1. GENERAL
The base salary of all Texas A&M International University 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. The annual operating budget and personnel actions initiated during the year must be prepared and processed in accordance with this requirement.

2. BASE SALARY DEFINITION AND DETERMINATION
   2.1 Classified Positions:
   Salaries for classified positions listed in the Classified Personnel Pay Plan will be set in accordance with that plan. The Classified Personnel Pay Plan is maintained and published by the TAMIU Office of Human Resources. The Office of Human Resources shall obtain and review relevant market data to determine competitive and equitable compensation for classified positions. That information along with internal salary data shall be used to determine the appropriate salary range for each classified position. Additional information pertaining to administration of the Employee Position Classification and Pay Plan is presented in University Rule 31.99.01.L2.

   2.2 Non-Classified Positions:
   2.2.1 Existing Non-Classified Positions: Salaries for existing positions with titles not included in the Classified Personnel Pay Plan will be determined through negotiation, normally between the employing department or unit and the prospective employee. The vice presidents, deans, and department heads shall be responsible for salary administration of faculty members and other non-classified positions within their organization.
   2.2.2 Non-Existing Non-Classified Positions: Salaries for new nonclassified professional and administrative positions shall be determined by the Office of Human Resources at the time the position is established. The Office of Human Resources will conduct a job study to determine the appropriate salary for the position. (see University Rule 31.01.99.L2, Creating, Reclassifying, and Retitling Positions).

   2.3 Student Worker:
   Student Worker titles and corresponding pay rates shall be established by the Office of Human Resources. Such pay rates shall be based upon funding, relevant market data, and internal salary data.

3. ADDITIONAL COMPENSATION
3.1 The salary rate paid to a faculty member during a summer session shall be in accordance with guidelines established by the Office of the Provost and Vice President for Academic Affairs.
3.2 Additional compensation may be paid to staff members for work performed after regular work hours for teaching resident courses, for extension center teaching, for continuing education activities, or for work outside the scope of their regular job responsibilities. Advance approval from the appropriate Vice President is required for all staff.
3.3 Additional compensation may be paid to employees who perform outside of their job responsibilities and employment in excess of 100% (non-instructional activities).
3.4 Temporary salary increases may be paid to employees for work performed outside of the scope of duties when acquiring additional responsibilities other than those addressed in the job description for a specified time frame.

4. METHOD OF SALARY PAYMENT/RECORDS
   4.1 All FLSA exempt employees shall be paid on a monthly basis.
   4.1.1 Monthly salaries shall be paid on the first working day of the following calendar month unless the first working day is a designated state holiday, in which case monthly salaries shall be paid on the first working day after the holiday.
   4.2 All FLSA non-exempt employees shall be paid on a bi-weekly basis.
   4.2.1 Bi-weekly salaries shall be paid every other Friday.
   4.3 Records and reports associated with salary and wage payments required by federal and state law, regulation, and by accounting systems of Texas A&M University System members are incorporated in the Budget/Payroll/Personnel System.

OFFICE OF RESPONSIBILITY:
Office of Human Resources