Rule Statement

Texas A&M University Kingsville is committed to attracting and retaining a well-qualified work force. Integral to this employment relationship is the competitiveness, equity, and fairness of the compensation procedures. Approved actions will comply with related federal and state laws.

Reason for Rule

This rule is required by System Regulation 31.01.01, Compensation Administration.

Procedures and Responsibilities

1. GENERAL

The annual operating budget and personnel actions initiated during the fiscal year must be prepared and processed in accordance with the requirements of this rule. Compliance with this rule will ensure that the same decision factors and priorities are consistently applied with respect to adjusting and approving salary actions.

2. CONSISTENT EQUITABLE SALARIES

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 to the Human Resources office 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.

3. TYPES OF SALARY ACTIONS

3.1 Salary offers resulting from hiring process:

3.1.1 The general rule for new hires will be the minimum of the appropriate pay range.
3.1.2 The hiring manager may submit, through the respective Dean/Department Head and Vice President, to the Executive Director of Human Resources, a written request for approval to offer a salary above the minimum in those instances where the candidate
has significant qualifications, education or experience above the minimum required for the position.

3.1.3 The Executive Director of Human Resources may approve a starting salary variance between minimum and up to the mid-point of the range.

3.1.4 Any request for a starting salary offer at mid-point or higher will require the approval of the respective Vice President, the Executive Director of Human Resources, and the President of the University.

3.1.5 In any offer above the minimum for the range, the review for approval should also include a review of the impact on internal equity based on the current incumbent(s) with equivalent level of skills, knowledge, experience and competence, and the impact on the available budget.

3.2 Reclassifications:

3.2.1 A request for a position reclassification must be submitted to Human Resources and must include a completed Position Reclassification Analysis form, a revised Position description, and the written approval for this review from the respective Dean or Department Head.

3.2.2 A current Performance Evaluation must be on file for the employee in the position being reviewed for reclassification.

3.2.3 Upon completion of the position reclassification review, the respective Vice-President will review the Human Resources recommended action and salary proposal.

3.2.4 Any review of a proposed salary should include review of the impact on internal equity based on current incumbents in the proposed salary range with consideration of equivalent level of skill, knowledge, experience and competence, and the impact on the available budget.

3.2.5 If the reclassification is approved by the respective Vice President, the position occupant will concurrently be judged to have been promoted.

3.3 Demotions:

3.3.1 When a demotion is employer initiated due to unacceptable performance, the employee’s salary will be decreased by a minimum of 5% unless a 5% decrease results in the demoted employee’s salary being below the base of the pay grade range of the new position. In that situation, the employee’s salary will be decreased to the minimum of the pay grade. Under no circumstances will the salary exceed the maximum for the new position.

3.3.2 If the demotion was the result of reorganization or a transfer of the employee to another position for the convenience of the institution and the pay of the individual is within the range of the new position, the Vice President may decide to retain the salary of the individual with no reduction in pay.
3.4 Interim Pay/ Temporary Salary Increase:

3.4.1 The divisional Vice President may approve interim pay for an employee who takes on additional responsibilities due to a position vacancy where: (1) the employee is an above average performer with the required knowledge, skills, and abilities; (2) the department has the funding available; and (3) adequate justification is provided for the interim pay.

The combined employee’s current salary and the interim pay amount should not exceed the budgeted salary of the vacant position.

3.4.2 The interim assignment shall be documented in writing and clearly specify duties and expectations, interim pay amount, time period of the assignment, and whether any temporary salary increase may become part of the base salary of the employee after the assignment is completed. Both the divisional Vice President and the employee shall sign this document and provide copies to Human Resources and Payroll with the related EPA (Employee Personnel Action) submitted in a timely manner.

3.5 Market / Equity Increases:

3.5.1 Human Resources shall review all staff positions across the institution a minimum of every two years for internal and market equity.

3.5.2 As part of the budget process, if funds are available, they may be set aside to address equity issues across the university.

3.5.3 Equity adjustments must be done in a way that is uniform across the university for specific classes of employees. Equity adjustments narrowly defined to a department or division will be reviewed by Human Resources for the overall impact they may have on other areas of the university.

3.6 Educational Attainment Increases:

3.6.1 The mission of the university is to encourage and support educational attainment of individuals including its employees. The university benefits from having a more educated workforce.

3.6.2 Therefore, during the budget cycle, salary may be adjusted for an employee attaining a certain educational degree, so long as the employee’s performance meets or exceeds performance standards, including:

* Bachelor’s degree = 3% adjustment to monthly salary
* Master’s degree = 4% adjustment to monthly salary
* Doctorate degree = 5% adjustment to monthly salary

3.6.3 This increase is available to employees receiving a qualified degree (as defined in 3.6.2) while employed in a full-time status in December, May, or August before the start of the September 1 fiscal year. The approved increase will be effective September 1st and will be received in the October 1st paycheck.
3.6.4 The employee’s supervisor should submit a written request for the appropriate salary adjustment through the respective Vice President to human resources. This written request should be accompanied with a copy of the employee’s transcript reflecting the degree and the date received. Prior to submission, the supervisor will conduct a review to determine whether the employee’s performance is meeting or exceeding performance standards.

### Related Statutes, Policies, or Requirements

- **System Regulation 31.01.01, Compensation Administration**
- **University Rule 31.01.08.K1, Merit Salary Increases**
- **University Procedure 33.99.04.K1.01, Nonfaculty Promotion, Transfer, and Voluntary Moves**

### Contact Office

Human Resources Office  
(361) 593-3705