

Southwest Texas Junior College
Bachelor's or Equivalent -- 9 Months Personnel Rate Schedule
2022-2023

Step	Annual Contract Amt	Increment
0	\$ 40,107.00	
1	\$ 40,462.00	\$ 355.00
2	\$ 40,817.00	\$ 355.00
3	\$ 41,172.00	\$ 355.00
4	\$ 41,527.00	\$ 355.00
5	\$ 41,882.00	\$ 355.00
6	\$ 42,237.00	\$ 355.00
7	\$ 42,592.00	\$ 355.00
8	\$ 42,947.00	\$ 355.00
9	\$ 43,302.00	\$ 355.00
10	\$ 43,657.00	\$ 355.00

Southwest Texas Junior College
Master's or Equivalent -- 9 Months Personnel Rate Schedule
2022-2023

Step	Annual	Increment
0	\$ 47,657.00	
1	\$ 48,157.00	\$ 500.00
2	\$ 48,657.00	\$ 500.00
3	\$ 49,157.00	\$ 500.00
4	\$ 49,657.00	\$ 500.00
5	\$ 50,157.00	\$ 500.00
6	\$ 50,657.00	\$ 500.00
7	\$ 51,157.00	\$ 500.00
8	\$ 51,657.00	\$ 500.00
9	\$ 52,157.00	\$ 500.00
10	\$ 52,657.00	\$ 500.00
11	\$ 53,137.00	\$ 480.00
12	\$ 53,617.00	\$ 480.00
13	\$ 54,097.00	\$ 480.00
14	\$ 54,577.00	\$ 480.00
15	\$ 55,057.00	\$ 480.00
16	\$ 55,537.00	\$ 480.00
17	\$ 56,017.00	\$ 480.00
18	\$ 56,497.00	\$ 480.00
19	\$ 56,977.00	\$ 480.00
20	\$ 57,457.00	\$ 480.00

Southwest Texas Junior College
Doctor's or Equivalent -- 9 Months Personnel Rate Schedule
2022-2023

Step	Annual	Increment
0	\$ 52,745.00	
1	\$ 53,345.00	\$ 600.00
2	\$ 53,945.00	\$ 600.00
3	\$ 54,545.00	\$ 600.00
4	\$ 55,125.00	\$ 580.00
5	\$ 55,705.00	\$ 580.00
6	\$ 56,285.00	\$ 580.00
7	\$ 56,865.00	\$ 580.00
8	\$ 57,445.00	\$ 580.00
9	\$ 58,025.00	\$ 580.00
10	\$ 58,605.00	\$ 580.00
11	\$ 59,155.00	\$ 550.00
12	\$ 59,705.00	\$ 550.00
13	\$ 60,255.00	\$ 550.00
14	\$ 60,805.00	\$ 550.00
15	\$ 61,355.00	\$ 550.00
16	\$ 61,905.00	\$ 550.00
17	\$ 62,455.00	\$ 550.00
18	\$ 63,005.00	\$ 550.00
19	\$ 63,555.00	\$ 550.00
20	\$ 64,105.00	\$ 550.00

Southwest Texas Junior College
Allied Health 9 Months Personnel Rate Schedule
2022-2023

	A.D.N.	
Step	Annual	Increment
0	\$ 42,912.00	
1	\$ 43,402.00	\$ 490.00
2	\$ 43,892.00	\$ 490.00
3	\$ 44,382.00	\$ 490.00
4	\$ 44,872.00	\$ 490.00
5	\$ 45,362.00	\$ 490.00
6	\$ 45,852.00	\$ 490.00
7	\$ 46,342.00	\$ 490.00
8	\$ 46,832.00	\$ 490.00
9	\$ 47,322.00	\$ 490.00
10	\$ 47,812.00	\$ 490.00

	B.S.N.	
Step	Annual	Increment
0	\$ 47,592.00	
1	\$ 48,261.00	\$ 669.00
2	\$ 48,930.00	\$ 669.00
3	\$ 49,599.00	\$ 669.00
4	\$ 50,268.00	\$ 669.00
5	\$ 50,937.00	\$ 669.00
6	\$ 51,622.00	\$ 685.00
7	\$ 52,307.00	\$ 685.00
8	\$ 52,992.00	\$ 685.00
9	\$ 53,677.00	\$ 685.00
10	\$ 54,362.00	\$ 685.00
11	\$ 55,047.00	\$ 685.00
12	\$ 55,732.00	\$ 685.00
13	\$ 56,417.00	\$ 685.00
14	\$ 57,102.00	\$ 685.00
15	\$ 57,787.00	\$ 685.00
16	\$ 58,662.00	\$ 875.00
17	\$ 59,537.00	\$ 875.00
18	\$ 60,412.00	\$ 875.00
19	\$ 61,287.00	\$ 875.00
20	\$ 62,162.00	\$ 875.00

	M.S.N.	
Step	Annual	Increment
0	\$ 54,528.00	
1	\$ 55,299.00	\$ 771.00
2	\$ 56,070.00	\$ 771.00
3	\$ 56,841.00	\$ 771.00
4	\$ 57,612.00	\$ 771.00
5	\$ 58,383.00	\$ 771.00
6	\$ 59,183.00	\$ 800.00
7	\$ 59,983.00	\$ 800.00
8	\$ 60,783.00	\$ 800.00
9	\$ 61,583.00	\$ 800.00
10	\$ 62,383.00	\$ 800.00
11	\$ 63,183.00	\$ 800.00
12	\$ 63,983.00	\$ 800.00
13	\$ 64,783.00	\$ 800.00
14	\$ 65,583.00	\$ 800.00
15	\$ 66,383.00	\$ 800.00
16	\$ 67,183.00	\$ 800.00
17	\$ 67,983.00	\$ 800.00
18	\$ 68,783.00	\$ 800.00
19	\$ 69,583.00	\$ 800.00
20	\$ 70,383.00	\$ 800.00

	PHD	
Step	Annual	Increment
0	\$ 62,449.00	
1	\$ 63,318.00	\$ 869.00
2	\$ 64,187.00	\$ 869.00
3	\$ 65,056.00	\$ 869.00
4	\$ 65,925.00	\$ 869.00
5	\$ 66,794.00	\$ 869.00
6	\$ 67,669.00	\$ 875.00
7	\$ 68,544.00	\$ 875.00
8	\$ 69,419.00	\$ 875.00
9	\$ 70,294.00	\$ 875.00
10	\$ 71,169.00	\$ 875.00
11	\$ 72,069.00	\$ 900.00
12	\$ 72,969.00	\$ 900.00
13	\$ 73,869.00	\$ 900.00
14	\$ 74,769.00	\$ 900.00
15	\$ 75,669.00	\$ 900.00
16	\$ 76,569.00	\$ 900.00
17	\$ 77,469.00	\$ 900.00
18	\$ 78,369.00	\$ 900.00
19	\$ 79,269.00	\$ 900.00
20	\$ 80,169.00	\$ 900.00

PROFESSIONAL POSITIONS SALARY SCALES

Professional personnel are classified under one of the four Position Groups. Salaries are dependent upon which group the position is under and the number of years employment/experience. The specific requirements for each job group are as follows:

Group I

Knowledge Required:

Requires general knowledge of a particular field. Excellent customer service skills.

Specialized Training or Experience Required:

Bachelor's Degree or equivalent related work experience

Complexity of Duties:

Duties performed by employees in this group will be of a varied non-repetitive nature requiring the exercise of considerable independent judgement, and initiative. May require supervision of work study students, clerical personnel, and other professional staff. Requires extensive communication with students, college departments, and external parties. Span of responsibility is generally limited in scope.

Positions:

Staff & Specialist

Group II

Knowledge Required:

Requires specialized knowledge of a particular field. Excellent customer service skills. Leadership experience. Budgetary knowledge

Specialized Training or Experience Required:

Bachelor's Degree or equivalent related work experience

Complexity of Duties:

Duties performed by employees in this group will be of a varied non-repetitive nature requiring the exercise of considerable independent judgement, and initiative. Generally, requires considerable academic/financial advising of students. May require the supervision of work study students, clerical personnel, and other professional staff. Requires extensive communication with students, college departments, and external parties. Span of responsibility is larger than Group I, but not departmental.

Positions

Manager, Coordinator, Supervisor, Advisor & Technician

Group III

Knowledge Required:

Requires a higher level specialized knowledge of a particular field. Excellent customer service skills. Leadership & Supervisory experience. Budgetary knowledge.

Specialized Training or Experience Required:

Master's Degree or equivalent related work experience

Complexity of Duties:

Duties performed by employees in this group will be of a varied non-repetitive nature requiring the exercise of considerable independent judgement, and initiative. Requires the supervision of a college departments. Responsible for departmental planning, budgeting, and workforce needs. Requires the ability communication with students, college departments, and external parties. Span of responsibility is larger than Group II, may include entire department.

Positions

Director, Assistant Director, Specialized Coordinator, Counselors & Officer

Group IV

Knowledge Required:

Requires specialized knowledge of a particular field. Excellent customer service skills. Leadership & Supervisory experience. Budgetary knowledge.

Specialized Training or Experience Required:

Master's Degree or equivalent related work experience

Complexity of Duties:

Duties performed by employees in this group will be of a varied non-repetitive nature requiring the exercise of considerable independent judgement, and initiative. Requires the supervision of large college departments. Responsible for departmental planning, budgeting, and workforce needs. Requires the ability communication with students, college departments, and external parties. Span of responsibility is larger than Group III, generally reserved to larger or complex departments.

Positions

Director, Controller

ADMINISTRATION OF PROFESSIONAL SALARY SCHEDULE

The salary schedule for professional personnel is administered as follows:

1. Each Vice President with the approval of the President determines the classification for each position within their area of responsibility.
2. Each employee is placed in the appropriate job classification bracket on the salary schedule according to the nature of the job.
3. Movement from step to step on the salary schedule is automatic each year of experience until the maximum has been reached for that job classification, provided the Board approves steps for the upcoming year. If the employee performs their job in an exemplary manner, the supervising Vice President may recommend that their salary be adjusted not to exceed four steps on the schedule.
4. If individual job responsibilities change, the supervising Vice President may recommend that the job classification be upgraded or downgraded as necessary.
5. At the discretion of the supervising Vice President, new employees may be given credit on the salary schedule for job related experience earned with other employers up to a maximum of 10 years. Otherwise, all new employees will start at the beginning salary for their group.

**Southwest Texas Junior College
Professional Personnel Rate Schedule
2022-2023**

I	
<u>Annual</u>	
Step	
0	\$ 34,997.93
1	\$ 35,697.89
2	\$ 36,411.85
3	\$ 37,140.08
4	\$ 37,882.89
5	\$ 38,640.54
6	\$ 39,413.36
7	\$ 40,201.62
8	\$ 41,005.65
9	\$ 41,825.77
10	\$ 42,662.28

II	
<u>Annual</u>	
Step	
0	\$ 42,664.76
1	\$ 43,518.06
2	\$ 44,388.42
3	\$ 45,276.18
4	\$ 46,181.71
5	\$ 47,105.34
6	\$ 48,047.45
7	\$ 49,008.40
8	\$ 49,988.57
9	\$ 50,988.34
10	\$ 52,008.10

III	
<u>Annual</u>	
Step	
0	\$ 52,000.00
1	\$ 53,040.00
2	\$ 54,100.80
3	\$ 55,182.82
4	\$ 56,286.47
5	\$ 57,412.20
6	\$ 58,560.45
7	\$ 59,731.65
8	\$ 60,926.29
9	\$ 62,144.81
10	\$ 63,387.71

IV	
<u>Annual</u>	
Step	
0	\$ 63,060.60
1	\$ 64,321.81
2	\$ 65,608.25
3	\$ 66,920.41
4	\$ 68,258.82
5	\$ 69,624.00
6	\$ 71,016.48
7	\$ 72,436.81
8	\$ 73,885.54
9	\$ 75,363.25
10	\$ 76,870.52
11	\$ 78,407.93
12	\$ 79,976.09
13	\$ 81,575.61
14	\$ 83,207.12
15	\$ 84,871.26

CLERICAL POSITIONS

GENERAL DESCRIPTION OF PAY SYSTEM

Personnel scheduled in clerical positions are classified as exempt hourly employees and are paid monthly. Each clerical employee is required to record time worked in the Kronos time system. The employee will record a beginning, lunch break, and ending work time. In the event that leave time is taken it will be recorded as sick, vacation, compensation, bereavement, or holiday leave (please see DEC LOCAL & LEGAL in the SWTJC Policy Manual for definitions and requirements of leave statuses).

All information must be entered accurately and submitted in a timely manner by the employee to his/her supervisor for approval (dates for submission and approval may be found at www.swtjc.edu on the Human Resources page). The supervisor's approval regarding accuracy and completeness must also be submitted in a timely manner.

Information received in the payroll office after the designated time is considered late and will not be processed until the next monthly pay period.

Any further questions should be directed to campus payroll.

Each full time clerical employee should work forty (40) hours per week. Overtime will only be allowed with prior approval of immediate supervisor. Clerical employees, as exempt employees, will receive compensation time at one and one-half of scheduled time as payment for overtime. This compensation time may be used as scheduled and approved with the employee's supervisor. Clerical employees will only receive cash payment for overtime when the department's Vice President deems necessary.

Payroll payments are only made by direct deposit and are deposited on the 20th of the month. Each payment is for time worked from the first through the last day of the month.

CLASSIFICATION

GROUP I:

Knowledge Required:

Requires ability to read, write, follow written or oral instructions, and use simple arithmetic. Basic knowledge of word processing and office procedure is required.

Specialized Training or Experience Required:

High school diploma. Elementary word processing.

Complexity of Duties:

Work is of routine nature consisting of simple, repetitive duties such as making change, credit card and check processing, answering the telephone, taking/forwarding messages, filing, sorting, word processing, and photocopying. Work is performed under close supervision with little discretion involved as to methods of work performance. No supervisory responsibilities.

GROUP II:

Knowledge Required:

Requires knowledge of administrative assistant skills, ability to maintain or prepare routine correspondence, records and reports, and average skills regarding the application of Microsoft office, including Word, Excel, and Outlook.

Specialized Training or Experience Required:

One year of college or equivalent related experience. Average proficiency in Microsoft Office, including Word, Excel, and Outlook. Also, average knowledge of bookkeeping and office machine operations.

Complexity of Duties:

Performs work of a semi-repetitive nature under moderate supervision with some measure of discretion permitted in the method of work performance. No responsibility for supervising the work of other full time employees.

GROUP III:

Knowledge Required:

Requires specialized knowledge in a particular field such as advanced administrative skills and office management procedures, comprehension of Microsoft Office system.

Specialized Training or Experience Required:

Two years of college or equivalent related experience. Above average proficiency in Microsoft Office, including Word, Excel, and Outlook, and the ability to apply basic accounting principles.

Complexity of Duties:

Performs work where responsibilities and procedures are of varied and diversified nature within a well-defined job field under very light supervision. Job requires initiative and independent judgement.

GROUP IV:

Office personnel in this group shall possess at least the same training experience and qualifications as those outlined for Group III. Duties performed by employees in this group will be of a varied non-repetitive nature requiring the exercise of considerable independent judgement, initiative, and may include the supervision of other full time employees. Placement in this group will be restricted to employees designated as administrative assistants or office managers.

**Southwest Texas Junior College
Clerical Personnel Hourly Rate Schedule
2022-2023**

Step	Hourly	Annual
		I
0	\$ 10.65	\$ 22,152.00
1	\$ 10.83	\$ 22,526.40
2	\$ 11.05	\$ 22,984.00
3	\$ 11.20	\$ 23,296.00
4	\$ 11.39	\$ 23,691.20
5	\$ 11.57	\$ 24,065.60
6	\$ 11.76	\$ 24,460.80
7	\$ 11.96	\$ 24,876.80
8	\$ 12.16	\$ 25,292.80
9	\$ 12.35	\$ 25,688.00
10	\$ 12.55	\$ 26,104.00

Step	Hourly	Annual
		II
0	\$ 11.95	\$ 24,856.00
1	\$ 12.16	\$ 25,292.80
2	\$ 12.37	\$ 25,729.60
3	\$ 12.57	\$ 26,145.60
4	\$ 12.78	\$ 26,582.40
5	\$ 12.99	\$ 27,019.20
6	\$ 13.19	\$ 27,435.20
7	\$ 13.40	\$ 27,872.00
8	\$ 13.61	\$ 28,308.80
9	\$ 13.83	\$ 28,766.40
10	\$ 14.05	\$ 29,224.00

Step	Hourly	Annual
		III
0	\$ 13.15	\$ 27,352.00
1	\$ 13.36	\$ 27,788.80
2	\$ 13.57	\$ 28,225.60
3	\$ 13.78	\$ 28,662.40
4	\$ 13.99	\$ 29,099.20
5	\$ 14.19	\$ 29,515.20
6	\$ 14.40	\$ 29,952.00
7	\$ 14.61	\$ 30,388.80
8	\$ 14.82	\$ 30,825.60
9	\$ 15.02	\$ 31,241.60
10	\$ 15.23	\$ 31,678.40

Step	Hourly	Annual
		IV
0	\$ 15.20	\$ 31,616.00
1	\$ 15.51	\$ 32,260.80
2	\$ 15.80	\$ 32,864.00
3	\$ 16.11	\$ 33,508.80
4	\$ 16.41	\$ 34,132.80
5	\$ 16.71	\$ 34,756.80
6	\$ 17.02	\$ 35,401.60
7	\$ 17.32	\$ 36,025.60
8	\$ 17.62	\$ 36,649.60
9	\$ 17.92	\$ 37,273.60
10	\$ 18.23	\$ 37,918.40
11	\$ 18.53	\$ 38,542.40
12	\$ 18.84	\$ 39,187.20
13	\$ 19.15	\$ 39,832.00
14	\$ 19.47	\$ 40,497.60
15	\$ 19.78	\$ 41,142.40

**Southwest Texas Junior College
Maintenance Personnel Hourly Rate Schedule
2022-2023**

Step	Hourly	Annual
		I
0	\$ 11.17	\$ 23,233.60
1	\$ 11.43	\$ 23,774.40
2	\$ 11.66	\$ 24,252.80
3	\$ 11.88	\$ 24,710.40
4	\$ 12.14	\$ 25,251.20
5	\$ 12.38	\$ 25,750.40

Step	Hourly	Annual
		II
0	\$ 12.23	\$ 25,438.40
1	\$ 12.61	\$ 26,228.80
2	\$ 12.99	\$ 27,019.20
3	\$ 13.24	\$ 27,539.20
4	\$ 13.52	\$ 28,121.60
5	\$ 13.74	\$ 28,579.20

Step	Hourly	Annual
		III
0	\$ 13.54	\$ 28,163.20
1	\$ 13.82	\$ 28,745.60
2	\$ 14.04	\$ 29,203.20
3	\$ 14.33	\$ 29,806.40
4	\$ 14.61	\$ 30,388.80
5	\$ 14.88	\$ 30,950.40
6	\$ 15.16	\$ 31,532.80
7	\$ 15.46	\$ 32,156.80
8	\$ 15.76	\$ 32,780.80
9	\$ 16.06	\$ 33,404.80
10	\$ 16.36	\$ 34,028.80

Step	Hourly	Annual
		IV
0	\$ 16.21	\$ 33,716.80
1	\$ 17.22	\$ 35,817.60
2	\$ 18.22	\$ 37,897.60
3	\$ 19.34	\$ 40,227.20
4	\$ 20.32	\$ 42,265.60
5	\$ 21.29	\$ 44,283.20
6	\$ 22.28	\$ 46,342.40
7	\$ 23.24	\$ 48,339.20
8	\$ 24.02	\$ 49,961.60
9	\$ 25.02	\$ 52,041.60
10	\$ 26.02	\$ 54,121.60
11	\$ 27.06	\$ 56,284.80
12	\$ 28.14	\$ 58,531.20
13	\$ 29.26	\$ 60,860.80
14	\$ 30.43	\$ 63,294.40
15	\$ 31.64	\$ 65,811.20

**Southwest Texas Junior College
Daycare Personnel Hourly Rate Schedule
2022-2023**

	Hourly	Annual	
Step			I
0	\$ 10.55	\$	21,944.00
1	\$ 10.96	\$	22,796.80
2	\$ 11.38	\$	23,670.40
3	\$ 11.81	\$	24,564.80
4	\$ 12.23	\$	25,438.40
5	\$ 12.43	\$	25,854.40

	Hourly	Annual	
Step			II
0	\$ 11.66	\$	24,252.80
1	\$ 12.05	\$	25,064.00
2	\$ 12.37	\$	25,729.60
3	\$ 12.87	\$	26,769.60
4	\$ 13.37	\$	27,809.60
5	\$ 13.87	\$	28,849.60

	Hourly	Annual	
Step			III
0	\$ 12.37	\$	25,729.60
1	\$ 12.82	\$	26,665.60
2	\$ 13.32	\$	27,705.60
3	\$ 13.82	\$	28,745.60
4	\$ 14.32	\$	29,785.60
5	\$ 14.82	\$	30,825.60

Southwest Texas Junior College
Food Service Personnel Hourly Rate Schedule
2022-2023

Step	Hourly		Annual	
			I	
0	\$	10.50	\$	21,840.00
1	\$	11.29	\$	23,483.20
2	\$	12.02	\$	25,001.60
3	\$	12.87	\$	26,769.60
4	\$	13.66	\$	28,412.80
5	\$	14.45	\$	30,056.00

Step	Hourly		Annual	
			II	
0	\$	12.16	\$	25,292.80
1	\$	12.73	\$	26,478.40
2	\$	13.33	\$	27,726.40
3	\$	13.82	\$	28,745.60
4	\$	14.47	\$	30,097.60
5	\$	15.07	\$	31,345.60

**Southwest Texas Junior College
Campus Police Hourly Rate Schedule
2022-2023**

Step	Hourly	Annual
0	\$21.00	\$43,680.00
1	\$21.50	\$44,720.00
2	\$22.00	\$45,760.00
3	\$22.50	\$46,800.00
4	\$23.00	\$47,840.00
5	\$23.50	\$48,880.00
6	\$24.00	\$49,920.00
7	\$24.50	\$50,960.00
8	\$25.00	\$52,000.00
9	\$25.50	\$53,040.00
10	\$26.00	\$54,080.00
11	\$26.50	\$55,120.00
12	\$27.00	\$56,160.00
13	\$27.50	\$57,200.00
14	\$28.00	\$58,240.00
15	\$28.50	\$59,280.00

**Stipend Amounts
2022 - 2023**

Position	Amount	
Faculty		
Associate Degree Nursing	\$ 10,000.00	Yearly
Vocational Nursing	\$ 5,000.00	Yearly
Welding	\$ 5,000.00	Yearly
Aviation	\$ 5,000.00	Yearly
Powerline Tech Coordinator	\$ 10,000.00	Yearly
Law Enforcement Academy	\$ 5,000.00	Yearly
Radiology Technology	\$ 5,000.00	Yearly
Commercial Driver's License Coordinator	\$ 10,000.00	Yearly
Patient Care Tech	\$ 5,000.00	Yearly
Drama Coach	\$ 2,500.00	Yearly
Mariachi Coach	\$ 2,500.00	Yearly
Division Chair	\$ 9,000.00	Yearly
Department Coordinator	\$ 2,000.00	Yearly

SWTJC Faculty Work Experience		
Bachelor/Equivalent	5 Years	\$ 750.00
Bachelor/Equivalent	10 Years	\$ 750.00
Bachelor/Equivalent	15 Years	\$ 750.00
Bachelor/Equivalent	20 Years	\$ 750.00
Master's/Equivalent	5 Years	\$ 1,250.00
Master's/Equivalent	10 Years	\$ 1,250.00
Master's/Equivalent	15 Years	\$ 1,250.00
Master's/Equivalent	20 Years	\$ 1,250.00
Doctor's/Equivalent	5 Years	\$ 1,250.00
Doctor's/Equivalent	10 Years	\$ 1,250.00
Doctor's/Equivalent	15 Years	\$ 1,250.00
Doctor's/Equivalent	20 Years	\$ 1,250.00

Staff		
Swimming Pool Manager	\$ 6,650.00	Yearly
Dorm Coordinator	\$ 7,000.00	Yearly
Dorm Manager	\$ 6,000.00	Yearly
Team Lead -- Student Services	\$ 2,000.00	Yearly
Electrician on call	\$ 600.00	Yearly
H/VAC on call	\$ 600.00	Yearly
Plumber on call	\$ 600.00	Yearly
Maintenance -- Journeyman's license	\$ 2,000.00	Yearly
Maintenance -- Master's license	\$ 4,000.00	Yearly
Ranked Campus Police Officer	\$ 1,200.00	Yearly