OP 70.14: Salary Administration Policy

DATE: November 4, 1998

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish policy and procedures regulating the administration of salaries for all Texas Tech employees.

REVIEW: This OP will be reviewed by the Director of Personnel by April 1 of each odd-numbered year. Recommendations for revision will be forwarded through administrative channels to the Vice President for Fiscal Affairs, the Provost, and the President by April 15.

POLICY/PROCEDURE

1. Objective

Texas Tech University is an institution of higher education dedicated to the pursuit of educational, research, and public service objectives. To attain these objectives, the University has the responsibility to secure a staff of competent employees and to expend, effectively and economically, the monies placed in its charge for salaries and wages.

2. Authority to Set Compensation

Authority to set the compensation paid to employees resides with the Board of Regents. This authority is exercised through policies which regulate salaries and wages and through review and adoption of the annual operating budget. The itemized budget, approved by the Board of Regents, specifies the salary authorized for each position. In conjunction with approval of the itemized budget during the normal budget cycle, the Board of Regents has delegated authority to approve salary increases of less than 10 percent per annum in accordance with this administrative policy. All increases requested outside the normal budget cycle will require approval of the President or his designee in areas as specified in this OP.

3. General Compensation Policy

It is the policy of the University to distribute fairly and equitably money available for salaries and wages based upon the relative value of its various positions. To ensure the fulfillment of this policy, Compensation Plans are established for Classified, for Professional and Administrative, for Executive Management, for Faculty and for Student employees.

Attachments B and C are signature authority charts for the various administration actions, such as creating a new position, pay increases, and reclassifications.

4. Board of Regents Approval[a]

[a] In accordance with Board of Regents' policy 04.04

Presidential approval is required prior to the effective date for adjustments to an employee's total salary rate, not required by law, when such adjustment is 10 percent or more per annum, accumulative for the fiscal year. Subsequent ratification by the Board at the next regular meeting is also required. This does not apply to:

a. "Bona fide promotions" - An employee moving from one previously existing position to another, in a higher pay grade, not as a result of a reclassification, pay grade adjustment or other action related to any specific change to the position the employee currently holds.

b. Supplemental compensation payments as provided by law, (i.e. FLSA ruling, EEO settlements, etc.);
c. Adjustments to an employee's salary rate from nonappropriated funds, which have a period other than the state fiscal year, if the increase is consistent with the institutional increases given to other persons, and if the vice president, Provost, and Vice President for Fiscal Affairs have reviewed the adjustment, and the President has approved it; or

d. Adjustments to an employee's total salary rate or wage rate that result in a per annum increase of an amount less than or equal to $2,000.

For the purposes of this policy "total salary rate" shall mean the full time monthly salary x 12 (except faculty which is 9) x FTE or the hourly rate x 2080 x FTE.

The above policy is applicable to all employees, full or part time, student, faculty, executive management, professional, administrative, and classified, regardless of source of funds.

5. **Definition of Terms**

a. **Promotion**

   The change of an employee from one position to another previously existing position assigned to a higher pay grade.

b. **Demotion**

   The change of an employee from one position to another position assigned to a lower pay grade.

c. **Reclassification**

   The reassignment of an existing position to another job title which does not increase total FTE.

d. **Pay Grade Adjustment**

   The reassignment of an existing position to a different pay grade.

e. **Reallocation**

   The reassignment of an existing position from one compensation plan to a different compensation plan, or to a different category within the Professional and Administrative Compensation Plan or the Executive Management Compensation Plan.

f. **Lateral Transfer**

   The change of an employee from one position to another position assigned to the same pay grade.

g. **Faculty Employee**

   An employee with academic rank paid in full or in part from the line item "Faculty Salaries", or from a funding source approved by the Provost.

h. **Student Employee**

   An employee performing part-time work incidental to his academic training in an occupational category that requires all incumbents to be students as a condition of employment. These occupational categories are:

   **Graduate Assistant** (Job Code 043906) - A graduate student employed to perform work which utilizes knowledge beyond undergraduate academic studies. The position of Graduate Assistant is intended for graduate
students employed in capacities other than teaching or research.

**Graduate PT Instructor (GPTI)** (Job Code 040372 and 040472) - A graduate student in an institution of higher education employed in support of the teaching mission of the unit who is responsible for, or in charge of, a class or class section, or a quiz, drill, or laboratory section. Graduate student must have at least 18 graduate hours in the teaching field.

**Research Assistant** (Job Code 040630) - A graduate student employed in support of the research mission of the department to perform laboratory, library, field, computer, or other such activities as may assist the department's research effort. The position of Research Assistant is intended for graduate students employed to perform research activities.

**Teaching Assistant** (Job Code 040371 and 040471) - A graduate student employed in support of the teaching mission who is responsible for, or in charge of, a class or class section, or a quiz, drill, or laboratory section. The position of Teaching Assistant is intended for graduate students employed in teaching activities. The source of funds is ordinarily an academic account. Job Code 040371 should be used during the fall and spring academic terms; Job Code 040471 should be used during the summer terms.

**Student Assistant** (Job Code 043901) - A Texas Tech University undergraduate or graduate student employed to perform work which does not require academic training at the graduate level.

**Student Assistant - External** (Job Code 043909) - A student in an institution of higher education other than TTU, employed to perform work as assigned by supervisor.

**High School Student Worker** (Job Code 043930) - A high school student employed to perform work which does not require academic training at the college level.

**Scholar Student Assistant** (Job Code 043902) - A student in an institution of higher education employed to perform work as assigned by the supervisor and who is paid entirely from Welch Scholarship funds.

**Residence Hall Assistant** (Job Code 043907) - A student employed by the Residence Halls as a live-in assistant in exchange for room, board, and stipend.

**Food Service Student Assistant** (Job Code 043905) - A student in an institution of higher education employed to perform work as assigned by the supervisor and who is assigned work within Dining Services.

i. **Executive Management Employee**

An employee appointed to serve the University as Chancellor, Deputy Chancellor, Vice Chancellor, President, Provost, Vice Provost, Vice President, Dean, or Executive Director, or as an administrative head of a recognized department reporting directly to the President.

j. **Administrative Employee**

An employee:

1. Whose primary duty consists of the performance of work related to the administration or direction of a recognized department or budgeted entity not more than two levels below a full vice president; and

2. Who is responsible for the preparation and administration of the policies, programs, and internal procedures of the department or entity; or

3. Who is an assistant or associate director or administrator of a recognized department or budgeted entity not more than three levels below a full vice president and is responsible for participating in the administration or direction of the department or entity, or a major function thereof; and
4. Who is responsible for performing the duties and responsibilities of the administrator or director in his absence; and

5. Who is employed in an occupational category assigned to pay grade 25 or above.

k. **Professional Employee**

An employee primarily responsible for the performance of work requiring advanced specialized academic training or certification beyond the bachelor's level in a recognized professional field of science or learning, and for performing recognized professional services directly related to that academic training, and who is employed in an occupational category assigned to pay grade 25 or above, or is employed as a professional librarian or coach.

l. **Classified Employee**

An employee not included in the Faculty Employee, the Student Employee, the Executive Management Employee, the Professional Employee, or the Administrative Employee definitions.

6. **Administration of the Compensation Plans**

a. The Chancellor, Presidents, and the Board of Regents have responsibility for the administration and maintenance of the Executive Management Compensation Plan.

b. The Provost and the President have responsibility for the administration and maintenance of the Faculty Compensation Plan.

c. The Director of Personnel, under the direction of the Vice President for Fiscal Affairs, has responsibility for the administration and maintenance of the Classified, the Professional and Administrative, and the Student Employee Compensation Plans. The Director of Personnel shall continuously review factors basic to the administration and maintenance of sound pay policies, for example;

   1. Pay practices among governmental and private employers;

   2. The cost of living;

   3. The ability of the University to secure and retain the services of qualified employees;

   4. Job requirements; and

   5. Other pertinent information basic to the Classified, Professional and Administrative, and Student Employee Compensation Plans.

The Director of Personnel shall recommend changes in the Classified, the Professional and Administrative, and the Student Employee Compensation Plans as the needs of the University require.

7. **Assignment of Positions Within the Compensation Plans**

The Director of Personnel shall have responsibility for:

a. Obtaining information about each position and comparing the duties, responsibilities and work requirements of the position with other University positions;

b. Assigning each position to the appropriate compensation plan;

c. Further assigning each position to the appropriate classification or category within the appropriate plan;
d. Assigning a title to each classification or category;

e. Establishing a salary range for each classification or category assigned to the Classified or the Professional and Administrative Compensation Plans;

f. Including the assigned title and salary range in the Personnel Pay Plan; and

g. Determining periodically that each position is correctly assigned.

Assigned titles are specific and shall be used in all personnel, accounting, and other official forms and records.

All funds disbursed by the University are subject to University regulation and control, regardless of original source. The source of funds for payment of salaries shall have no bearing on the assignment of positions.

All position and salary range assignments shall be made on the basis of the relative value of the work to be performed without regard to race, color, religion, sex, age, disability, national origin, or veteran status, and in keeping with the laws and regulations of the State of Texas and the Board of Regents.

Procedures for requesting a new position or the reassignment of a position are in Section 14.

8. The Faculty Compensation Plan

The Faculty Compensation Plan shall consist of policies and procedures as may be necessary to describe and administer the compensation of all faculty employees.

a. Salary Increases

All salary increases for faculty employees, unless otherwise mandated by the legislature, will be on a merit basis and will be based on quality teaching, research productivity, and other contributory activities including University community service. The procedure for merit salary increases is set forth in the prevailing Budget Preparation Guidelines and Instructions for Instructional Departments.

It is the initial responsibility of the department or area chairperson (where applicable) to recommend salary rates and merit increases in the budget request. Their recommendations are, in turn, to be reviewed by the appropriate dean and the Provost. Each faculty member is to provide annually a report of his work to the department or area chairperson for use in consideration of a merit increase. See OP 32.08 for the Annual Faculty Evaluation, Faculty Member's Statement and the Annual Faculty Evaluation, Chairperson's Assessment forms which must be completed by January 31.

Faculty members who are part-time or who are required to be students as a condition of employment may be paid according to a salary schedule established separate from the merit raises.

b. Exceptional Faculty Appointments

Faculty members who divide their time between teaching, administration, and/or other duties will ordinarily have their appointments prorated in increments of 50 percent, 33 1/3 percent, or 25 percent in order to facilitate allocation of teaching loads. Assignments on other than these increments will require prior approval of the appropriate vice provost or vice president.

Salary increases for persons appointed as faculty will typically be determined by the faculty salary increase given subject to approvals of the Provost.

9. The Student Employee Compensation Plan

The Student Compensation Plan shall consist of the Classification Plan, the Student Pay
Plan, and policies and procedures as may be necessary to describe and administer the compensation of all student employees.

a. Assignment of Student Positions

Departmental administrators are responsible for assigning student employees under their charge to the appropriate student employee title by following the definition guidelines outlined in Section 5 of this OP. An individual shall not be appointed to a position requiring student status as a condition of employment and nonstudent position concurrently.

b. Pay Administration for Student Employees

A salary range or minimum salary rate shall be assigned to each category in the Student Employee Compensation Plan to assure equitable salary treatment for all positions assigned to that category. The Director of Personnel shall establish and maintain a salary range or minimum salary rate for each category in the Student Employee Compensation Plan. Salary ranges are intended to afford opportunity for recognition of level of work, quality work, quality service and/or outstanding performance.

The Personnel Pay Plan shall communicate the approved pay range for each category assigned to the Student Employee Compensation Plan. A copy of the Personnel Pay Plan will be furnished to all account administrators with supervisory responsibilities for student employees. Attachment C is a chart of the approvals required for student compensation.

Revisions to the Student Employee Compensation Plan shall be developed by the Director of Personnel and shall be approved by the Assistant Vice President for Human Resources - TTU, Vice President for Fiscal Affairs - TTU, the Director of Human Resources - HSC, and the Vice President for Fiscal Affairs - HSC.

c. Beginning Salary Rates for Student Employees

A student employee shall normally be appointed to a position in the Student Employee Compensation Plan at a salary rate between the minimum and maximum of the salary range for the appropriate category, if the occupational category has an assigned salary range; or at a salary rate at or above the minimum, if the occupational category has only an assigned minimum rate. The Director of Personnel has the power and the authority to approve the appointment of student employees to approved positions at salary rates within the approved salary scale. Exceptions to this policy may be approved by the appropriate Vice President, Provost, or the President based upon a written explanation of the appointing administrator; and are subject to Board of Regents policy outlined in Section 4. OP 70.27. Salary increases for Research Assistants and Graduate Assistants outside the budget cycle shall be approved by the Graduate Dean and salary increases for Teaching Assistants and Graduate PT Instructors (GPTI) outside the budget cycle shall be approved by the Provost.

Hourly appointments are to pay individuals for periods of short duration and/or a variable work schedule for the actual number of hours worked. Salaried appointments are designated for paying individuals for a fixed weekly work schedule.

d. Merit Salary Increases for Student Employees

A student employee shall be eligible for review of salary and recommendation of a merit salary increase at any time. Merit salary increases to salary rates within the approved salary scale may be approved by the Director of Personnel. Merit salary increases to salary rates in excess of the approved salary scale in occupations which have maximum rates may be approved by the appropriate Vice President, Provost, or the President based upon a written explanation of the appointing administrator; and are subject to Board of Regents policy outlined in Section 4.

e. Special Salary Increases for Student Employees
Statutory, inequity, or other special increases may be granted to Student Employees by special administrative action, and are subject to Board of Regents policy outlined in Section 4.

f. Equal Employment Opportunity

Each account administrator using student employees is to make every effort to assure adequate representation by minorities in the recruiting, selection, and appointment procedures. Since the availability of minorities and women appointed is controlled by their representation in the student body, departments, and units using student employees will need to pursue an aggressive recruitment program designed to increase the admission of minority and women students.

g. Conditions of Employment

A student employee (with the exception of a High School Student Worker and Student Assistant - External) must be currently enrolled as a student at Texas Tech as a condition of employment and is expected to be in good academic standing and making satisfactory progress toward a degree. An individual previously enrolled as a student in the spring term, or who is expected to enroll in the fall term, may be employed as a student employee between the spring and fall terms. The employing department has the authority and responsibility to determine initial and ongoing eligibility for student employment. Failure to meet the enrollment requirements will be grounds for the department to withdraw the student's appointment and termination of employment status.

Employment as a Student Assistant, Student Assistant - External, or High School Student Worker must be on an hourly basis.

Employment as a Graduate Assistant or Research Assistant may be on an hourly or salaried basis.

Employment as a Teaching Assistant, Graduate PT Instructor, or Residence Hall Assistant must be on a salaried basis.

h. College Work Study

The Financial Aid Office will be responsible for supervision of all aspects of student employment involving recipients of College Work Study through Financial Aid programs. The Financial Aid Office will be responsible for:

1. Certifying eligibility of College Work Study recipients for on-campus employment;

2. Establishing the earnings limit for student employees who are receiving College Work Study or any other Financial Aid funds;

3. Developing policies for the College Work Study Program;

4. Ensuring compliance with federal and state laws for the College Work Study Program; and

5. Supervising solicitation of College Work Study positions, both on campus and off campus.

10. The Executive Management Compensation Plan

The Executive Management Compensation Plan shall consist of the Classification Plan, and policies and procedures as may be necessary to describe and administer the compensation of all executive management employees.

a. Assignment of Executive Management Positions

Each position assigned to the Executive Management Compensation Plan shall meet the criteria established for an "Executive Management" employee as this term is defined in Section 5. of this OP.
The Director of Personnel shall maintain the official list of positions assigned to the Executive Management Compensation Plan and shall publish that list in the Personnel Pay Plan.

b. Pay Administration for Executive Management Employees

[a] In accordance with Board of Regents Policy 01.01.

The Presidents, Deputy Chancellor, and Vice Chancellors shall be appointed by the Chancellor with prior notification to the Board of Regents. Any multi-year employment contract, employment contract modification or contract extension related to such officers shall be approved by the Chancellor with prior review and advice by the Board of Regents.

The Provost, Vice Presidents, Vice Provosts, Deans of Schools and Colleges, Director of Intercollegiate Athletics, Head Coaches of baseball, men's and women's basketball and football shall be appointed by the President of TTU with prior approval of the Chancellor and prior notice to the Board of Regents. Any multi-year employment contract, employment contract modification or contract extension related to persons filling such positions shall be approved by the President with prior approval of the Chancellor and prior notification to the Board of Regents.

The salary of the Chancellor, any supplement there to, and any emoluments or other benefits to the office shall be determined by the Board of Regents. The salaries of the Deputy Chancellor, Vice Chancellors, and Presidents shall be set by the Chancellor with prior notice to the Board of Regents. Salary actions related to the Chancellor, the Deputy Chancellor, and the Presidents shall take place at the same meeting, and in conjunction with the performance reviews outlined in paragraph (1) above.

The salaries of the Provost, all Vice Presidents, Vice Provosts, and Deans of Colleges and Schools of Texas Tech shall be set by the Presidents with prior approval of the Chancellor and prior notice to the Board of Regents.

The terms, conditions, and stipulations of any employment agreement or contract by and between the University, Health Sciences Center, and/or any components and the Chancellor or any other principal officer thereof shall be in writing and duly recorded in the minutes of the Board of Regents.

11. The Professional and Administrative Compensation Plan

The Professional and Administrative Compensation Plan shall consist of the Classification Plan, the Professional and Administrative Personnel Pay Plan, and policies and procedures as may be necessary to describe and administer the compensation of all professional and administrative employees.

a. Assignment of Professional and Administrative Positions

Each position assigned to the Professional and Administrative Compensation Plan shall meet the criteria established for a "Professional" or "Administrative" employee as those terms are defined in Section 5 of this OP. The Director of Personnel shall organize and group positions assigned to the Professional and Administrative Compensation Plan according to the difficulty, responsibility, and qualification requirements of the work performed by each position for the purpose of establishing equitable internal pay relationships.

b. Pay Administration for Professional and Administrative Employees

A salary range shall be assigned to each category in the Professional and Administrative Compensation Plan to assure uniform salary treatment for all positions assigned to that category. The Director of Personnel shall establish and maintain a salary range for each category in the Professional and Administrative Compensation Plan. Salary ranges are intended to afford opportunity for recognition of quality of work, quality service and
outstanding performance; and take account of the pay practices applicable to comparable positions in public and private employment, as well as general economic conditions affecting salary policy.

c. The Professional and Administrative Pay Plan

The Professional and Administrative Pay Plan shall consist of:

A complete schedule of approved titles and title codes;

A schedule showing the pay grade to which each category is assigned; and

A schedule of ranges of pay in hourly, monthly and annual amounts.

The Personnel Pay Plan shall communicate the approved pay range for each category assigned to the Professional and Administrative Compensation Plan. A copy of the Professional and Administrative Pay Plan shall be furnished to all account administrators with supervisory responsibilities for professional and administrative employees.

Revisions to the Professional and Administrative Pay Plan shall be developed by the Director of Personnel and shall be approved by the Assistant Vice President for Human Resources - TTU, Vice President for Fiscal Affairs - TTU, the Director of Human Resources - HSC, and the Vice President for Fiscal Affairs - HSC.

d. Interpretation of Salary Rates for Professional and Administrative Positions

Each salary rate within the assigned salary range shall represent base compensation for full-time service and shall include the value of any maintenance received by the employee such as meals, lodging, laundry, etc. Hourly appointments are to pay individuals for periods of short duration and/or a variable work schedule for the actual number of hours worked. Salaried appointments are made to pay individuals for a fixed weekly work schedule.

e. Pay for Part-Time Professional and Administrative Employment

Compensation for part-time employment shall be proportionate to the time worked, based on 40 hours per week.

f. Pay for Professional and Administrative Employees in a Trainee Status

An individual who is not fully qualified for a position may be appointed as a "trainee" at a salary rate below the established minimum of the assigned category. A "trainee" appointed below the established minimum shall normally be advanced three percent or the minimum for the category, whichever is less, upon satisfactory completion of each six months of service. The designation of "trainee" shall be dropped from the title when the employee meets the minimum experience requirements and is advanced to the minimum pay rate for the category. "Trainee" status shall normally not exceed 12 months.

The Director of Personnel has the power and the authority to approve salary increases for "trainees" granted within the provisions of this policy based upon a recommendation from the employee's administrator.

g. Beginning Salary Rates for Professional and Administrative Employees

An individual shall normally be appointed to a position in the Professional and Administrative Compensation Plan at a salary at or between the minimum and the first one-third of the salary range for the assigned class.

An employee who is promoted to a Professional and Administrative position will receive a salary at or between the minimum and the first one-third of the salary range for the assigned class.

Vice Presidential or Provost approval is required when hiring or promoting an employee above the minimum and must be justified by the exceptional qualifications of the applicant; or by the demonstrated lack of qualified
applicants at the minimum rate; and does not create an inequity between the individual and employees already employed by the University in that class.

An employee whose position has been reclassified upward will receive a salary at the minimum of the salary range for the assigned class.

The Director of Personnel has the power and the authority to approve the appointment of professional or administrative employees to approved positions at a salary rate six percent below the minimum of the salary range ("trainee" status) to the minimum of the salary range for the appropriate category based upon recommendation of the appropriate appointing administrator.

Exceptions to this policy may be approved by the President, upon being forwarded through administrative channels to the appropriate vice president who will review the exception in light of information provided by Personnel and a written explanation from the requesting administrator.

h. Merit Salary Increases for Professional and Administrative Employees

A professional or administrative employee shall be eligible for review of salary and recommendation of a merit salary increase within the merit increase policy published in the annual budget instructions.

Merit salary increases outside of the normal budget cycle may be approved individually by the President based upon a written explanation by the requesting administrator or by an administrative policy statement approved by the President. The Provost may approve special salary increases for professional and administrative employees paid exclusively from nonstate appropriated, extramurally funded grants or contracts (primarily fund ranges 1300-1502 or 5600-5639) whose anniversary dates (dates of inception or renewal) do not fall on September 1 and who have not had a salary increase in the past 12 months.

i. Special Salary Increases for Professional and Administrative Employees

Statutory, inequity, or other special increases may be granted to Professional and Administrative Employees by special administrative actions.

Special salary increases outside of the normal budget cycle may be approved individually by the President based upon a written explanation by the requesting administrator or by an administrative policy statement approved by the President. The Provost may approve special salary increases for professional and administrative employees paid exclusively from nonstate appropriated, extramurally funded grants or contracts (primarily fund ranges 1300-1502 or 5600-5639) whose anniversary dates (dates of inception or renewal) do not fall on September 1 and who have not had a salary increase in the past 12 months.

j. Maximum Salary Rates for Professional and Administrative Employees

A maximum salary rate is assigned to each job category in the Professional and Administrative Compensation Plan to identify the maximum value for each job assigned to that category. When an employee reaches the maximum of the assigned salary range, the employee will cease to be eligible for merit salary increases and other increases not required by law. Statutory and other increases required by law will still be granted.

Generally, employees who reach the maximum of the salary range should be qualified to fill positions of greater responsibility and should be encouraged to take advantage of promotional opportunities.

12. The Classified Compensation Plan

The Classified Compensation Plan shall consist of the Classification Plan, the Classified Pay Plan, and policies and procedures as may be necessary to describe and administer the compensation of classified employees.

a. Assignment of Classified Positions
Each position assigned to the Classified Compensation Plan shall be assigned to a specific classification in the plan based upon the duties, responsibilities and other work requirements of the position. Positions which involve substantially the same kind of work, equivalent difficulty and responsibility, and require comparable experience and training, shall be grouped together into a single job classification. Each job classification shall become part of the Classification Plan and the Classified Pay Plan.

b. **The Classification Plan**

The Classification Plan is an orderly grouping of positions according to the difficulty, responsibility, and qualification requirements of the work performed by each position for the purpose of establishing equitable internal pay relationships.

The Classification Plan shall consist of:

A complete schedule of approved titles and title codes and a class specification for each class.

c. **Class Specifications and Their Interpretation**

Each class specification shall include the official class title, a description of the essential functions characteristic of the class, and a statement of the minimum education and experience qualifications a person should possess to fill a position of the class with reasonable prospect of success.

A class specification shall be descriptive and not restrictive. It shall summarize the kinds of positions included in a class as determined by duties, responsibilities and other work requirements.

A specification shall not be construed as declaring to any extent or in any way limiting the authority of an administrator to assign, modify, direct, or control the work of an employee. The use of a particular expression or illustration in a class specification shall not be held to exclude other expressions or illustrations, not mentioned, that are of similar kind or quality.

Requirements applicable to all University employees, such as sobriety, honesty, diligence, and other like conditions or qualities shall be implied as qualifications for each class, although they may not be specifically included in each specification.

A class specification should not be confused with an individual job description maintained at the departmental level which is a description of the specific tasks and essential functions of one position assigned to a class.

d. **Pay Administration for Classified Employees**

A salary range shall be assigned to each class in the Classification Plan to assure uniform salary treatment for all positions assigned to that class. The Director of Personnel shall establish and maintain the salary range for each class in the Classification Plan. Salary ranges are intended to afford opportunity for recognition of quality of work, quality service, and outstanding performance; give recognition to the individual requirements of employees; and take account of the pay practices applicable to comparable positions in public and private employment as well as general economic conditions affecting salary policy.

e. **The Classified Pay Plan**

The Classified Pay Plan shall consist of:

A complete schedule of approved titles and title codes;

A schedule showing the pay grade to which each class is assigned; and

A schedule of ranges of pay in hourly, monthly, and annual amounts.
The Personnel Pay Plan shall communicate the approved pay range for each classification assigned to the Classified Compensation Plan. A copy of the Personnel Pay Plan will be furnished to all account administrators with supervisory responsibilities for classified employees.

Revisions to the Personnel Pay Plan shall be developed by the Director of Personnel and shall be approved by the Assistant Vice President for Human Resources - TTU, Vice President for Fiscal Affairs - TTU, the Director of Human Resources - HSC, and the Vice President for Fiscal Affairs - HSC.

f. **Interpretation of Salary Rates for Classified Positions**

Each salary rate within the assigned salary range shall represent base compensation for full-time service and shall include the value of any maintenance received by the employee such as meals, lodging, laundry, etc. Hourly appointments are to pay individuals for periods of short duration and/or a variable work schedule for the actual number of hours worked. Salaried appointments are made to pay individuals for a fixed weekly work schedule.

g. **Pay for Part-Time Classified Employment**

Compensation for part-time employment shall be proportionate to the time worked, based on 40 hours per week.

h. **Pay for Classified Employees in a Trainee Status**

An individual who is not fully qualified for a position may be employed as a "trainee" at a salary rate below the established minimum of the assigned classification. A "trainee" appointed below the established minimum shall normally be advanced three percent or the minimum for the class, whichever is less, upon satisfactory completion of each six months of service. The designation of "trainee" shall be dropped from the title when the employee meets the minimum experience requirements and is advanced to the minimum pay rate for the class. "Trainee" status shall normally not exceed 12 months.

The Director of Personnel has the power and the authority to approve salary increases for "trainees" granted within the provisions of this policy based upon a recommendation from the employee's administrator.

i. **Beginning Salary Rates for Classified Employees**

An individual shall normally be appointed to a position in the Classified Compensation Plan at a salary at or between the minimum and the first one-third of the salary range for the assigned class.

An employee who is promoted to a classified position will receive a salary at or between the minimum and the first one-third of the salary range for the assigned class.

Vice Presidential or Provost approval is required when hiring or promoting an employee above the minimum and must be justified by the exceptional qualifications of the applicant; or by the demonstrated lack of qualified applicants at the minimum rate; and does not create an inequity between the individual and employees already employed by the University in that class.

An employee whose position has been reclassified upward will receive a salary at the minimum of the salary range for the assigned class.

The Director of Personnel has the power and the authority to approve the appointment of classified employees to approved positions at a salary rate six percent below the minimum of the salary range ("trainee" status) to the minimum of the salary range for the appropriate category based upon recommendation of the appropriate appointing administrator.

Exceptions to this policy may be approved by the President upon being forwarded through administrative channels to the appropriate vice president who will review the exception in light of information provided by
Personnel and a written explanation from the requesting administrator.

j. Merit Salary Increases for Classified Employees

A classified employee shall be eligible for review of salary and recommendation of a merit salary increase within the merit increase policy published in the annual budget instructions.

Merit salary increases outside of the normal budget cycle may be approved individually by the President based upon a written explanation by the requesting administrator or by an administrative policy statement approved by the President. The Provost may approve special salary increases for classified employees paid exclusively from nonstate appropriated, extramurally funded grants or contracts (primarily fund ranges 1300-1502 or 5600-5639) whose anniversary dates (dates of inception or renewal) do not fall on September 1 and who have not had a salary increase in the past 12 months.

k. Special Salary Increases for Classified Employees

Statutory, special, minimum wage, inequity, or pay grade adjustment increases may be granted to Classified Employees by special administrative actions.

Special salary increases outside of the normal budget cycle may be approved individually by the President based upon a written explanation by the requesting administrator or by an administrative policy statement approved by the President. The Provost may approve special salary increases for professional and administrative employees paid exclusively from nonstate appropriated, extramurally funded grants or contracts (primarily fund ranges 1300-1502 or 5600-5639) whose anniversary dates (dates of inception or renewal) do not fall on September 1 and who have not had a salary increase in the past 12 months.

l. Maximum Salary Rates for Classified Employees

A maximum salary rate is assigned to each classification in the Classified Compensation Plan to identify the maximum value for each job assigned to that classification. When an employee reaches the maximum of the assigned salary range the employee will cease to be eligible for merit salary increases and other increases not required by law. Statutory and other increases required by law will still be granted.

Generally, employees who reach the maximum of the salary range should be qualified to fill positions of greater responsibility and should be encouraged to take advantage of promotional opportunities.

13. Promotion, Transfer, or Demotion of Classified, Professional, Administrative, and Executive Management Employees

a. General Policy

All promotions or transfers to positions assigned to the Classified, the Executive Management, and the Professional and Administrative Compensation Plans shall be on the basis of qualifications and suitability without regard to race, color, religion, sex, age, national origin, disability or veteran status, and in keeping with the laws of the State of Texas and the Board of Regents. It is the policy of the University to fill a job vacancy with the best qualified and best suited candidate either by promoting or transferring an employee or by hiring from outside the University.

b. Promotions and Transfers

Promotion or transfer of a qualified employee to a vacant funded position within the same area of responsibility must be made in accordance with OP 70.11 which requires posting a vacant position with the Personnel Department. The Request to Post a Vacancy form may be used (Attachment G). Whenever possible, such change in work assignment shall be made with due consideration of the employee's preference.
Recommendations shall be submitted to the Director of Personnel on a Personnel Action Form providing such
information as may be prescribed. Such submission should be made prior to any commitment being made to the
employee and prior to the effective date of the proposed change of status to provide for review of the
nomination, availability of funds, and compliance with University policies.

Approval of promotions or transfers made in accordance with this OP is delegated to the Director of Personnel.

Exceptions to this policy may be approved by the President upon being forwarded through administrative
channels to the appropriate vice president, who will review the exception in light of information provided by
Personnel and a written explanation from the requesting administrator.

c. Demotions

An administrator may recommend demotion or reassignment of an employee to a position where he will be able
to meet performance requirements, to apply disciplinary action for misconduct, or for other reasons. An
employee may request a demotion to start training in another occupation, to continue employment when a layoff
is imminent, or for other reasons.

Approval by the President, Provost, or appropriate vice president is required prior to demoting an employee.

Recommendations shall be submitted to the above named administrators and then to the Director of Personnel
on a Personnel Action Form providing such information as may be prescribed. Such submission should be made
prior to any commitment being made to the employee and prior to the effective date of the proposed change of
status to provide for review of the nomination, availability of funds, and compliance with University policies.

d. Pay Rate Adjustment Upon Promotion, Transfer, Reclassification, or Demotion

1. Promotion

Upon promotion of a current employee, the employee will receive a salary at or between the minimum
and the first one-third of the new salary range. The increase will not exceed the maximum salary rate
established for the new position.

Vice Presidential or Provost approval is required when promoting above the minimum and must be
justified by the exceptional qualifications of the applicant; or by the demonstrated lack of qualified
applicants at the minimum rate; and does not create an inequity between the individual and employees
already employed by the University in that class.

Exceptions to this policy may be approved by the President upon being forwarded through administrative
channels to the appropriate vice president, who will review the exception in light of information provided by
Personnel and a written explanation from the requesting administrator.

2. Lateral Transfer

Upon transfer to a position assigned to the same pay grade, an employee's salary will remain unchanged.
Exceptions to this policy may be approved by the President upon being forwarded through administrative
channels to the appropriate vice president, who will review the exception in light of information provided by
Personnel and a written explanation from the requesting administrator.

3. Reclassification

Upon the upward reclassification of an employee's position, the employee's salary will be moved to the
minimum of the new pay grade, provided their current salary is below the minimum of the new pay grade.
If the employee's current salary is at or above the minimum of the new pay grade their salary will remain
unchanged.
Exceptions to this policy may be approved by the President upon being forwarded through administrative channels to the appropriate vice president, who will review the exception in light of information provided by Personnel and a written explanation from the requesting administrator.

4. Demotion

Upon demotion or downward reclassification of an employee's position, an employee's salary may be decreased or remain unchanged, if within the salary range of the new position. The new pay rate shall be determined by consideration of the circumstances related to the demotion, the employee's employment record and job performance.

Exceptions to this policy may be approved by the President upon being forwarded through administrative channels to the appropriate vice president, who will review the exception in light of information provided by Personnel and a written explanation from the requesting administrator.

5. Non-State Appropriated Funds

New positions, title changes, reallocations, reclassifications, special salary increases, promotions, transfers and demotions will be allowable at grant or contract inception or renewal date. These salary adjustments have the same limits as other positions, should be comparable with faculty and staff salary adjustments paid from state funds, and require approval of the Provost.

14. Creation of a New Position in the Budget or Reclassification and/or Reallocation of an Existing Classified, Professional, Administrative, or Executive Management Position

a. General Policy

The creation of a new position or the reassignment of a position to a different class or category shall be determined by an analysis of the duties, level of responsibilities, minimum required qualifications, and reporting relationship of the position. The reassignment of an existing position shall not be made to fit the qualifications of an individual employee (or group of employees) but rather to reflect the duties to be performed.

Attachment D provides an overview of the process and approvals for creation of a new position or reclassification/reallocation of a position.

b. New Position Reallocation/Reclassification Approval Process

1. Evaluation Criteria

Evaluation criteria for jobs may vary depending upon the essential functions required. Comparable positions will be analyzed with the goal of maintaining consistency and equity within a classification. Positions which involve substantially the same kind of work, equivalent levels of difficulty and responsibility, and which require comparable experience and training, will be assigned to a single job class code. The Wage and Salary section may conduct salary surveys from a variety of sources in order to provide a complete analysis. Factors include, but are not limited to:

· An analysis of the knowledge, skills, and abilities required;
· The degree of judgment required;
· The span of control;
· The degree of supervision received;
· The degree of supervisory responsibility exercised;
· Minimum required experience;
· Minimum required education;
· The degree of decision making responsibility required;
· Special working conditions;
· Special licenses or certifications required;
· Fiscal or budgetary responsibility;
· Legal liability involved in the exercise of required duties; and
· Reporting relationship.

2. Creating New Staff Positions

   a. Definition

      A new staff position is defined as a new title or function that does not currently exist (within a department, division, or the Pay Plan) and increases total FTE.

   b. Documents Required for Personnel Review and Recommendation

      · Completed Request for Position Review (Attachment E);
      · Letter of Justification;
      · Position Description Questionnaire (Attachment A); and
      · Department organizational chart(s) (current and proposed).

      (Note: It is inappropriate to include a completed Personnel Action Form (PAF) at this stage of the procedure. PAFs received with the initial review documentation will be returned to the requestor.)

   c. Procedure

      An administrator may request a review of a proposed position or group of positions for proper Pay Plan assignment by first processing the Request for Position Review form (Attachment E) and required documents through normal administrative channels. All items of the form must be completed prior to analysis. The Personnel Department will analyze the request and make appropriate classification and pay grade recommendations.

   d. Recommendation/Approval Procedure

      Upon completion of the analysis, the Personnel Department routes the Position Review Recommendation form (Attachment F), indicating concurrence or nonconcurrence, through the Budget Office to the Provost/Vice President for approval or disapproval. If the request is approved outside of the budget cycle, it will be sent to the President for final approval or disapproval and routed back to the Personnel Department for notification to the requesting department. For approvals with effective dates indicated as, "First of the month following last approval date below", the Personnel Department will post the vacancy. Departments process a Request to Post Vacancy form (Attachment G) for either selection of "During next budget cycle" or "Other".
3. **Reclassification of Existing Staff Positions**

   a. **Definition**

   Position reclassification is a reassignment of an existing position to another job title which does not increase total FTE. The reclassification may result in either an upward or downward grading of the position. The procedure does not review specific individuals, and should not be used to attempt to do so. Requests identified as such will be returned to the originator.

   b. **Documents Required for Personnel Review and Recommendation**

   - Completed *Request for Position Review* (Attachment E);
   - Letter of Justification;
   - *Position Description Questionnaire* (Attachment A); and
   - Department organizational chart(s) (current and proposed).

   *(Note: It is inappropriate to attach a completed PAF during this stage of the procedure. PAFs received with the initial review documentation will be returned to the requestor.)*

   c. **Procedure**

   The reclassification involves a comprehensive analysis/review of existing and proposed positions in order to determine appropriate classification. An administrator may request a review of an existing position or group of positions for proper Pay Plan assignment by first processing the *Request for Position Review* form and required documents through normal administrative channels. The Personnel Department will analyze the request and make appropriate classification and/or pay grade recommendations. Reclassification requests for the same position may not be submitted more than once within a 24 month period.

   d. **Recommendation/Approval Procedure**

   Upon completion of the analysis, the Personnel Department routes the *Position Review Recommendation* form, indicating concurrence or non-concurrence, through the Budget Office to the Provost/Vice President for approval or disapproval. If the request is approved outside of the budget cycle, it will be sent to the President for final approval or disapproval and routed back to the Personnel Department for notification of the requesting department. If approved, the effective date will be indicated on the recommendation form, and departments then submit a PAF(s) for incumbents affected by the recommendation. A title and/or salary adjustment will be recommended if the incumbent meets the minimum qualifications of the reclassified position. The incumbent's salary will be changed to the minimum of the new pay grade. If the position is vacant, the Personnel Department will post the position when "First of the month following last approval date below" is selected on the recommendation form. When either of the other two selections are indicated, "During the next budget cycle" or "Other", the department must submit the *Request to Post Vacancy* form.

4. **Personnel Department Annual Pay Plan Review**

   As an integral function of monitoring the local or regional labor markets and comparable positions at comparable institutions, the Personnel Department obtains annual salary survey information for various positions. When documentation exists to support an upward or downward pay grade adjustment for a job class within the Pay Plan, or reallocation from one pay plan category (Classified, Professional and Administrative, or Executive Management) to another, the Personnel Department presents a proposal to
executive administration for consideration. This procedure is utilized to maintain competitive salaries within the Pay Plan, and is considered during the budget cycle.

c. **Special Classification Restrictions**

To provide equity, certain titles are restricted by level of administrative office:

- **020120**--Assistant to the Chancellor
  
  This title is restricted for use in the Office of the Chancellor.

- **020122**--Executive Assistant to the President
  
  This title is restricted for use in the Office of the President.

- **020107**--Assistant to the President
  
  This title is restricted for use in the Office of the President.

- **020109**--Executive Administrative Assistant
  
  This title is restricted for use in the office of a vice chancellor, vice president, or a vice provost.

- **020178**--Special Assistant to the President
  
  This title is restricted for use in the Office of the President.

- **011123**--Executive Assistant to the Dean
  
  This title is restricted for use in the office of a dean.

- **011121**--Senior Administrative Assistant
  
  This title is restricted for use in the office of a dean, associate vice president, or an administrative officer reporting directly to the Chancellor or President.

- **011120**--Administrative Assistant
  
  This title is restricted for use in the office of an assistant vice president, an executive director, or an associate/assistant dean.

- **011118**--Administrative Secretary
  
  This title is restricted for use in the office of a chairperson of a large academic department, a director of a large center or institute, or to a director of a large budgeted administrative department.

Exceptions to this policy will require strong explanation and approval by the President. Positions which are currently assigned to the special classifications, but which do not meet the above criteria will be reclassified when they become vacant.

15. **Reappointment of Classified, Professional, Administrative, and Executive Management Employees**

Positions are periodically rebudgeted for additional funding periods. This action may coincide with a personnel action such as a statutory salary increase, promotion, etc. A personnel action taken at the same time a position is rebudgeted requires approval at the same administrative level as the action would have required at any other time.
16. Longevity Pay for Classified, Professional, Administrative, and Executive Management Employees

All regular full-time classified, professional, administrative and executive management employees are entitled to longevity pay not to exceed $4 per month for each year of service as an employee of the state up to and including 40 years of service. Such longevity pay is to commence after the fifth year of service and payments are to be increased at the end of each five years thereafter. An employee's status on the first day or working day of the month determines an employee's longevity pay eligibility for that month.

For additional information regarding longevity pay, see OP 70.25.

17. Right to Change Policy

Texas Tech University reserves the right to interpret, change, modify, amend, or rescind this policy in whole or in part at any time without the consent of employees.

ATTACHMENT A
ATTACHMENT B
ATTACHMENT C
ATTACHMENT D
ATTACHMENT E
ATTACHMENT F
ATTACHMENT G