1. GENERAL

The Office of Human Resources will maintain an Employee Classification System and publish the approved Classified Personnel Pay Plan for Texas A&M International University.

2. DEFINITIONS

Texas A&M International University has two principal groups of employees--classified and non-classified. This University Rule addresses classified employees.

2.1. Employee Classification System. The Employee Classification System has several features: a set of uniform titles, established salary ranges for each title, and classification descriptions for each title.

2.1.1 Classified Titles. A group of similar positions that allows the same descriptive title to be used for each.

2.1.2 Uniform Titles. Individual classified titles are used to describe a group of positions with similar qualifications and duties.

2.1.3 Salary Ranges. Each classified title is assigned to a specific salary range based on internal and external market factors.

2.1.4 Classification Descriptions. Each classified title is described in a detailed Classification Description that generally outlines the typical duties and required qualifications for all positions that are assigned to that title.

2.2. Classified Personnel Pay Plan. The Classified Personnel Pay Plan includes all classified titles and assigns each to a specific salary range. The plan also provides the salary rates for each salary range and other information such as title code and Fair Labor Standards Act exemption status.

2.3 Types of Salary Increases. There are several ways in which employees' salaries can be increased after being hired:
2.3.1 Promotion Increase. An increase that occurs when employees move from their current classification to a higher classification.

2.3.2 Reclassification Increase. An increase that occurs when job duties and responsibilities of positions are reevaluated and the positions are assigned titles having different salary ranges.

2.3.3 Change in Pay Range for a Classified Title. An increase that occurs when market conditions dictate the adjustment of the salary range for a particular classified title.

2.3.4 Across-the-Board Increase. A uniform salary increase granted in accordance with prescribed guidelines, usually imposed by legislative enactment, without regard to individual merit of affected employees.

2.3.5 Merit Increase. An increase within the title and pay range to which the employee is currently assigned. Such an increase is granted to an employee in recognition of meritorious job performance.

3. PLAN RESPONSIBILITY

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

(1) maintain consistency in classified titles and salary ranges;

(2) solicit input from participating Texas A&M University System components;

(3) create new classified titles when needed;

(4) create and update Classification Descriptions for new or changing jobs;

(5) publish a Classified Personnel Pay Plan regularly; and

(6) classify or reclassify positions upon request.

4. SALARY ADMINISTRATION PROCEDURES FOR NEW OR PROMOTED EMPLOYEES

4.1 New Classified Employees.

4.1.1 The pay rate of a new employee will normally be the minimum amount of the position's assigned salary range.
4.1.2 If an applicant for a position has qualifications markedly superior to the minimum requirements for the position, a pay rate above the minimum amount for the assigned salary range may be recommended by the department head to the appropriate Vice President. The following procedures will apply:

4.1.2.1 Appropriate Vice Presidents may approve requests for starting rates not to exceed 10 percent above the minimum amount of the assigned salary range.

4.1.2.2 Requests for salary rates exceeding 10 percent above the minimum amount of the assigned range must be approved by the President. The requesting memorandum will provide the name of the applicant, PIN, and the proposed salary rate together with a concise, factual justification statement and an indication of the source of funds.

4.1.2.3 Approval must be obtained prior to any commitment made to the person involved or the preparation of any budget or human resources document. Offers of employment will be made by the Office of Human Resources.

4.2. Promoted Classified Employees. The typical duties as described in the Classification Description for the position will be used in determining which candidates possess the basic minimum qualifications for promotion. A current performance evaluation shall be on file for an employee to be promoted. Promotion of classified employees will be recommended by the department head in accordance with the following procedures:

4.2.1 The new salary rate of a promoted classified employee will normally be the minimum amount of the salary range to which the position is assigned or up to a 10 percent increase over the employee's current salary, whichever is higher.

4.2.2 A promoted classified employee who has qualifications which are markedly superior to the minimum requirements for the position may be recommended for a higher than normal salary rate. In such cases the following applies:

4.2.2.1 Appropriate Vice President must approve requests for salary rates up to 10 percent above the minimum of the assigned salary range or the employee's current rate of pay.

4.2.2.2 Requests for salary rates exceeding rates as specified in 4.2.2.1, above, must be approved by the President. The requesting memorandum will provide the name of the applicant, to and from PINs, and the current and proposed salary rates together with a concise, factual justification statement and an indication of the source of funds.

4.2.2.3 Approval must be obtained prior to any commitment made to the person involved or the preparation of any budget or human resources document. Offers of employment will be made by the Office of Human Resources.
5. SALARY ADMINISTRATION PROCEDURES FOR TRANSFERRED EMPLOYEES

5.1. Lateral Transfer. If an employee transfers laterally to a position in the same pay grade, the rate of pay will not change.

5.2 Transfer to a Lower Classification. A transfer to a lower classification is a transfer to a position in a lower classified salary range.

5.2.1 If an employee transfers to a position in a lower classification, the new rate of pay will normally be the minimum amount of the assigned salary range of the lower classification.

5.2.2 If the employee has qualifications markedly superior to the minimum requirements for the new position, a rate of pay above the minimum amount for the assigned salary range, but not greater than the employee's present rate of pay, may be approved by the appropriate vice president.

6. TIMING OF PAY INCREASES

6.1. As a general rule, pay increases are granted at the beginning of the fiscal year and in accordance with budget guidelines approved by the Board of Regents.

6.2. Increases occasioned by promotion, transfer, change in pay rate for a classified title, or reclassification may be granted on the effective date of the change. In cases of exceptional job performance, merit increases may be granted at times other than the beginning of the fiscal year, but only after the employee has completed six months service at the employee's present rate of pay.

OFFICE OF RESPONSIBILITY:

Office of Human Resources