



**COMPENSATION SCHEDULES
AND
EDUCATIONAL GROWTH CREDIT GUIDELINES**

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Introduction

The Board of Regents has adopted a compensation system that supports the recruitment and motivation of well-qualified employees and rewards professional growth activities. The compensation system is based on salary data collected on comparable positions in organizations with which the college competes for qualified personnel. Pay grade midpoints approximate the 67th percentile of actual average salaries paid to comparable positions in the designated labor market. The college is committed to maintaining the compensation system by periodically surveying the labor market. It is not intended that service or professional growth activities will automatically qualify an employee for advancement in step/level or for additional incentive payments. Such advancement or incentive payments reflect the increasing value of the individual's contribution to the college consistent with performance evaluations and as permitted by the financial circumstances of the college at the time.

FACULTY

BRAZOSPORT COLLEGE
Nine-month Faculty Salary Structure

Board Approval, June 20, 2022

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
\$31.36	\$32.30	\$33.27	\$34.27	\$35.30	\$36.36	\$37.45	\$38.57	\$39.73	\$40.92	\$42.15	\$43.41	\$44.71	\$46.05	\$47.43	\$48.85	\$50.32	\$51.83
\$48,921	\$50,387	\$51,900	\$53,460	\$55,067	\$56,721	\$58,421	\$60,168	\$61,978	\$63,834	\$65,753	\$67,718	\$69,746	\$71,837	\$73,989	\$76,205	\$78,498	\$80,853
\$32.16	\$33.12	\$34.11	\$35.13	\$36.18	\$37.27	\$38.39	\$39.54	\$40.73	\$41.95	\$43.21	\$44.51	\$45.85	\$47.23	\$48.65	\$50.11	\$51.61	\$53.16
\$50,169	\$51,666	\$53,211	\$54,802	\$56,440	\$58,140	\$59,887	\$61,681	\$63,538	\$65,441	\$67,406	\$69,434	\$71,525	\$73,677	\$75,893	\$78,170	\$80,510	\$82,928
\$33.41	\$34.41	\$35.44	\$36.50	\$37.60	\$38.73	\$39.89	\$41.09	\$42.32	\$43.59	\$44.90	\$46.25	\$47.64	\$49.07	\$50.54	\$52.06	\$53.62	\$55.23
\$52,119	\$53,679	\$55,285	\$56,939	\$58,655	\$60,418	\$62,227	\$64,099	\$66,018	\$67,999	\$70,043	\$72,149	\$74,317	\$76,548	\$78,841	\$81,212	\$83,646	\$86,157
\$35.82	\$36.89	\$38.00	\$39.14	\$40.31	\$41.52	\$42.77	\$44.05	\$45.37	\$46.73	\$48.13	\$49.57	\$51.06	\$52.59	\$54.17	\$55.80	\$57.47	\$59.19
\$55,878	\$57,547	\$59,279	\$61,057	\$62,882	\$64,770	\$66,720	\$68,717	\$70,776	\$72,897	\$75,081	\$77,328	\$79,652	\$82,039	\$84,504	\$87,046	\$89,651	\$92,335

*Annualized salary amounts are based on a nine-month contact.

Note: It is not intended that service or educational growth credits will automatically qualify an individual for advancement in step or level. Such advancement reflects the increasing value of the individual’s contribution to the College, consistent with performance evaluations and as permitted by financial circumstances of the College at the time.

New faculty will be placed at Level I or Level II based on educational credentials and teaching/work experience beyond five years (see Qualifications for Levels). Step placement at the time of employment may depend on recruitment and/or retention factors in the discipline. New faculty may be placed on level III when they have at least 36 EGCs with half in college-credit coursework, at least twelve (12) years of teaching/work experience, and approval for this placement from the President. Market premiums for select disciplines may be paid as a result of market demands. Market premiums and hire in bonuses are not part of the base salary and the appropriateness of the premium and hire in bonuses will be reviewed periodically.

FACULTY

A. Qualifications for Levels

Criteria for advancement (or initial placement) among the four levels of the faculty compensation structure are:

LEVEL I - Minimum Qualification Requirements (as defined by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

LEVEL II - MQR + 15 Educational Growth Credits (EGCs) + five (5) years equivalent experience.

LEVEL III - MQR + *36 EGCs + six (6) years at Level II or twelve (12) years of equivalent experience and approval from the President for placement on Level III.

LEVEL IV - MQR + *60 EGCs + eight (8) years at Level III

Notes:

- Initial placement for new hires restricted to Levels I, II and III based on the criteria set forth previously;
- “Five (5) years of equivalent experience” is based on the teaching area assignment:
 - academic transfer disciplines – teaching experiences only;
 - workforce programs – teaching and non-teaching work experiences related to the program area;

*Faculty employed prior to March 1, 1999, were placed at their current grade level and advancement to the next higher level will be as follows: Faculty placed at Level II, movement to Level III will require 21 EGCs and faculty placed at Level III, movement to Level IV will require 24 EGCs.

One Educational Growth Credit (EGC) may be earned by:

- One (1) semester credit hour of approved* course work at the appropriate level. A grade of “C” or better is required.
- Twenty-four (24) contact hours of approved* non-credit professional development.
- Eighty (80) hours of approved* work assignment.

**Pre-approval required by division chair and dean.*

Up to 50% of the EGCs required to advance to a higher level may be attained through any approved training opportunity, including but not limited to approved on-campus events and workshops. At least 50% of EGCs required to advance to a higher level must be earned through approved coherent, substantive learning experiences, including both credit and non-credit course work.

Standards for the relationship of various experiences as applied to initial placement or advancement on the faculty salary structure.

One year of equivalent experience is earned by:

- One (1) year of Brazosport College teaching or one year of college teaching.
- One and one-half (1½) years of related industry/work experience in technical areas or three years of related part-time work experience.
- Two (2) years of Brazosport College non-teaching employment, related non-college teaching, or part-time college teaching.

B. Faculty Rank

Brazosport College encourages faculty incentives through a number of methods including recognition through titles of academic rank recognized by most institutions in higher education. Academic rank at Brazosport College is not directly attached to salary, or to salary scale levels. Advancement in rank requires that the faculty member have appropriate annual appraisals, not be assigned a required improvement plan, have his/her supervisor's recommendation, and meet the following criteria [Administrative Regulation DLC-R (Local)].

Instructor

- The title of a non-tenured faculty member who is employed as a full-time credit instructor with less than 15 EGCs above the minimum qualification for the position, or less
- than 5 years or equivalent teaching experience as defined Administrative Regulation DLC-R (Local).

Assistant Professor

- A faculty member who has gained tenure at Brazosport College.
- or
- A non-tenured faculty member who has earned at least 15 EGCs and who has at least 5 years of equivalent teaching experience.

Associate Professor*

- A faculty member who has earned at least 36 EGCs and who has held the rank of Assistant Professor, or higher, at regionally accredited institutions of higher education for
- at least 6 years. If the faculty member's past experiences are at institutions not awarding faculty rank, 36 EGCs and 12 years of full-time higher education teaching
- experience are required.
- or
- A faculty member who has been assigned as a division chair or a department head and earns a stipend for that assignment as per the approved salary schedule.

Professor

- A faculty member who has earned at least 60 EGCs (a terminal degree in the teaching area is considered to be at least 60 EGCs), and who has held the rank of Associate Professor, or higher, at regionally accredited institutions of higher education for at least 8 years. If the faculty member's past experiences are at institutions not awarding faculty rank, 60 EGCs, and 20 years of full-time higher education teaching experience are required.

*In exceptional cases, rank may be assigned by the president outside of these criteria when an individual's special achievements and experiences bring a value to the institution that is commensurate with the assigned rank.

C. Summer School

The President is authorized to extend the contract of nine-month teaching personnel for summer and intersession assignments. Teachers employed for a six week summer session shall be paid a pro-rated amount of their nine-month contractual salary for the period assigned.

D. Division Chairs and Department Heads

Division Chairs and Department Heads will receive a stipend in addition to their teaching salary. Approved stipends for Division Chairs and Department Heads are as follows.

**DIVISION CHAIR AND DEPARTMENT HEAD
Twelve month Stipends**

Board Approval, June 18, 2012

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>	<u>Step 13</u>	<u>Step 14</u>	<u>Step 15</u>	<u>Step 16</u>	<u>Step 17</u>	<u>Step 18</u>	<u>Step 19</u>	<u>Step 20</u>	<u>Step 21</u>	<u>Step 22</u>	<u>Step 23</u>
Division Chair	\$3,674	\$3,784	\$3,898	\$4,015	\$4,135	\$4,259	\$4,387	\$4,519	\$4,655	\$4,795	\$4,939	\$5,087	\$5,240	\$5,397	\$5,559	\$5,726	\$5,898	\$6,075	\$6,257	\$6,445	\$6,638	\$6,837	\$7,042
Department Head	\$2,694	\$2,775	\$2,858	\$2,944	\$3,032	\$3,123	\$3,217	\$3,314	\$3,413	\$3,515	\$3,620	\$3,729	\$3,841	\$3,956	\$4,075	\$4,197	\$4,323	\$4,453	\$4,587	\$4,725	4,867	\$5,013	5,163

F. Extra Duty Assignment Schedule

Teachers assigned extra duties in addition to a full teaching load will be provided salary supplements commensurate with the duty assigned. The President is authorized to establish a salary which is judged to be fair and equitable.

FACULTY EDUCATIONAL GROWTH CREDIT

Purpose

As the college develops and enhances its appraisal systems, one outcome should be guidance in the selection of professional growth activities. The purpose of the professional growth program is to encourage development of skills and essential knowledge related to specific job duties and responsibilities. The college does this in two ways. One is by supporting employee travel to conferences and workshops through expense reimbursement and release time from normal responsibilities and through employee scholarship. The other is through granting Educational Growth Credits (EGCs) to full time employees for coherent, substantive learning opportunities, including college credit and non-credit learning that the employee participates in without monetary or time support from the college. Accumulation of these pre-approved credits will allow full time employees to either advance on the salary schedule (faculty only) or receive a monetary incentive.

Because the Employee Development Center is a special initiative of the college intended to provide the means for overall organizational development, employee participation in Employee Development Center activities during scheduled office hours may be eligible for EGCs in addition to attendance being supported by the college's Employee Development Center budget.

Procedures

1. Scope

- 1.1 Educational Growth Credits (EGCs) may be earned by any full-time faculty member with prior approval from the immediate supervisor and the dean when the course work, work experience, summer institutes, or other special studies are directly related to the employee's area(s) of principal assignment, qualification, or in which the employee has been requested to work. The content of a course must change if the course is to be repeated for Educational Development Credit (EGCs).
- 1.2 Educational Growth Credits (EGCs) may be granted an employee for course work, work experiences earned prior to employment and which is additional to the minimum qualification requirements, if approved by the dean upon employment. Assessment of the documented credit and adjustment of salary will follow established guidelines.
- 1.3 Course work must be approved in advance. Course work must be justified in writing and must include how the course will relate to the duties/responsibilities of the position. The request should be accompanied by a recommendation from the immediate supervisor.

Scope (cont'd)

- 1.4 To be considered a coherent, substantive learning opportunity, with EGC's applicable to level advancement, any non-credit learning opportunity must:
 - a. Include a significant number of training hours.
 - b. Contain clear, coherent leaning outcomes and include aligned assessment of stated outcomes.
 - c. Document successful completion in the form of a transcript, certificate, or other similar means.
- 1.5 Summer institutes, workshops, seminars, and certain Employee Development Center (EDC) activities will be considered. Sufficient documentation to evaluate the program, time spent, and effort expended must be submitted to the dean. These activities will be allocated according to the ratio of one (1) credit per 24 contact or approved, non-credit, professional development hours. Contact or approved, non-credit hours, less than 24, will be cumulative between academic years.
- 1.6 Work experience must be of sufficient length to warrant minimum credit evaluation independent of other work agreements. Credit evaluation will be determined based on continuity of assignment and hours of employment verified by official documentation. Work experience does not carry over to subsequent academic years and will be allocated according to the ratio of one (1) credit per each 80 hours worked in an approved work assignment. Approval will be granted for repeated work experiences only when the experiences are significantly different.

2. Request for Educational Growth

- 2.1 A “Request for Educational Growth Credit” form must be completed by the employee prior to commencement of an educational growth program and submitted to the immediate supervisor and the dean for approval of the course work, work experience, summer institute, or other special study.
- 2.2 An entire degree program (course of study) and submitted for approval. However, individual “Request for Educational Growth Credit” forms documenting enrollment must be submitted to the immediate supervisor and the dean for approval.
- 2.3 Each request will be evaluated prior to approval to verify that the selected degree program or course work, etc. clearly relates to the employee’s area(s) of assignment or in which the employee has been requested to work or which will enhance the overall educational process.
- 2.4 The approved “Request for Educational Growth Credit” form will be returned to the employee. Upon successful completion of the course(s) or activity it is the responsibility of the employee to provide the following to Human Resources:
 - The approved “Request for Educational Growth Credit” form;
 - An official transcript reflecting course work completed; and/or
 - Documentation of work experience, summer institutes, or other special studies.

2.5 Educational Growth Credits (EGCs) will be granted only for college course work resulting in academic credit with a grade of “C” or better.

3. Educational Growth Credit Incentive Payments for Faculty with Terminal Degrees, 60+ EGCs, or on Level IV (amendment approved 9/8/04)

Faculty with terminal degrees, faculty with credit for 60+ Educational Growth Credits, or faculty on Level IV will receive a one-time payment of \$200 per EGC up to a maximum of \$600 for the year. Educational Growth Credits (EGCs) earned above the maximum by Level IV faculty, will carry forward up to a maximum of “0.9”.

4. Degree Bonus

Employees completing a degree will receive a “one-time” payment of \$500 for completion of the initial, next higher, or additional approved degree.

5. Documentation Submission Deadline

In order to receive consideration for Educational Growth Credits (EGCs) for the next academic year, employees must adhere to the following deadline:

September 1st – Deadline for submitting documentation supporting completion of coursework work experience, summer institutes, or other special studies.

ADMINISTRATIVE AND SUPPORT STAFF

BRAZOSPORT COLLEGE
Administrative and Support Staff Salary Structure
Effective September 1, 2022
Board Approved: June 21, 2022

Rating	DBM Step 1	DBM Step 2	DBM Step 3	DBM Step 4	DBM Step 5	DBM Step 6	DBM Step 7	DBM Step 8	DBM Step 9	DBM Step 10	DBM Step 11	DBM Step 12	DBM Step 13	DBM Step 14	DBM Step 15	DBM Step 16	DBM Step 17	DBM Step 18	DBM Step 19	DBM Step 20	DBM Step 21	DBM Step 22	DMB Step 23
A10	\$10.83 \$1,877	\$11.16 \$1,934	\$11.49 \$1,992	\$11.83 \$2,050	\$12.19 \$2,113	\$12.56 \$2,177	\$12.94 \$2,243	\$13.33 \$2,310	\$13.73 \$2,380														
A11	\$12.42 \$2,153	\$12.79 \$2,217	\$13.17 \$2,283	\$13.57 \$2,352	\$13.98 \$2,423	\$14.40 \$2,496	\$14.83 \$2,570	\$15.27 \$2,647	\$15.73 \$2,726														
A12	\$14.48 \$2,510	\$14.91 \$2,584	\$15.36 \$2,662	\$15.82 \$2,742	\$16.29 \$2,824	\$16.78 \$2,908	\$17.28 \$2,995	\$17.80 \$3,085	\$18.33 \$3,177														
A13	\$16.45 \$2,851	\$16.94 \$2,936	\$17.45 \$3,025	\$17.97 \$3,115	\$18.51 \$3,208	\$19.07 \$3,305	\$19.64 \$3,404	\$20.23 \$3,506	\$20.84 \$3,612														
B21	\$17.64 \$3,058	\$18.17 \$3,149	\$18.71 \$3,243	\$19.27 \$3,340	\$19.85 \$3,441	\$20.45 \$3,545	\$21.06 \$3,650	\$21.69 \$3,760	\$22.34 \$3,872	\$23.01 \$3,988	\$23.70 \$4,108												
B22	\$19.07 \$3,305	\$19.64 \$3,404	\$20.23 \$3,506	\$20.84 \$3,612	\$21.47 \$3,721	\$22.11 \$3,832	\$22.77 \$3,947	\$23.45 \$4,065	\$24.15 \$4,186	\$24.87 \$4,311	\$25.62 \$4,441												
B23	\$20.50 \$3,553	\$21.11 \$3,659	\$21.74 \$3,768	\$22.39 \$3,881	\$23.06 \$3,997	\$23.75 \$4,117	\$24.46 \$4,240	\$25.19 \$4,366	\$25.95 \$4,498	\$26.73 \$4,633	\$27.53 \$4,772												
B24	\$21.91 \$3,798	\$22.57 \$3,912	\$23.25 \$4,030	\$23.95 \$4,151	\$24.67 \$4,276	\$25.41 \$4,404	\$26.17 \$4,536	\$26.96 \$4,673	\$27.77 \$4,813	\$28.60 \$4,957	\$29.46 \$5,106												
B25/B31	\$23.36 \$4,049	\$24.06 \$4,170	\$24.78 \$4,295	\$25.52 \$4,423	\$26.29 \$4,557	\$27.08 \$4,694	\$27.89 \$4,834	\$28.73 \$4,980	\$29.59 \$5,129	\$30.48 \$5,283	\$31.39 \$5,441	\$32.33 \$5,604	\$33.30 \$5,772										
B26/B32	\$26.17 \$4,536	\$26.96 \$4,673	\$27.77 \$4,813	\$28.60 \$4,957	\$29.46 \$5,106	\$30.34 \$5,259	\$31.25 \$5,417	\$32.19 \$5,579	\$33.16 \$5,748	\$34.15 \$5,919	\$35.17 \$6,096	\$36.23 \$6,280	\$37.32 \$6,469										
C41	\$27.61 \$4,786	\$28.44 \$4,930	\$29.29 \$5,077	\$30.17 \$5,229	\$31.07 \$5,385	\$32.00 \$5,547	\$32.96 \$5,713	\$33.95 \$5,885	\$34.97 \$6,061	\$36.02 \$6,243	\$37.10 \$6,431	\$38.21 \$6,623	\$39.36 \$6,822	\$40.54 \$7,027	\$41.76 \$7,238								
C42	\$29.46 \$5,106	\$30.34 \$5,259	\$31.25 \$5,417	\$32.19 \$5,579	\$33.16 \$5,748	\$34.15 \$5,919	\$35.17 \$6,096	\$36.23 \$6,280	\$37.32 \$6,469	\$38.44 \$6,663	\$39.59 \$6,862	\$40.78 \$7,068	\$42.00 \$7,280	\$43.26 \$7,498	\$44.56 \$7,724								
C43	\$31.31 \$65,124	\$32.25 \$67,079	\$33.22 \$69,096	\$34.22 \$71,176	\$35.25 \$73,319	\$36.31 \$75,523	\$37.40 \$77,791	\$38.52 \$80,120	\$39.68 \$82,533	\$40.87 \$85,008	\$42.10 \$87,566	\$43.36 \$90,187	\$44.66 \$92,891	\$46.00 \$95,678	\$47.38 \$98,549								
C44/C51	\$32.65 \$67,911	\$33.63 \$69,949	\$34.64 \$72,050	\$35.68 \$74,213	\$36.75 \$76,439	\$37.85 \$78,726	\$38.98 \$81,098	\$40.16 \$83,531	\$41.36 \$86,027	\$42.60 \$88,606	\$43.88 \$91,269	\$45.20 \$94,014	\$46.56 \$96,843	\$47.96 \$99,755	\$49.40 \$102,750	\$50.88 \$105,828	\$52.41 \$109,011						
C45/C52	\$35.37 \$73,568	\$36.43 \$75,773	\$37.52 \$78,040	\$38.65 \$80,390	\$39.81 \$82,803	\$41.00 \$85,278	\$42.23 \$87,837	\$43.50 \$90,478	\$44.80 \$93,182	\$46.14 \$95,969	\$47.52 \$98,840	\$48.95 \$101,814	\$50.42 \$104,872	\$51.93 \$108,012	\$53.49 \$111,257	\$55.09 \$114,585	\$56.74 \$118,017						
D61	\$36.51 \$75,939	\$37.61 \$78,227	\$38.74 \$80,578	\$39.90 \$82,990	\$41.10 \$85,486	\$42.33 \$88,045	\$43.60 \$90,686	\$44.91 \$93,411	\$46.26 \$96,219	\$47.65 \$99,110	\$49.08 \$102,084	\$50.55 \$105,142	\$52.07 \$108,304	\$53.63 \$111,548	\$55.24 \$114,897	\$56.90 \$118,350	\$58.61 \$121,906	\$60.37 \$125,567	\$62.18 \$129,332				
D62	\$38.28 \$79,621	\$39.43 \$82,013	\$40.61 \$84,467	\$41.83 \$87,005	\$43.09 \$89,625	\$44.38 \$92,309	\$45.71 \$95,075	\$47.08 \$97,925	\$48.49 \$100,857	\$49.94 \$103,873	\$51.44 \$106,993	\$52.98 \$110,196	\$54.57 \$113,503	\$56.21 \$116,915	\$57.90 \$120,430	\$59.64 \$124,049	\$61.43 \$127,772	\$63.27 \$131,599	\$65.17 \$135,551				
D63	\$40.08 \$83,365	\$41.28 \$85,861	\$42.52 \$88,440	\$43.80 \$91,102	\$45.11 \$93,827	\$46.46 \$96,635	\$47.85 \$99,526	\$49.29 \$102,521	\$50.77 \$105,600	\$52.29 \$108,761	\$53.86 \$112,027	\$55.48 \$115,396	\$57.14 \$118,849	\$58.85 \$122,406	\$60.62 \$126,087	\$62.44 \$129,873	\$64.31 \$133,762	\$66.24 \$137,777	\$68.23 \$141,916				
D64/D71	\$41.00 \$85,278	\$42.23 \$87,837	\$43.50 \$90,478	\$44.81 \$93,203	\$46.15 \$95,990	\$47.53 \$98,860	\$48.96 \$101,835	\$50.43 \$104,892	\$51.94 \$108,033	\$53.50 \$111,278	\$55.11 \$114,627	\$56.76 \$118,059	\$58.46 \$121,594	\$60.21 \$125,234	\$62.02 \$128,999	\$63.88 \$132,868	\$65.80 \$136,861	\$67.77 \$140,959	\$69.80 \$145,181	\$71.89 \$149,528	\$74.05 \$154,021		
D65/D72	\$43.61 \$90,707	\$44.92 \$93,432	\$46.27 \$96,240	\$47.66 \$99,131	\$49.09 \$102,105	\$50.56 \$105,163	\$52.08 \$108,324	\$53.64 \$111,569	\$55.25 \$114,918	\$56.91 \$118,371	\$58.62 \$121,927	\$60.38 \$125,588	\$62.19 \$129,353	\$64.06 \$133,242	\$65.98 \$137,236	\$67.96 \$141,354	\$70.00 \$145,597	\$72.10 \$149,965	\$74.26 \$154,458	\$76.49 \$159,096	\$78.78 \$163,859		
E81	\$44.38 \$92,309	\$45.71 \$95,075	\$47.08 \$97,925	\$48.49 \$100,857	\$49.94 \$103,873	\$51.44 \$106,993	\$52.98 \$110,196	\$54.57 \$113,503	\$56.21 \$116,915	\$57.90 \$120,430	\$59.64 \$124,049	\$61.43 \$127,772	\$63.27 \$131,599	\$65.17 \$135,551	\$67.13 \$139,628	\$69.14 \$143,808	\$71.21 \$148,114	\$73.35 \$152,565	\$75.55 \$157,141	\$77.82 \$161,862	\$80.15 \$166,709	\$82.55 \$171,701	\$85.03 \$176,859

Note: It is not intended that service will automatically qualify an individual for advancement in step. Such advancement reflects the increasing value of the individual's contribution to the College, consistent with performance evaluation and as permitted by financial circumstances of the College at the time.

BRAZOSPORT COLLEGE
***Position and Band/Grade Assignments**

Position Title	Band/Grade	Position Title	Band/Grade
Assistant Educarer, Children's Ctr.	A11	Assistant Research Analyst	B25
Groundskeeper	A11	Business Services Specialist--Payroll	B25
Security Representative	A11	Admissions and Registration Specialist	B25
Associate Educarer, Children's Ctr.	A12	Lead Security Officer/Lead Facility Services Specialist	B25
Food Service Technician, Children's Ctr.	A12	Systems Service Administrator	B26
Call Center Assistant/Switchboard	A12	Business Services Specialist (Coordinating)	B31
Security Officer	A12	Music Center Administrator	C41
Administrative Office Assistant/ Helpdesk	A12	Communications Specialist	C41
Peer Recruiter	A12	Police Lieutenant	C41
Senior Administrative Office Assistant	A13	Coordinator; Industry Coordinator	C41
Facility Services Technician	A13	Advisor/Counselor	C41
Administrative Office Specialist	B21	Development Officer	C41
Educarer, Children's Center	B21	Programmer/Analyst	C41
Admissions/Testing Specialist	B21	Senior Systems Service Administrator	C41
Systems Support Technician	B22	Auditor	C42
Instructional Media Technician	B22	Grant Writer	C42
Peer Recruiter Supervisor	B22	Librarian	C42
Sr. Administrative Office Specialist	B22	Counselor	C43
Stage Technician	B22	Research Analyst	C44
	B23	Manager (Non-Coordinating)	C44
Business Services Specialist (Non-Coordinating)		Manager (Coordinating); Director	C51
Facility Services Specialist	B23	Instructional Designer	C45
Program Coordinator/C.E. Evening Administrator	B23	Director	D61
Police Officer	B24	Director	D62
Graphic Artist	B24	Director (Non-Coordinating); Director (Coordinating)	D64/D71
Senior Systems Support Technician	B24	Dean; Executive Director; Associate Vice President	D65/D72
Technical Support Specialist	B24	Vice President	E81

*List is not inclusive of all positions at Brazosport College.

ADMINISTRATIVE AND SUPPORT STAFF EDUCATIONAL GROWTH CREDIT

Purpose

As the college develops and enhances its appraisal systems, one outcome should be guidance in the selection of professional growth activities. The purpose of the professional growth program is to encourage development of skills and essential knowledge related to specific job duties and responsibilities. The college does this in two ways. One is by supporting employee travel to conferences and workshops through expense reimbursement and release time from normal responsibilities and through employee scholarship. The other is through granting Educational Growth Credits (EGCs) to full time employees for college credit and non-credit learning that the employee participates in without monetary or time support from the college. Accumulation of these pre-approved credits will allow full time employees to either advance on the salary schedule (faculty only) or receive a monetary incentive.

Because the Employee Development Center is a special initiative of the college intended to provide the means for overall organizational development, employee participation in Employee Development Center activities during scheduled work hours may be eligible for EGCs in addition to attendance being supported by the college's Employee Development Center budget.

Procedures

1.1 Scope

- 1.2 Educational Growth Credits (EGCs) may be earned by any staff member with prior approval from the immediate supervisor and the dean when the course work, work experience, summer institutes, or other special studies are directly related to the employee's area(s) of principal assignment, qualification, or in which the employee has been requested to work. The content of a course must change if the course is to be repeated for Educational Growth Credit.
- 1.3 Course work must be approved in advance. Course work must be justified in writing and must include how the course will relate to the duties/responsibilities of the position. The request should be accompanied by a recommendation from the immediate supervisor.
- 1.4 Summer institutes, workshops, seminars, and certain Employee Development Center (EDC) activities will be considered. Sufficient documentation to evaluate the program, time spent, and effort expended must be submitted to the Vice President of the area. These activities will be allocated according to the ratio of one (1) credit per 24 contact hours or approved, non-credit professional development hours. Contact or approved, non-credit hours, less than 24, will be cumulative between academic years.
- 1.5 Work experience must be of sufficient length to warrant minimum credit evaluation independent of other work agreements. Credit evaluation will be determined based on continuity of assignment and hours of employment verified by official documentation. Work experience does not carry over to subsequent academic years and will be allocated according to the ratio of one (1) credit per each 80 hours worked in an approved work assignment. Approval will be granted for repeated work experiences only when the experiences are significantly different.

2. Request for Educational Growth

- 2.1 A “Request for Educational Growth Credit” form must be completed by the employee prior to commencement of an educational growth program and submitted to the immediate supervisor and the Vice President of that area for approval of the course work, work experience, summer institute, or other special study.
- 2.2 An entire degree program (course of study) and submitted for approval. However, individual “Request for Educational Growth Credit” forms documenting enrollment must be submitted to the immediate supervisor and the Vice President of that area for approval.
- 2.3 Each “Request for Educational Growth Credit” form will be evaluated prior to approval to verify that the selected degree program or course work, etc. clearly relates to the employee’s area (s) of assignment or in which the employee has been requested to work or which will enhance the overall educational process.
- 2.4 The approved “Request for Educational Growth Credit” form will be returned to the employee. Upon successful completion of the course(s) or activity it is the responsibility of the employee to provide the following to Human Resources:
 - The approved “Request for Educational Growth Credit” form;
 - An official transcript reflecting course work completed; and/or
 - Documentation of work experience, summer institutes, or other special studies;
- 2.5 Educational Growth Credits will be granted only for college course work resulting in academic credit with a grade of C or better.

3. Incentive Payments for Educational Growth Credits – Administrative and Support Staff

- 3.1. Incentive payments for earned Educational Growth Credits (EGCs) are not part of an employee’s base pay and will not be increased by future market adjustments of the salary schedule.
- 3.2. Incentive payments for earned Educational Growth Credits (EGCs) will be paid to employees annually in the November payroll.
- 3.3 Incentive payments will be \$50 per Employee Growth Credit (EGC) with a maximum of \$200 per year. When an employee receives the maximum incentive payment, additional EGCs earned above the maximum will carry forward up to a maximum of “0.9” EGCs to the next academic year.
- 3.4 Incentive amounts for EGCs will be cumulative.

Incentive Payments for Educational Growth Credits – Administrative and Support Staff (cont'd)

3.5 Employees reaching the maximum pay for their job classification will receive a one-time payment of \$200 per EGC up to a maximum of \$600 for the year. Educational Growth Credits (EGCs) earned above the maximum will carry forward up to a maximum of “0.9”.

4. Degree Bonus

Employees completing a degree will receive a “one-time” payment of \$500 for completion of the initial or next higher degree. Also, employees successfully completing all parts of the Certified Professional Secretaries Examination will receive a “one-time” payment of \$500.

5. Documentation Submission Deadline

In order to receive consideration for Employee Growth Credits (EGCs) for the next academic year, employees must adhere to the following deadlines:

September 1st – Deadline for submitting documentation supporting completion of coursework.