



IMPORTANT! COMPLETED FORM IS DUE BY NOVEMBER 4, 2011.

PLEASE READ CAREFULLY:

This year, we are providing colleges with a way to include information about benefits beyond the data gathered in previous surveys. The information requested below will be reported in the online version of the survey.

1. Please indicate supplemental benefits available to full-time faculty members at your institution in the following areas.

( ) Release time (Please explain:)

(X) Sabbatical - available after 2 years of employment for a maximum of 2 semesters 6% max # of faculty at one time.

( ) Other (Please explain:)

2. Please indicate Employee Assistance Programs (EAP) available to full-time instructors on your full-time faculty. Indicate items which apply to your institution.

- ( ) Financial education and services
( ) Outreach, assessment, and referral services for alcohol or chemical dependency
( ) Work/Life coaching - "fitness for duty consultations"
(X) Training and development workshops
( ) Conflict resolution/management
( ) Legal advice and analysis
(X) Wellness services (fitness coaches, nutritionist, smoking cessation, stress management, etc.)
( ) Other EAP benefits:

Wellness services available if enrolled in health insurance.

3. Other significant employee benefits:

(X) Paid insurance benefits for spouses and/or dependents (supplemented only)

( ) On-site childcare

( ) Other (Please explain:)

COLLEGE: Weatherford College

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PLEASE RETURN COMPLETED FORM TO: Texas Community College Teachers Association 5113 Southwest Parkway, Suite 185 — Austin, Texas 78735 Telephone Toll Free: 1-800-288-6850, Extension 12 (in Austin, 328-2044) — Fax: Area Code 512-328-1086 E-Mail: chawkins@tccta.org

## **#2 – “Merit” or “Incentive” Pay in addition to salary schedule**

**DRAFT 2-17-09**

### **Procedures Relating to Critical Shortages of Faculty or Staff**

#### Purposes

The College will strive to attract and retain the most qualified and effective employees. The College also must continue to meet human resource standards established by the Southern Association of College and Schools and specialized accrediting bodies.

The College desires to provide a compensation plan that is fair and equitable to all employees, encourages faculty and staff retention, and recognizes the realities of a competitive marketplace that where there are scarce personnel in some areas.

There may be critical shortages of faculty or staff in selected disciplines or fields. To ensure the College receives sufficient applications from qualified candidates and ultimately hires the most effective instructors or staff available, the College chief executive officer may approve a salary adjustment to attract and retain faculty who teach in fields or disciplines where there is a critical shortage, or staff as identified.

#### Definition and Characteristics of Critical Shortage

Characteristics of a critical shortage situation generally can be defined by the factors below, although other factors may be considered. These factors could be considered individually or collectively regarding an adjustment to compensation. A critical shortage may exist when:

- A position has been actively advertised, but few qualified applications were received and no person was employed.
- The College cannot admit students into the program, or the full capacity of students, because of lack of qualified faculty to fill positions.
- Accrediting standards are in jeopardy because of lack of qualified, full-time faculty or personnel.
- Regional, statewide, or national data convincingly document a shortage in the discipline or field.

A critical shortage adjustment to compensation may be made due to a documented, negative, salary differential between faculty or staff positions and the private or public sector (comparable market data). Recent market data for the North Texas region and/or nationally must be available to document decisions.

A critical shortage adjustment to compensation may be made because candidates will not accept offers due to a low salary compared to comparable market data.

Accreditation standards may require that an adjustment be made to attract and retain qualified candidates.

Methods for Adjustment

Adjustments to compensation may be made using a “stipend” method. This would be set amount in addition to the compensation for the person’s annual full-time employment contract. Or, adjustments could be made to the pay grade itself. The appropriate method will be determined based on the factors relevant to the position.

Action to Approve

The College chief executive officer will make decisions about compensation adjustments due to critical shortage issues based on justification, a recommendation of the supervising vice president, and consultation with the chief financial officer.

Action to Rescind Critical Shortage Status

A critical shortage in a field, discipline, or area may no longer exist based on evidence relating to the definition and characteristics stated in this procedure. In this case, the supervising vice president, after consultation with the chief financial officer, may recommend to the chief executive officer that a critical shortage no longer exists and appropriate compensation adjustments should be made. Based on recommendations from the supervising vice president and chief financial officer, the chief executive officer will decide the adjusted amount for annual compensation.

## **#4 – compensation for summer teaching**

### **5.4 Summer Instructor Pay**

Due to the compression of the educational schedule and increased demands on instructors during summer courses, Weatherford College uses a different pay rate to compensate full-time instructors for this period. Summer Instructional Compensation requires that the employee meet the conditions for compensation above and beyond those associated with instruction of coursework. Faculty members with nine-month or ten-month contracts may receive proportionate pay for a summer teaching load of up to six load units based on their category and step of the Contractual Salary Scale. For purposes of calculating load units and office hours, physical education activity classes will count as three (3) lecture load units. Once the faculty member surpasses the full-time summer load of six load units, part-time pay will apply.

Proportionate pay for each instructional load unit is calculated by multiplying the nine-month salary by the 10.5 month contractual factor and dividing the difference between the two salaries by 6 (standard summer teaching load units).

Weatherford College offers this additional compensation with the understanding that the employee will maintain a schedule of office hours and related professional activities in accordance with the established standards for full-time instructional staff. As such, employees compensated at this higher rate will be expected to:

1. Schedule, post, and maintain two office hours per each hour of classroom instruction per week.
2. Serve on administrative committees as assigned during the period of extended instruction.
3. Assist with student advising.
4. Conduct all class sessions according to the established meeting schedule.

Full-time employees may opt to teach summer courses and be compensated at the adjunct pay rate. When choosing this option, the employee is bound to meet the terms of service established for adjunct instruction.