

31.01.01.C2 Employee Compensation Administration

Approved February 21, 2012

Rule Statement

Compliance with this rule will ensure that the same decision factors and priorities are consistently applied with respect to adjusting and approving salary actions. Approved actions will comply with federal and state laws and take into consideration relevant internal equity and external markets.

Reason for Rule

This rule establishes that the base salary of all Texas A&M University-Corpus Christi employees will be a fixed amount and no employee will receive any additional base salary from the University without specific approval of the President or designee.

Procedures and Responsibilities

1. GENERAL

- 1.1 The annual operating budget and personnel actions initiated during the year must be prepared and processed in accordance with the requirements of this rule and all other requirements stipulated in System Regulation 31.01.01, Compensation Administration.
- 1.2 The Human Resources Office will maintain and publish a Pay Plan for Texas A&M University-Corpus Christi non-faculty positions. In addition, the Human Resources Office will administer position titling and compensation procedures for Texas A&M University-Corpus Christi non-faculty employees.

2. CONSISTENT EQUITABLE SALARIES

- 2.1 When a non-faculty position is established or reclassified, the duties and responsibilities of the position are reviewed based on the information submitted by the employing department through the on-line position description to determine an appropriate job classification and pay grade. Exempt or non-exempt status will be determined based on criteria established in the Fair Labor Standards Act.

UNIVERSITY RULES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

- 2.2 New non-faculty job classifications will be assigned to a pay grade based on both internal and external data. Generally, a position is assigned to the pay grade where the midpoint of the pay grade most approximates the average, relevant market pay.

3. TYPES OF SALARY INCREASES

- 3.1 There are several ways in which an employee's salary may be increased after hire:
- 3.1.1 Promotion Increase. An increase that occurs when an employee is promoted as defined in section 2.
 - 3.1.2 Across-the-Board/Cost of Living Increase. A uniform salary increase given in accordance with prescribed guidelines, granted only by legislative enactment, without regard to individual merit of affected employees.
 - 3.1.3 Merit Salary Increase. An increase granted to an employee in recognition of meritorious job performance with no title change. There are two types of merit salary increases.
 - 3.1.3.1 A merit raise is added to the employee's salary base.
 - 3.1.3.2 A one-time merit payment: A lump sum that is not added to the employee's base salary.
 - 3.1.4 Interim Pay/Temporary Salary Increase. An increase to compensate an employee who assumes additional and/or higher level of responsibilities on a temporary basis.
 - 3.1.5 Increase Due to Change in Pay Plan Structure. An increase that occurs when market conditions or changes in applicable laws dictate the adjustment of the pay grade or pay grade range.
 - 3.1.6 Equity Increase. A salary increase meant to address salary differences not otherwise justified between comparable positions.
 - 3.1.7 Market Increase. An increase due to external pressure in high demand areas, or other forces which may be beyond the control of the university departments.

4. SALARY ADMINISTRATION FOR NONFACULTY NEW HIRES, PROMOTIONS, RECLASSIFICATIONS, DEMOTIONS AND TRANSFERS

- 4.1 The guidelines described in section 4.1 apply to all actions discussed in section 4. Increases to the budgeted salary amount must be submitted through administrative channels to the appropriate vice president for approval. Increases to budgeted salary amounts funded from contracts and grants may be exempted from vice

UNIVERSITY RULES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

president and president approval if already approved in the contract and grant administration process. Increases deviating from guidelines in this section must be submitted through administrative channels to the appropriate vice president. Additional approvals may be established by the President. Requests must include a justification statement and an indication of the source of funds. Salary equity within the department should be reviewed and consideration should be given to established salary ranges and/or relevant market data. The office of Human Resources provides assistance in determining fair and equitable salary recommendations.

4.1.2 Salary Offers Resulting from Hiring Process

The base salary rate of a new hire or an employee selected to fill a vacant position, will normally be within the first quartile of the position's assigned pay grade. An applicant who has qualifications that significantly exceed the minimum requirements for the position may be approved for a salary rate above the first quartile of the pay grade. With justification based on relevant market data, department heads may request starting rates up to midpoint of the assigned pay grade.

All other recommendations shall be submitted as outlined in 4.1.

4.1.3 Promotions and Reclassifications

The new salary rate of an employee who is promoted through the hiring process will be determined in accordance with section 4.1.2 Salary Offers Resulting from Hiring Process.

An employee receiving a promotion outside of the hiring process due to the reclassification of a position must possess the minimum qualifications for the position as described in the position description. A current performance evaluation must be on file for the employee being promoted. An employee who is promoted may receive a promotion increase. An employee who has qualifications that significantly exceed the minimum requirements for the position may be approved for a salary rate above the first quartile of the pay grade. With justification based on relevant market data or other compelling factors, department heads may request starting rates up to midpoint of the assigned pay grade.

All other recommendations shall be submitted as outlined in 4.1.

4.1.4 Demotions

The new salary rate of an employee who is demoted through the hiring process will be determined in accordance with section 4.1.2 Salary Offers Resulting from Hiring Process.

UNIVERSITY RULES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

When an employee is demoted outside of the hiring process, their salary may be decreased by an appropriate amount as determined by the relevant factors. A demoted employee's salary may not be below the minimum of the assigned pay grade range of the position. Unless there is sufficient justification and approval by the Vice President, the employee's salary in the new position will not be above the midpoint of the pay grade range. The new pay rate shall be determined by consideration of the circumstances related to the demotion, the employee's employment record, and job performance. Demotions require approval by the division Vice President or the President and must comply with TAMUS Regulations.

All other recommendations shall be submitted as outlined in 4.1.

4.1.5 Lateral Transfers

The new salary rate of an employee who incurs a lateral transfer through the hiring process will be determined in accordance with section 4.1.2 Salary Offers Resulting from Hiring Process.

When a lateral transfer occurs outside of the hiring process, the salary can be increased, it can remain the same, or it can decrease within the pay grade range. If an increase is justified, it can be no more than 3% above the employee's salary prior to the transfer. If the salary decreases, it may not decrease below the minimum of the assigned pay grade range of the position. An employee's annual salary rate after a transfer may not exceed the maximum of the pay grade range.

All other recommendations shall be submitted as outlined in 4.1.

Related Statutes, Policies, or Requirements

Supplements System Regulation [31.01.01](#), Compensation Administration.

Definitions

Base Salary – Annual budgeted salary paid monthly for the term of the appointment, including benefit replacement pay. Excludes stipends, overtime pay, longevity/hazard duty pay and any other benefit related compensation.

Demotion - When an employee moves from their current position to a position requiring a lower level of knowledge, skills and/or abilities and/or has a lower level of responsibility and commands a lower rate of pay.

UNIVERSITY RULES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

Lateral Transfer – When an employee moves from their current position to a position which is in the same pay grade and/or requires similar levels of knowledge, skills and abilities.

New Hire – A “new hire” occurs when an individual who is not currently a budgeted employee is hired into a budgeted position.

Promotion – When an employee moves from their current position to a position that requires higher level of knowledge, skills and/or abilities and/or has a higher level of responsibility and commands a higher rate of pay.

Reclassification – When a position’s job duties, responsibilities and required qualifications are reevaluated and the position is assigned a different title.

Contact Office

Contact for Interpretation: Human Resources

Responsible University Official: Executive Vice President of Finance and Administration
(361) 825-2321