

2018-2019 TRINITY VALLEY COMMUNITY COLLEGE  
Instructional Overload/Part-Time Pay Schedule

**Academic and Workforce Credit Lecture Courses (1)**

3-HOUR lecture rate (face-to-face, online, HYD, HYC)	48 contact hours	\$1650
3-HOUR per-student lecture rate	48 contact hours	\$138
2-HOUR lecture rate (face-to-face, online, HYD, HYC)	32 contact hours	\$1100
2-HOUR per-student lecture rate	32 contact hours	\$92
4-HOUR lecture rate (face-to-face, online, HYD, HYC)	64 contact hours	\$2200
4-HOUR per-student lecture rate	64 contact hours	\$184
1-HOUR lecture rate (face-to-face, online, HYD, HYC)	16 contact hours	\$550
1-HOUR per-student lecture rate	16 contact hours	\$46
Coop/Internship		\$178 per student
VCT (Virtual College of Texas)		\$75 per student

**NOTE: Learning Framework Courses should be paid using account 1390-036-1/2/3/5 for the respective campuses.**

**Academic and Workforce Credit Lab Courses (2)**

Science lab rate (face-to-face, online, HYD, HYC)	\$1650
Science per student lab rate (face-to-face, online, HYD, HYC)	\$138
Non-science lab rate (face-to-face, online, HYD, HYC)	\$825
Non-science per student lab rate (face-to-face, online, HYD, HYC)	\$68.75
1-HOUR non-science lab rate (face-to-face, online, HYD, HYC)	\$275
1-HOUR non-science per-student lab rate (face-to-face, online, HYD, HYC)	\$23
2-HOUR non-science lab rate (face-to-face, online, HYD, HYC)	\$550
2-HOUR non-science lab per student rate (face-to-face, online, HYD, HYC)	\$46
4-HOUR non-science lab rate (face-to-face, online, HYD, HYC)	\$1100
4-HOUR non-science lab per student rate (face-to-face, online, HYD, HYC)	\$92
Non-course based option (NCBO) lab rate (limit 25/instructor) DEVL 2000, DEVL 2010, DEVL 2020 (face-to-face, online, HYD, HYC)	\$138 per student up to \$1650 (non-TDCJ)
Non-course based option (NCBO) lab rate (limit 25/instructor) DEVL 2000, DEVL 2010, DEVL 2020 (face-to-face, online, HYD, HYC)	\$163 per student up to \$1950 (TDCJ)
BASC (structured tutoring/non-credit) BASC 0011, BASC 0022, BASE 0001, BASE 0002 (face-to-face, online, HYD, HYC)	\$138 per student up to \$1650 (non-TDCJ)
BASC (structured tutoring/non-credit) BASC 0011, BASC 0022, BASE 0001, BASE 0002 (face-to-face, online, HYD, HYC)	\$163 per student up to \$1950 (TDCJ)
VCT Virtual College of Texas	\$37.50 per student

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**Academic, Credit, and Continuing Education Lecture/Lab Combination Course (9)**

MDCA 1317 4-HOUR (lecture + lab rate)	\$2475
NURA 1401 5-HOUR (lecture + lab rate)	\$2475
Theatre Practicum 6-HOUR (DRAM 1120, 1121, 2120, 2121) (two times lecture rate)	\$3300
Welding 5-HOUR lecture rates	\$3300
Welding 5-HOUR lab rates	\$1650
WLDG 1421, WLDG 1435 lecture rates	\$3300
WLDG 1421, WLDG 1435 lab rates	\$1650

**Workforce and Continuing Education Credit Courses (Special Assignment Agreements)**

The rates included in the chart below are approved for use by credit and non-credit courses including Medical/Nursing Assistant, Emergency Medical Technician (EMT), Vocational Nursing (VN) and Associate Degree Nursing (ADN) clinical skills. Compensation is recorded on a teaching agreement provided by the Dean of Continuing Education or the HSC Provost.

EMT skills	\$21.65 per hour (time log)
VN and Medical/Nursing Assistant clinical excluding NURA 1160	\$33 per hour (time log)
NURA 1160 Clinical-Nursing Assist/Aide & Patient Care Assist/Aide <b>non-credit</b>	\$3040
NURA 1401 5-HOUR (lecture + lab rate)	\$2475
ADN clinical/skills	\$43.25 per hour (time log)
ADN team leader	\$1133 per semester
National Registry of EMT (NREMB) paramedic skills (2710-033-2)	\$150.00 per test day for instructor; \$50.00 per test day for patient
Pharmacy Curriculum Development	\$775 per semester
<b>PHRA lab set-up/coordination by pharmacy tech director</b>	\$30 per hour

**Continuing Education Non-Credit Courses (Teaching Agreements)**

Basic Life Support/CPR	\$33 per student
Non-credit workforce training	\$25.75 per hour (time log)
Beginning Computers/Windows (tutoring)	\$113/student
Drug Violation and Awareness Class (TVCC students)	\$51.50 per student
Emergency Care Attendant (minimum of 20 student enrollment)	\$1550 per course
Medication Administration (certified medication aide)	\$36 per hour (time log)
Medication Aide update class - <i>6 times per year class guaranteed to make for student employment recertification; instructor paid for no fewer than 10 students</i>	\$33 per student

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Clinical non-credit Medical/Nursing Assistant courses	\$33 per hour (time log)
Introduction to Microsoft Word	\$103 per student
Nursing Math (online)	\$12.50 per student
Nursing Math (face-to-face) taught by Dr. Reid (during work hours)	\$3.50 per student
Nursing Math (face-to-face) taught outside of work hours	\$12.50 per student
Classroom/lab non-Credit Medical/Nursing Assistant Courses pay the same as the corresponding credit courses.	
Non-reoccurring non-credit courses vary in length, student outcomes, instructor requirements, student requirements, instructional locations, needed types of resources, types of instructional space, etc. Instructor pay for non-reoccurring non-credit courses is negotiated and an explanation of that process is attached to the non-credit teaching agreement.	

### Adult Education Non-Credit Courses (Teaching Agreements)

Instructors with bachelor's degree	\$17.60 per hour
Instructors with master's degree or higher	\$19.80 per hour
Instructor aides (assist with departmental functions) with high school diploma/GED	\$10.50 per hour (non-faculty time sheet)

### Non-Traditional Contact Hour Courses Not Included in Above Charts

Courses that are not identified on the charts listed above but fall outside of the traditional 48, 64, or 96 contact hour format will be compensated at a prorated rate using 1 credit hour intervals in order to adjust for the contact hour differences. The vice president of instruction will utilize the current college catalog course descriptions to determine the appropriate contact hours that the course meets and corresponding compensation at the adjusted prorated rate.

### ITV Class Considerations

1. Instructors will be paid \$1950 for transmitting an ITV class from the base (with no students present) to one receiving site; \$300 is added for each additional receiving site, including students present at the base site.
2. ITV courses will have a **maximum of 25** students **at each receiving site**.
3. Instructors will be paid a per head rate ( $1/12$  of \$1950 = \$163) for each student above the maximum (25 students) at any receiving site.
4. Instructors may choose to teach from base to one site with less than 12 students at a per head rate ( $\$1950/12 = \$163$ ).

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- If instructor chooses to teach at multiple receiving sites with less than 12 students from base to any receiving site and has more than 12 students in all the multiple receiving sites combined, compensation is \$1,950 and \$300 for each additional receiving site.

**Texas Department of Criminal Justice (TDCJ) Courses**

- Instructors will be paid \$1,950 for teaching TDCJ courses (either ITV or in-person) with at least 12 students enrolled. This applies to all sections, regardless of whether or not the course is taught as part of their load or as an overload. TDCJ sections taught as part of the instructor load will be designated with a \$300 (REG LOAD) on their special assignment agreement.
- Instructors may choose to teach from an ITV class with less than 12 students at a per head rate (\$1950/12 = \$163).
- Instructors **traveling to** a TDCJ unit will be also compensated the \$250 travel time stipend. For more details, refer to “Travel Time Stipend” section of this document.

**Enrollment Considerations**

A minimum enrollment of 12 students is required to pay the full amount of the overload for all courses, except under special circumstances pre-approved by the vice president of instruction.

- Studio art classes require a minimum enrollment of 8 students.
- Staging/Costuming/Design theatre courses (non-core) will be compensated according to the following schedule:

Enrollment	Staging/Costuming/Design department specific courses
Less than 3 students	Per student rate of \$206 ((lecture + lab)/12 students)
3-6 students	Lecture rate only
Greater than 6 students	Lecture + lab rate

- Ear training and piano courses will be compensated according to the following schedule:

Section enrollment	Rate of compensation
<b>Less than 8</b> students enrolled in MUSI 1181, MUSI 1182, MUSI 1116, MUSI 1117, MUSI 1311, or MUSI 1312	Per student rate of \$138 (lecture rate/12 students)
<b>8 students or more</b> enrolled in MUSI 1181, MUSI 1182, MUSI 1116, MUSI 1117, MUSI 1311, or MUSI 1312	Lecture rate only
<b>Less than 6 students</b> enrolled in MUSI 2311, MUSI 2312, MUSI 2116, MUSI 2117, MUSI 2181, or MUSI 2182	Per student rate of \$138 (lecture rate/12 students)
<b>6 students</b> or more enrolled in MUSI 2311, MUSI 2312, MUSI 2116, MUSI 2117, MUSI 2181, or MUSI 2182	Lecture rate only

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4. For all other coursework and based upon enrollment, the following overload compensation will be awarded:

<b>Enrollment</b>	<b>All lectures <u>except</u> ENGL, DECO, SPCH, and Learning Framework</b>
Up to 12 students	\$138/student
12 – 35 students	\$1650
36 – 48 students	\$1650 + \$138/student above 35
49 – 70 students	\$3300 (2 sections)
71 – 83 students	\$3300 + \$138/student above 70
84 – 105 students	\$4950 (3 sections)
<b>Enrollment</b>	<b>ENGL, DECO, SPCH, Learning Framework</b>
Up to 12 students	\$138/student
12 – 25 students	\$1650
26 – 37 students	\$1650 + \$138/student above 25
38 – 50 students	\$3300 (2 sections)
51– 62 students	\$3300 + \$138/student above 50
63 – 75 students	\$4950 (3 sections)

### VCT enrollment

1. \$75 is paid for each VCT student added to a TVCC class with at least 12 students.
2. \$37.50 is paid for each VCT lab student added to a TVCC class with at least 12 students.
3. When more than 21 VCT students are enrolled in a lecture course, an exact lecture overload is paid for the VCT students and the \$75 rate is not used.
4. When more than 21 VCT students are enrolled in a lab course, an exact lab overload is paid for the VCT students and the \$37.50 rate is not used.
5. There is no additional pay for VCT students that are added to “make” enrollment minimums for an existing TVCC section.
6. There is no additional pay for VCT students that are added to a course with the minimum enrollment threshold until the VCT enrollment reaches the threshold.

### Additional non-teaching duties

<b>Job/Duty</b>	<b>Compensation</b>	<b>Compensation Schedule</b>
Division chair (10.5 month contract)	2 course release	fall, spring
Campus curriculum director (10 month contract)	2 course release	fall, spring

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QEP director (P/T)	2 course release fall and spring/1 course release summer 12-week	fall, spring, summer
PTK coordinator (9 month contract)	2 course release fall, spring/1 course release summer 12-week	fall, spring, summer
Terrell PTK sponsor/activities director	1 course release	fall, spring semesters in which induction ceremony and at least one service project are conducted
Ranch manager (12 month contract)	1 course release	fall, spring
Rodeo coach (12 month contract)	1 course release	fall, spring
Canvas Cardinal – 1 academic and 1 workforce faculty member who is selected to research and integrate technology in to courses using strategies NOT already in place with their existing courses.	\$500.00 stipend	fall, spring

### HSC Faculty Mentor

Health Science Center faculty mentors are used to assist new nursing faculty with the instructional and non-instructional tasks of nursing faculty. This mentor relationship lasts for one semester. Total compensation is payable in one monthly installment, during the last month of the semester in which they are serving as a resource. Compensation is determined as follows:

1. Mentor rate - \$50 per mentee

### Inter-Campus Teaching

In accordance with TVCC business office regulations, inter-campus teaching requiring instructional travel will comply with the conditions outlined below.

**Instructional Travel:** Use of a school vehicle is required unless one is not available. Faculty who travel for semester-long instructional purposes should request a school vehicle before each semester begins or immediately thereafter using the process, as follows:

- a. Athens campus: Send [Vehicle Request Form](#) to the Transportation Department at [transportation@tvcc.edu](mailto:transportation@tvcc.edu).
- b. Terrell campus: Contact Linda White x4909 [lwhite@tvcc.edu](mailto:lwhite@tvcc.edu), Kathey Taldo x4901 [ktaldo@tvcc.edu](mailto:ktaldo@tvcc.edu), or Angel Hutto x4902 [ahutto@tvcc.edu](mailto:ahutto@tvcc.edu)
- c. Kaufman campus: Contact Sheila Goldman x5725 [sgoldman@tvcc.edu](mailto:sgoldman@tvcc.edu) or Alice Kelly x5726 [akelly@tvcc.edu](mailto:akelly@tvcc.edu)
- d. Palestine campus: Contact Melissa Singletary x7020 [msingletary@tvcc.edu](mailto:msingletary@tvcc.edu) or Gail McInnis x7022 [gmcinnis@tvcc.edu](mailto:gmcinnis@tvcc.edu).

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If the vehicle request is denied due to unavailability, the denied [Vehicle Request Form](#) or similar written documentation must be attached to the travel report in order for personal vehicle mileage to be reimbursed at 30 cents per mile.

The semester special assignment agreement for faculty who are assigned inter-campus travel will be prepared according to the following parameters:

1. Instructors are expected to use a TVCC vehicle for inter-campus teaching travel and **will not** be reimbursed for use of their personal vehicle unless a vehicle request form (VRF) is submitted to the director of transportation and use of a TVCC vehicle is denied due to unavailability; Attach denied VRF to travel report for mileage reimbursement at the end of the month/semester.
2. The \$250 travel time MISC stipend (further described below) will be used to compensate an instructor for their travel time to an off-campus assignment and is paid for the first course taught away from their home campus\*, regardless of whether or not the instruction is part of their load. Subsequent travel time stipends will be awarded for courses separated by more than three hours, as calculated from the end of one course to the beginning of the next course. Instructors who travel 4 or more days per week to teach the SAME course at an inter-campus site will be awarded 2 distinct \$250 travel stipends.
3. All TDCJ teaching assignments are compensated a \$300 stipend, as reflected in the above section entitled, "Texas Department of Criminal Justice (TDCJ) Courses"; Instructors physically traveling to a TDCJ unit will be also compensated the \$250 travel stipend for their travel time to their off-campus assignment.
4. This MISC compensation is included in the special assignment agreement and is charged to the campus in which the instructor is assigned to teach.

*\*Home campus is identified by at least one of the following, as it applies to the instructor who teaches their primary load on multiple campuses: physical office location, if applicable, and/or primary location of teaching assignment in which the highest percentage of course load (excluding overloads) is taught. If an instructor's home campus changes or is re-assigned, approval with the VP of instruction or appropriate designee is required.*

### Travel Time Stipends (MISC)

#### Adjunct Instructors

1. Adjunct instructors are compensated \$250 MISC stipend course for travel time when the instructor is traveling 20 or more miles (as calculated from their residence to instructional site) to teach assigned course.
2. When teaching more than one course, the \$250 stipend is paid for only one course unless the courses are separated by more than 3 hours.
3. The MISC compensation is included in the special assignment agreement and is charged to the campus in which the instructor is assigned to teach.

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### Full-time Instructors

Full-time instructors are compensated a \$250 MISC travel time stipend under the following conditions:

1. The instructor is traveling 20 or more miles (as calculated from their residence to instructional site) to teach the course during a summer semester.
2. During any semester,
  - a. Non-TDCJ instruction: The instructor is traveling 20 or more miles (as calculated from their **home campus** (defined above) to the instructional site) to teach the non-TDCJ course as part of their load or as an overload; Instructors are expected to use a TVCC vehicle for this travel and **will not** be reimbursed for use of their personal vehicle unless a vehicle request form (VRF) is submitted to the director of transportation and use of a TVCC vehicle is denied due to unavailability; Attach denied VRF to travel report for mileage reimbursement at the end of the month/semester.
  - b. TDCJ instruction: The instructor who is **traveling to** a TDCJ unit to teach the course as part of their load or as an overload during any semester; Instructors are expected to use a TVCC vehicle for this travel and **will not** be reimbursed for use of their personal vehicle unless a vehicle request form (VRF) is submitted to the director of transportation and use of a TVCC vehicle is denied due to unavailability; Attach denied VRF to travel report for mileage reimbursement at the end of the month/semester.
3. The MISC compensation is included in the special assignment agreement and is charged to the campus in which the instructor is assigned to teach.

### Determining Teaching Loads

A full-time instructor's instructional load is determined for all disciplines as a combination of the equivalent of 5 three semester credit hour lecture sections except in the following circumstances:

1. Any combination of 6 lecture and/or lab sections is required for instructors in the science, art drawing/design (excludes art lecture), or foreign language, and horticulture disciplines. **Labs are paid at a full lecture rate in these disciplines. *If an instructor's load is divided between science/art drawing/design/foreign language AND another discipline that requires a combination of 5 courses to make a load, the instructor will be required to fulfill the 5 course load limit with labs paid at ½ the lecture rate.***
2. Lecture and/or lab enrollments may be combined and counted as one course in computing loads when minimum enrollment numbers are not met.
3. A teaching load for **music** classes is determined by the function of the MUSI faculty member.  
Band director(s) and instructors with MUAP coursework as their primary load are expected to fulfill 24 semester hours.  
Choir director(s) and instructors with MUAP as their secondary load are expected to fulfill 18 semester hours.

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Instructors without MUAP instruction are expected to fulfill 15 semester hours.

Hourly determinations applied for MUSI assignments are as follows:

- a) Cardinal regiment band director = 20 semester hours
  - b) Concert band director = 20 semester hours
  - c) Cardinal singers director = 5 semester hours
  - d) Chamber singers director = 5 semester hours
  - e) Encore director = 5 semester hours (for director and accompanist)
  - f) Recital attendance = 3 semester hours (for director and accompanist)
  - g) Music lecture courses = 3 semester hours
  - h) Choir accompanist = 5 semester hours (for accompaniment of recitals, juries, concerts)
  - i) Applied music lessons (MUAP courses) = ½ hour per student enrolled in 1 hour course and 1 hour per student enrolled in 2 hour course
  - j) MUAP Compensation is \$550 (\$1650/3) per **semester hour** in excess of assigned hours
4. A teaching load for kinesiology (KINE) classes is determined by the coaching position with the following requirements for semester loads:
- a) Athletic Director/Head Coach = as needed, determined by athletic director and KINE division chair
  - b) Assistant Athletic Director/Head Coach = 3 semester credit hours per semester or 6 semester credit hours per year
  - c) Division Chair/Assistant Basketball Coach = 3 to 4 semester credit hours per semester or 6 to 8 semester credit hours per year
  - d) Head Coach = 3 to 4 semester credit hours per semester or 6 to 8 semester credit hours per year
  - e) Full Assistant Coach = 4 semester credit hours per semester or 8 semester credit hours per year
  - f) Full-time Trainer = Four semester credit hours per semester. Eight semester credit hours per year
  - g) Cheer Coach = 6 semester credit hours per semester or 12 semester credit hours per year
  - h) Recruiting Coordinator = Non-teaching responsibilities to include but not limited to recruiting and athlete academic liaison
5. A teaching load for credit continuing education instructors is determined as follows:
- a) A teaching load is 15 semester hours (or 5 courses) of medical classes in Medical/Nursing Assistant.
  - b) Calculations for labs is separated from classroom instruction for load and overload pay purposes.
  - c) Director for the Texas Department of Aging and Disability Services Nurse Aide Certification = 3 semester credit hours.
  - d) Director of ISD Phlebotomy Training = 3 semester credit hours.

### Special Rates of Pay

1. If any additional compensation (i.e. per head rate, "MISC") is paid for a designated course that IS part of the load – DO NOT include the course section number on the Special Assignment Agreement (SAA).
2. Instructors and staff who evaluate Learning Enhancement Annual Plans (LEAPs) are compensated at a rate of \$30 per hour for work done outside of their normal work day/week.

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3. Instructors and staff who work with the office of Strategic Planning, Accreditation, and Institutional Effectiveness to assist with SACSCOC and THECB core-curriculum related duties are compensated at a rate of \$30 per hour for work done outside of their normal work day/week.
4. Instructors and staff who perform duties or services OUTSIDE of the scope/description of their full-time job must receive approval for the additional work BEFORE the project begins. With proper notice AND approval from the employee's immediate supervisor AND president and/or vice president of instruction, the instructor and/or staff member will be compensated at a rate of \$30 per hour for work done outside of their normal work day/week.
5. In accordance with OB grant awarded in November, 2016, up to four curriculum/course designer stipends at a rate of \$1650 will be paid from account 3580-035-4.
6. Drivers of performing groups to regional and national playoffs are to be paid from the P/T payroll (035) account of the respective organization.

### Temporary or Substitute Pay

Temporary or substitute compensation is prorated based upon the number of course(s) the substitute teaches. Compensation varies, as determined by the length of the semester and the number of times the course in which the substitute is teaching is offered. A substitute's compensation will be compared to the instructor's pay of the courses for which they are substituting.

Semester Length	Course offering	Compensation per class, day, or hour
6-week (summer 1, summer 2)	2 days/week	\$138 per class *(\$11.50/student/class rate)
	4 days/week	\$68.75 per class *(\$5.73/student/class rate)
Cosmetology (fall, spring, summer)	4 days/week 7.5 hours/day	\$193.13 per day (\$25.75/hour x 7.5 hours) <b>NOTE: For courses that do not meet precisely 7.5 hours/day, the substitute will be compensated at a rate of \$25/hour.</b>
TDCJ summer (12 week)	1 day/week	\$162.50 per academic 3 hour course *(\$13.54/student/class rate); \$200 per vocational class (6.5 hours) *(\$16.67/student/class rate)
TDCJ cycle (vocational)	6.5 hours/day	\$200 per day (\$30.77/hour x 6.5 hours) <b>NOTE: For courses that do not meet precisely 6.5 hours/day, the substitute will be compensated at a rate of \$30.77/hour.</b>
16 week (fall, spring)	2 days per week	\$52 per class *(\$4.34/student/class rate)

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	1 day per week	\$104 per class *(\$8.67/student/class rate)
<b>*Per-student-per-course rate is calculated as the compensation per class divided by 12</b>		
Per-student-per course rates will apply to substitute pay under the following conditions:		
<ul style="list-style-type: none"> <li>• Student enrollment exceeds the maximum enrollment limit</li> <li>• Substitute for DEVL, non-course based courses</li> </ul>		

### Part-Time Special Events/Performances

1. Student or non-TVCC employee performance pay = \$50 per show for each musician (student or outside musician) payable after the performance; documented with special assignment agreement
2. TVCC instructor performance related (including rehearsal) duties not within the scope of TVCC’s instructor’s role = \$30 per hour rate. Final approval for rehearsal compensation rests with the vice president of instruction; payable after the work completed and documented with time sheet
3. Vocal instruction = \$30/hour per student taught, payable after the performance/instruction; documented with time sheet
4. Theatre director (acting director and costume/set director) = \$2475 (lecture + lab rate), payable after the performance; documented with special assignment agreement
5. U.I.L. Meet Coordinator = \$1650 (lecture rate), payable after the scheduled meet; Special instructions noted as follows: *“U.I.L. meet is held on \_\_\_\_\_ (note date), but preparatory work occurred over the course of several months”*. Compensation is charged to budget account 2820-035-1; documented with special assignment agreement
6. Paramedic National Skills Testing is paid at a one day flat rate of \$180.00 from account 2710-033-2. TVCC employees are paid with a special assignment agreement. Prior to processing SAA, budget adjustments and donations from the agency account to the part-time salary account need to be made. Non-TVCC employees are paid from the agency account 6055-047-4.

### TDCJ Testing and Proctoring Services

Proctor Description	Compensation	Budget account charged
Off-campus	\$103 per day	1110-048
On-campus	\$82.50 per day	1110-048
Paper/pencil (accommodated) testing	\$103 per day	1110-048
Written test (TDCJ)	\$16.50 per hour	1110-048
ITV video proctor (TDCJ)	\$16.50 per hour	1110-048
VGI-HVAC (TDCJ)	\$103 per day	1110-048