

## **SAP: 31.01.01.T1.01 COMPENSATION ADMINISTRATION**

### *Supplements System Regulation 31.01.01*

#### **1. GENERAL**

- 1.1 In accordance with System Policy and Regulation, the Department of Human Resources at Tarleton State University will maintain the Comprehensive Pay Plan, as well as administer position titling and compensation procedures for classified and non-classified positions.

#### **2. RESPONSIBILITY**

- 2.1 The Department of Human Resources will:

- Create new classified and non-classified titles when needed;
- Solicit input from participating components within The Texas A&M University System regarding classified and non-classified titles;
- Maintain the Comprehensive Pay Plan and the Budget/Payroll/Personnel (BPP) System;
- Conduct job studies and establish or reclassify/re-title positions;
- Audit Position Descriptions on a periodic basis to ensure descriptions are up to date and accurate; and,
- Create and update Position Description forms for new or changing classified jobs.

#### **3. ESTABLISHING A NEW OR RECLASSIFYING AN EXISTING POSITION**

- 3.1 All positions have a Position Identification Number (PIN). In addition to the PIN, all classified and non-classified positions will be assigned a starting salary, a Fair Labor Standards Act (FLSA) code, an Optional Retirement Plan (ORP) eligibility code, and a salary grade if applicable. These codes will be published in the Tarleton State University Comprehensive Pay Plan and updated as necessary.

- 3.2 Determination of a position's starting salary is based on the information provided on the Position Description form. Human Resources will determine a starting salary using factors such as, but not limited to, tasks and duties of the job, necessary skills to perform the job, necessary education and/or experience to perform the job, level of responsibility, supervision given or received, budget authority, relevant labor market and current positions within Tarleton's Comprehensive Pay Plan that possess equal skill, effort, responsibility and working conditions. Determination shall not be made based upon the source of funds or the ability of the department to pay.

#### **3.3 Establishing a New Position**

- 3.3.1 Departments may initiate a request for a new position by accessing the online Position Description module of Tarleton Connection. Departments initiating a request should be prepared to provide an organizational chart and a concise justification including funding information for the new position as a part of the action. The request will be submitted online through administrative channels to the appropriate vice president/executive director for review and authorization to perform the position study. Upon authorization by the vice president/executive director, the Department of Human Resources will review the request.
- 3.3.2 The Department of Human Resources will conduct a job study to determine the appropriate title and salary for the position ensure that a funding source has been identified for the new position, and submit a recommendation for further approval. Upon full approval, Human Resources will notify the department that the position has been established. The process is completed when the position description is certified by both the new employee and the supervisor.

#### **3.4 Reclassifying an Existing Position**

- 3.4.1 Departments may initiate a request to reclassify a position by accessing the online Position Description module of Tarleton Connection. Departments initiating a request should be prepared to provide an organizational chart and a concise justification, including funding information, for the reclassification as a part of the action. The request will be submitted online through administrative channels to the appropriate vice president/executive director for review and authorization to perform a position study. Upon authorization by the vice president/executive director, the Department of Human Resources will review the request.
- 3.4.2 The Department of Human Resources will conduct a job study to determine the appropriate title and salary for the position, ensure that a funding source has been identified for the position and submit a recommendation for further approval. Upon full approval, Human Resources will notify the department that the position has been reclassified. The requesting department forwards a Personnel Budget Action form moving an employee into the newly reclassified position the position will be posted on Tarleton Connection if the position is vacant. The process is completed upon placement of a candidate in the reclassified position and the position description is certified by both the incumbent and the supervisor.

## **4.0 SALARY GUIDELINES AND APPROVAL PROCESS**

### **4.1 Pay Rates for New and Reclassified Employees**

4.1.1 The starting pay for new employees, either in a budgeted position or a non-budgeted position, will normally be the minimum rate established for the position in the University's Comprehensive Pay Plan.

4.1.2 The new salary rate of a promoted/reclassified employee will normally be the minimum of the position's assigned salary range or a 3.4 percent increase over the employee's current salary, whichever is higher. Current employees recommended for promotion/reclassification must possess the minimum qualifications for the new position as described in the Position Description. A current performance evaluation shall be on file for an employee to be promoted/reclassified. Salary increases are only recommended for reclassifications involving upward movement of positions, not for lateral or downward movement.

4.2 Hiring managers may request a starting salary above the minimum when a candidate or employee possesses qualifications beyond the minimum required. Such requests must be approved through the appropriate vice president/executive director utilizing the following guidelines. All appropriate approvals must be secured before an offer can be extended. Where the position requires a joint appointment, approval must be secured by both the primary and secondary appointment authorities.

4.2.1 Vice presidents may approve salary offers up to 10 percent above the position minimum. Hiring managers should be prepared to submit the following supporting information.

- a. name of the incumbent
- b. position
- c. recommended salary and funding source
- d. explanation of incumbent's qualifications or performance to support the requested salary

4.2.2 Requests exceeding 10 percent above the minimum shall be submitted by memorandum or other appropriate documentation through administrative channels to the president for approval. The requesting memorandum should include information as described in 4.2.1.

4.2.3 To avoid any unnecessary delays, the department head is encouraged to contact the Department of Human Resources prior

to seeking the approval of a vice president/executive director for a salary offer above the position minimum. The Department of Human Resources will review the offer to ensure the salary is equitable and comparable, especially where several positions within one title exist.

- 4.3 In situations where departments must hire applicants not fully qualified in accordance to the minimum requirements of the position, a department may hire below the minimum salary for a period of six months. Following the candidate's first six months of employment with Tarleton, the salary should be restored to the minimum provided the employee is performing at satisfactory levels. Before a salary offer can be extended below the posted minimum for a position, it must be approved by the Department of Human Resources and the appropriate vice president/executive director.

## **5. DEMOTIONS**

- 5.1 A demotion occurs when an individual moves from one position to another position having a lower pay range and/or a less senior title requiring less education, experience and responsibility. Salary adjustments may be made in the event of a demotion resulting either from an employee's request to transfer to another position or the University's request. Salary adjustments are optional and based upon departmental funding. The Department of Human Resources is available to assist in determining the salary rate.
- 5.1.1 If the demotion occurs as a result of the employee's request to transfer to a lower position, either in the same department or in another department, the receiving supervisor may adjust the employee's salary to the position's pay scale. The new salary should be based on factors, including but not limited to, responsibilities/requirements of the position, uniqueness of the position, the employee's years of experience/service, the pay of other employees in the same or in similarly situated positions, and the recruiting range of the position.
- 5.1.2 If the demotion occurs at the request of the University and is not part of a disciplinary process, salary adjustments are optional and based upon fund availability.
- 5.1.3 If the demotion occurs as a result of disciplinary action in accordance with System Regulation 32.02.02, the hiring manager must consult with the Director of Human Resources before proceeding.

- 5.2 All demotions must be documented and approved up through the appropriate vice president. Demotions involving discipline must be approved by the President.

## **6. EQUAL PAY**

- 6.1 When the need arises, the Department of Human Resources may initiate a salary study on a position when the position requirements and functions remain unchanged. The need may arise as a result of an equal pay study, a formal salary study of a particular job group or job family, or a request from the department head or other upper level administrator. The funding source or the department's ability to pay is not a sufficient reason to conduct a salary study.
- 6.2 Human Resources will conduct a salary study at a department's request with the vice president/executive director approval to proceed. Upon approval, Human Resources will evaluate the position salary and forward a written recommendation to change a minimum salary, through the appropriate vice president/executive director and the Vice President for Finance and Administration. Once approved, the recommendation will be forwarded to the president for final approval. Unless the initial request for study originated from the department, Human Resources will only notify the department head upon final approval.

## **7. SUMMER RESEARCH PAY**

- 7.1 The rate of salary paid an employee during the summer session for intensive research responsibilities may exceed the salary rate paid the employee during the preceding long session under certain conditions. The research must be paid strictly from external research funds and must be approved by the Vice President for Academic Affairs and the President before the appointment is granted. The letter of offer and appointment letter should clearly communicate that a continued research appointment will be contingent upon continued funding by the external grant agency. The following should also be provided within the letter of offer and/or the appointment letter:
- a. the faculty member provides documentation from an external grant agency
  - b. indicating the member's effort during the period in question
  - c. the documentation clearly states the grant agency's willingness to fund the member's salary
  - d. the research being conducted is particularly intensive; and
  - e. the research is a non-instructional activity

**8. TIMING OF SALARY INCREASES**

- 8.1 Position changes and salary increases are effective the first day of the month following final approval.

**OFFICE OF RESPONSIBILITY: Department of Human Resources**