.78	36,569.83	37,301.23	42,969.55	43,828.94	44,705.52
10	36,569.83	37,301.23	38,047.25	43,828.94	44,705.52	45,599.63
11	37,301.23	38,047.25	38,808.20	44,705.52	45,599.63	46,511.63
12	38,047.25	38,808.20	39,584.36	45,599.63	46,511.63	47,441.86
13	38,808.20	39,584.36	40,376.05	46,511.63	47,441.86	48,390.70
14	39,584.36	40,376.05	41,183.57	47,441.86	48,390.70	49,358.51
15	40,376.05	41,183.57	42,007.24	48,390.70	49,358.51	50,345.68
16	41,183.57	42,007.24	42,847.39	49,358.51	50,345.68	51,352.59
17	42,007.24	42,847.39	43,704.34	50,345.68	51,352.59	52,379.65
18	42,847.39	43,704.34	44,578.42	51,352.59	52,379.65	53,427.24
19	43,704.34	44,578.42	45,469.99	52,379.65	53,427.24	54,495.78
20	44,578.42	45,469.99	46,379.39	53,427.24	54,495.78	55,585.70
21	45,469.99	46,379.39	47,306.98	54,495.78	55,585.70	56,697.41
22	46,379.39	47,306.98	48,253.12	55,585.70	56,697.41	57,831.36
23	47,306.98	48,253.12	49,218.18	56,697.41	57,831.36	58,987.99
24	48,253.12	49,218.18	50,202.54	57,831.36	58,987.99	60,167.75
25	49,218.18	50,202.54	51,206.59	58,987.99	60,167.75	61,371.10

Year Step = 2%

Education Step = 2%

\*In cases where the College deems it necessary to recruit a suitable number of highly-qualified applicants, additional starting pay may be warranted.

\*Certain nationally recognized credentials may count towards +18 and +30 on the Faculty Matrix

\*Annual raises contingent upon local Board of Visitors, UA System Board of Trustees, and Governor's Office approval

**COMPENSATION PLAN: ADJUNCT FACULTY**

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**Adjunct Faculty Placement Matrix 2013-2014**

*\* Amounts below reflect partial implementation of adjunct compensation plan.*

Base	\$320.00
Bachelor	\$400.00
Master	\$480.00
Doctorate	\$560.00

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**COMPENSATION PLAN: PART-TIME EMPLOYEES**

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**Part-Time Placement Matrix**

*\* This Part-Time Matrix will only be implemented as funds are available.*

	Education Level				
	<A	A	A+30	B	M
One - Six Months	7.50	7.75	8.00	8.25	10.00
Six Months - 1 Year	7.75	8.00	8.25	8.50	10.25
1 -2 Years	8.00	8.25	8.50	8.75	10.50
2 - 3 years	8.25	8.50	8.75	9.00	11.00
3 - 4 Years	8.50	8.75	9.00	9.25	11.50
4 Years +	10.00	10.00	10.00	10.00	12.00

\*Higher Education Work Experience May Count Towards Years

\*Specialized Credentials May Count Towards Education Level



**COMPENSATION PLAN: NON-CLASSIFIED FULL-TIME EMPLOYEES**

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**Compensation Ranges for Non-Classified Categorical Employees**

**Administrators, Teaching Division Chairs\*\***

*Minimum 95% of Peer Compensation*

**College Directors**

Minimum \$50,000\*

**College Managers**

Minimum \$35,000

**College Coordinators**

Minimum \$30,000

**College Support Staff**

Minimum \$28,000

**Workforce Faculty**

Minimum \$30,000

*\*\* The minimum salary for new employees hired into these categories will be set at 95% of the peer group average. To remain competitive in recruiting highly qualified applicants new employees being placed in this category could receive 2% additional for each year of higher education experience. Limit 10 years.*

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