

Full-Time Non-Bargaining Employee Compensation & Benefit Practices Fiscal Year 2023-2024

These practices are developed with the following goals in mind:

1. Provide information to non-bargaining employees whose position is not covered by collective bargaining or other individual employment agreement.
2. Ensure salary and benefit practices that are competitive both internally and externally.
3. Provide relevant information to staff regarding pay and benefit issues.
4. Provide for successful recruitment and retention of qualified staff.
5. Provide motivation for employees to contribute toward accomplishment of College mission, vision, values, and strategic goals.
6. Provide for the opportunity to recognize complexity and accountability of jobs as well as internal and external market changes.

These practices apply to all full-time employees whose positions are not included in one of the LCC negotiated labor agreements and are not covered by an individual employment agreement.

Classifications:

In addition to the classification that distinguishes positions as either covered or not covered by a bargaining unit contract (union and non-union positions), positions are also classified based on criteria set forth by the US Department of Labor's Fair Labor Standards Act (FLSA). This law provides rules for employers to follow related to eligibility for overtime for hours worked beyond 40 in a week as well as rules as to whether employees should be paid on an hourly or salaried basis.

At LCC, positions are classified into the following broad categories based on a review of the details of the job as provided in the approved college job descriptions. The two categories which are provided under the FLSA are:

1. Administrative & Professional Exempt (Exempt Employees): mid-level leaders and other professional employees whose positions meet Fair Labor Standards Act criteria for classification as exempt from overtime eligibility.
2. Support & Paraprofessional/Technical (Non-Exempt Employees): staff who are not in leadership positions and whose positions are not considered exempt from FLSA overtime provisions.

These classifications as Exempt or Non-Exempt are determined when a position is created, based on Human Resources review of the job description, as aligned with the terms of the FLSA. This classification is also considered whenever a position is reviewed based on a request for reclassification.

Pay Levels:

Within each of these classifications as Exempt or Non-Exempt, various pay levels are established based on the duties and responsibilities of the position as well as the qualifications required to hold the position. In general, positions are classified into the following position types:

Exempt Positions		Non-Exempt Positions	
Level III	Coordinators	Level 3	Office Assistant
Level II	Managers	Level 4	Lead Support
Level I	Directors	Level 5	Office Coordinator
		Level 6	Tech Specialist
		Level EA	Executive Assistant

The actual job titles within each of these levels will vary based on the job description.

For positions which are similar in level to positions within LCC bargaining unit positions, negotiated pay minimum and maximum levels will be utilized. Pay levels for the 2023-2024 fiscal year for non-bargaining positions are as follows:

Non-Exempt Employee Pay Levels:			
	Min	Mid	Max
Level 3	\$ 14.43	\$ 19.03	\$ 23.62
level 4	\$ 16.32	\$ 21.51	\$ 26.70
Level 5	\$ 18.66	\$ 24.59	\$ 30.51
Level 6	\$ 21.34	\$ 28.13	\$ 34.91
Level EA	\$ 21.31	\$ 30.39	\$ 39.48

Exempt Employee Pay Levels			
	Min	Mid	Max
Level III	\$ 56,263	\$ 74,628	\$ 92,994
Level II	\$ 65,632	\$ 87,097	\$ 108,562
Level I	\$ 78,314	\$ 103,927	\$ 129,539

Annual Pay Increases:

Although step increases are not provided for non-bargaining positions, annual (typically fiscal year) pay increases will be granted in a manner consistent with currently negotiated pay increases for similar positions. Every effort will be made to inform employees as to new fiscal year pay/salary on or near May 1st of each year or as soon as practicable.

New Hire Pay Levels:

Pay levels for newly hired employees (internal or external) are generally within the first half of the appropriate pay range. Pay levels will be determined based on a number of different factors:

- The qualifications of the new employee;
- Internal equity considerations;
- External market considerations.

Reclassifications and Request for Pay Advancement:

Supervisors or employees who believe a position has changed significantly on a permanent basis may request a review of the classification and pay level for any non-bargaining employee position. Updated job description and updated related organizational charts should be sent to the hr-employment@star.lcc.edu email box for review and consideration. When an updated job results in a change in classification and pay level, appropriate pay adjustment will be implemented effective with the date the request was submitted. When a change in classification and pay level is not warranted, Human Resources will consider whether an adjustment in pay level within the current classification is appropriate in light of the job changes. This pay level change would be implemented effective with the date the request was submitted.

Responsibility Dollars:

Supervisors or employees who believe a position has changed significantly on a temporary basis may request a review of the pay level for non-bargaining employee positions. Documentation required includes a summary of the additional work being performed, title of the position from which the duties were previously performed, timeframe in which the additional duties will be performed. Human Resources will review the request to determine whether additional pay is appropriate on a temporary basis.

Degree Recognition:

Employees who earn a degree beyond the degree required for their current position may be eligible for a one-time lump sum payment upon completion of the degree and receipt of official transcripts. Requirements for this payment include:

- Submission of the online [Request for Degree Recognition Form](#)
- Supervisory approval that the completed degree is related to current LCC employment
- Request for official transcripts to be sent from the conferring school to hr@lcc.edu

Payments provided for completion of Degrees:

Non-Exempt Employee Degree Recognition:	
Certificate	\$ 400

Associates	\$ 600
Bachelors	\$ 800
Masters	\$ 1,000

Exempt Employee Degree Recognition:	
Bachelors	\$ 1,500
Masters	\$ 2,000
Doctoral	\$ 2,500

Leave Time:

A variety of leave time is available to employees based on the classification of the position held:

Non-Exempt Employee Leave Time					
	Vacation	Sick Leave	Community Service Leave	Holidays	Winter Break
At Hire	3.68 hrs per pay period	3.68 hrs per pay period	8 hrs per fiscal year	New Years Day, MLK Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Day, Christmas & New Years Eve when they fall on a Mon, Tues, Wed or Thurs	3 to 5 additional designated days to encompass the full period between Christmas and New Years each year
At Start of 3rd Year	4.6 hrs per pay period				
At Start of 6th Year	5.52 hrs per pay period				
At Start of 11th Year	6.44 hrs per pay period				
At Start of 15th Year	7.67 hrs per pay period				

Non-Exempt staff may accumulate up to 400 hours of PTO in their leave bank. Additionally, full time support staff are allowed to request payment for up to 40 hours of PTO each year. Payment for hours requested will be on the second pay date of November. Employees may request payment of hours no later than November 7th to be included in the annual pay out.

Exempt Employee Leave Time						
Vacation	Sick Leave	Paid FMLA	Personal Leave	Community Service Leave	Holidays	Winter Break
200 hours per year (pro-rated for partial years worked)	96 hours per year (pro-rated for partial years worked)	Up to 80 hours per year to cover approved FMLA leave	40 hours per year (pro-rated for partial years worked)	8 hrs per fiscal year	New Years Day, MLK Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Day, Christmas & New Years Eve when they fall on a Mon, Tues, Wed or Thurs	3 to 5 additional designated days to encompass the full period between Christmas and New Years each year

Exempt staff may roll up to 200 hours of unused vacation leave to each new fiscal year. Exceptions to this 200 hour limit are handled on a case-by-case basis through the employee's Executive Leadership Team (ELT) representative and Human Resources.

Leave Time Upon Employment Termination:

Employees who are terminating employment and provide timely notification of departure (two weeks for non-exempt employees and three weeks for exempt employees) will be paid their available accrued and unused vacation/PTO leave time with their final paycheck.

Additionally, non-exempt employees who have completed at least 20 years of service with LCC will be paid a lump sum payment in the amount of \$60 for each accumulated and unused sick leave day remaining in their sick leave bank. This payment will be provided for non-exempt employees who provide at least 60 days written notice of separation to their supervisor and the Human Resources Department. Other leave time is not available following termination of employment.

Leave Time Donations:

All Non-bargaining employees may participate in a leave donation program. Details about donations or requesting leave time from this program may be found at this [link](#).

Additional Paid Leave Available:

Employees are also eligible for paid leave time for the following purposes:

- Jury Duty Service
- Bereavement- up to five paid days for loss of immediate family member (spouse/domestic partner, parent (and in-law), child (and in-law), sibling (and in-law), grandparent, grandchild, step-parent, step-child. Coverage beyond these immediate family members may be available upon request through the immediate supervisor and Human Resources Executive Director.
- FMLA (Family Medical Leave Act)- leave may be taken for up to 12 weeks per year for care of employee with serious health condition or care of a family member. All employee leave time may be used to cover pay during approved FMLA; up to ten sick days per year may be used for care of family members covered under FMLA.
- Professional Development Leave (available for exempt employees)

Other Employee Benefits:

Additionally, non-Bargaining employees are eligible for a comprehensive package of employee benefits. Details of all benefits may be found on the lcc.edu/hr/benefits page. Benefits include:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Health & Dependent Care Flexible Spending Accounts
- Employee Assistance Program
- Free Access to LCC Fitness Centers at Downtown and West Campuses

- Life Insurance & Accidental Death Insurance
- Long Term Disability Insurance
- Retirement Benefits
- Tax Sheltered Annuity Benefits
- Tuition Waiver Benefits
- Supplemental Benefits including Accident, Hospital Indemnity, and Critical Illness Plans
- Free Parking
- Employee Perks and Discounts
- Public Service Loan Forgiveness Qualifying Employer
- Unpaid Leaves of Absence:
 - Medical- beyond FMLA
 - Family Medical- beyond FMLA
 - Personal
 - Disability
 - Military
 - Education