



Standard Administrative Procedure (SAP)

31.01.01.L0.L2 Employee Position Classification and Pay Plan

First Approved: September 1, 1998 *(formerly TAMIU Rule 31.01.01.L2, Employee Position Classification and Pay Plan)*
Revised: August 6, 2015
April 14, 2020
Next Scheduled Review: April 14, 2025

Procedure Statement and Reason for Procedure

The purpose of this Rule is to define Texas A&M International University's (TAMIU) employee position classification and pay plan systems which shall provide for consistent, competitive, fair, and equitable compensation administration that is in compliance with state and federal laws.

The Office of Human Resources will maintain and publish the TAMIU Pay Plan which lists TAMIU's two groups of positions: **classified** and **non-classified**. This Rule addresses compensation for classified positions.

Procedures and Responsibilities

1. GENERAL

1.1 It is the responsibility of the Office of Human Resources to:

- a) Maintain consistency in position titles, pay grades, and salary ranges;
- b) Solicit and compare job description and salary data from Texas A&M University System (System) members as needed;
- c) Ensure positions titles that are on the same pay grade are comparable and equitable in scope of responsibility and qualifications;

- d) Create new position titles as needed;
- e) Distribute the TAMIU Pay Plan to all employees annually; and
- f) Classify and reclassify positions as needed.

2. DEFINITIONS

- 2.1 **TAMIU Pay Plan:** The basic reference document for titles, title codes, EEO categories, FLSA exemption status, and pay rates of all classified and non-classified positions. The Pay Plan includes a Pay Scale consisting of pay grades, each with “minimum-midpoint-maximum” pay rates.
- 2.2 **Classified Positions:** Positions that perform secretarial, clerical, technical, skilled crafts/trades, service, or maintenance activities or, as a primary responsibility, perform direct supervision of individuals performing the aforementioned activities. Classified positions may be FLSA non-exempt or exempt. Classified positions are assigned to an appropriate pay grade based on relevant market data and internal salary data.
- 2.3 **Non-Classified Positions:** Positions that perform executive-level administrative or managerial activities and/or faculty activities as a primary responsibility. Non-classified positions are FLSA exempt. Non-classified positions are not assigned to a pay grade because appropriate pay rates are determined through relevant job studies and negotiation.

3. SALARY ADMINISTRATION PROCEDURES FOR NEW HIRES, PROMOTED EMPLOYEES, AND TRANSFERRED EMPLOYEES

The approvals described in this section must be obtained **prior** to any commitment made to a new hire, promoted employee, or transferred employee. Offers of employment will be made by the Office of Human Resources.

3.1 New Hires

- 3.1.1 The starting pay rate of a new hire will normally be the minimum of the position’s pay grade, and any amount above that should not be discussed with the candidate.
- 3.1.2 If a new hire has qualifications that markedly exceed or are markedly superior to the minimum requirements of the position, a pay rate above the minimum of the pay grade may be recommended by the department head, and the following approvals are required:

3.1.2.1 Requests for starting pay rates within 10% from the minimum of the position's pay grade require approval by the appropriate vice president and review by the Office of Budget, Payroll, and Fiscal Analysis and the Office of Human Resources which will make a recommendation to the President who has final approval. A memo is required which shall include a concise, factual justification statement explaining how the new hire's qualifications markedly exceed the advertised minimum requirements of the position, a copy of the position description, and a copy of the candidate's resume.

3.1.2.2 Requests for starting pay rates over 10% from the minimum of the position's pay grade should be extremely rare and require approval by the appropriate vice president and review by the Office of Budget, Payroll, and Fiscal Analysis and the Office of Human Resources which will make a recommendation to the President who has final approval. A memo is required which shall include a concise, factual justification statement explaining how the new hire's qualifications markedly exceed the advertised minimum requirements and preferred qualifications of the position, a copy of the position description, and a copy of the candidate's resume.

3.2 Promoted Employees

3.2.1 **Promotion** – A promotion occurs when an employee moves to a position that is in a higher pay grade (i.e., a higher classification) than their current position.

3.2.1.1 A current and satisfactory performance evaluation must be on file for any employee being recommended for promotion.

3.2.1.2 The starting pay rate of a promoted employee will normally be the minimum of the position's pay grade or up to 5% over the employee's current salary, whichever is higher.

3.2.1.3 If a promoted employee has qualifications that markedly exceed or are markedly superior to the minimum requirements of the position, a pay rate higher than that described in Section 3.2.1.2 may be recommended by the department head, and the following approvals are required:

3.2.1.3.1 Requests for starting pay rates within 10% from the minimum of the position's pay grade require approval by the appropriate vice president and review by the Office of Budget, Payroll, and Fiscal Analysis and the Office of Human Resources which will make a recommendation to the President who has final approval. A memo is required which shall include a concise, factual justification statement explaining how the promoted employee's qualifications markedly exceed the advertised minimum requirements of the position, a copy of the position description, and a copy of the employee's resume.

3.2.1.3.2 Requests for starting pay rates over 10% from the minimum of the position's pay grade should be extremely rare and require approval by the appropriate vice president and review by the Office of Budget, Payroll, and Fiscal Analysis and the Office of Human Resources which will make a recommendation to the President who has final approval. A memo is required and shall include a concise, factual justification statement explaining how the promoted employee's qualifications markedly exceed the advertised minimum requirements and preferred qualifications of the position, a copy of the position description, and a copy of the employee's resume.

3.3 Transferred Employees

3.3.1 **Lateral Transfer** – A lateral transfer occurs when an employee transfers to a position that is in the same pay grade as their current position.

3.3.1.1 The pay rate of a laterally transferred employee normally will not change (i.e., the employee keeps their current salary).

3.3.1.2 If a laterally transferred employee has qualifications that markedly exceed or are markedly superior to the minimum requirements of the position, a pay rate higher than that described in Section 3.3.1.1 may be recommended by the department head, and the following approvals are required:

3.3.1.2.1 Requests for starting pay rates within 10% from the minimum of the position's pay grade require approval by the appropriate vice president and review by the Office of Budget, Payroll, and Fiscal Analysis and the Office of Human Resources which will make a recommendation to the President who has final approval. A memo is required and shall include a concise, factual justification statement explaining how the laterally transferred employee's qualifications markedly exceed the advertised minimum requirements of the position, a copy of the position description, and a copy of the employee's resume.

3.3.1.2.2 Requests for starting pay rates over 10% from the minimum of the position's pay grade should be extremely rare and require approval by the appropriate vice president and review by the Office of Budget, Payroll, and Fiscal Analysis and the Office of Human Resources which will make a recommendation to the President who has final approval. A memo is required which shall include a concise, factual justification statement explaining how the laterally transferred employee's qualifications markedly exceed the advertised minimum requirements and preferred qualifications of the position, a copy of the position description, and a copy of the employee's resume.

3.3.2 **Demotion** – A demotion occurs when an employee transfers to a position that is in a lower pay grade (i.e., a lower classification) than their current position.

3.3.2.1 The starting pay rate of a demoted employee will normally be the minimum of the pay grade of the position being demoted to.

3.3.2.2 If a demoted employee has qualifications that markedly exceed or are markedly superior to the minimum requirements of the position being demoted to, a pay rate higher than that described in Section 3.3.2.1 but not greater than the employee's present pay rate may be recommended by the department head and must be approved by the appropriate vice president and reviewed by the Office of Budget, Payroll, and Fiscal Analysis and the Office of the Human Resources which will make a recommendation to the President who has final approval. A memo is required which shall include a concise, factual justification statement explaining the reason for the demotion and how the demoted employee's qualifications markedly exceed the advertised minimum requirements of the position, a copy of the position description, and a copy of the employee's resume.

Related Statutes, Policies, Regulations, or Rules

[System Policy 31.01, Compensation](#)

[System Regulation 31.01.01, Compensation Administration](#)

[TAMIU SAP 31.01.01.L0.01, Compensation Administration](#)

Contact Office

Office of Compliance, 956-326-2365