

Salary Administration - Classified Service

Responsible Officer: Vice President for Human Resources

Sponsoring Department: Human Resources

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I. **The Compensation Plan**

The University of Texas at Arlington maintains a pay plan for all classified positions, with salary schedules which assure uniform treatment of comparable positions, provides opportunities for recognition of quality and length of service, considers the pay practices applicable to comparable positions in the UT System, public and private employment, and reflects the general economic conditions affecting salary policy. UT Arlington prohibits discriminating against an individual in connection with the terms, conditions or privileges of employment; or limiting, segregating or classifying an employee or applicant for employment in a manner that would deprive or tend to deprive an individual of any employment opportunity or adversely affect in any other manner the status of the employee because of race, color, national origin, religion, sex, age or disability.

The compensation plan for the classified service includes:

- A. Policies regarding the interpretation and application of the schedule of pay ranges.
- B. A schedule of personnel titles showing the range of pay to which each class is assigned.

II. **Maintenance of Pay Plan**

To assist The University of Texas at Arlington in maintaining sound pay policies, the Assistant Vice President of Human Resources Management and Development shall study pay practices among governmental and private employers, the cost of living, the ability of the university to secure and retain the services of thoroughly qualified employees, and other pertinent information submitted by officials and employees of the university. When appropriate, the Assistant Vice President of Human Resources

Management and Development shall recommend changes in the compensation plan through the Vice President for Business Affairs and Controller to the President of the university for approval. When the minimum salaries of those job classes that are determined to be below the average recruiting rate are adjusted, salaries of all employees who are below the new established minimum will be adjusted to the new rate.

III. **Funding Policy**

All wage and salary funds are subject to the university's regulations and controls regardless of the original source. The source of funds for payment of salaries will have no bearing on the rates of pay established for positions (includes grants, contracts, state and local accounts).

IV. **Compensation Rates**

Compensation of classified employees will be administered in accordance with the following practices:

A. **Hiring Rate**

Current UTA and newly hired employees will normally be compensated within the first 1/2 of the salary range for their respective job titles. Current UTA employees may be hired within the first 1/2 of the salary range or 10% above their current salary (whichever is higher) without a letter of justification, provided that the cost will be fully covered and sustained in the future without an increase to the total department budget. Department heads/account managers must indicate **in writing** that their departmental budget can permanently sustain the increased cost of the salary increase. Appointments in the second 1/2 of the salary range or more than 10% above their current UTA salary require a letter justification and prior written approval of the **Assistant Vice President for Human Resources Management and Development and the appropriate Vice President or the President or their designee.**

All funds received by the institution are subject to the institution's regulations and control regardless of the original source of those funds, including all wage and salary funds. Therefore, the source of funds for payment of salaries shall have no bearing on the rates of pay established for positions that are listed within the Classified Pay Plan.

B. **Trainee Rate**

A trainee position may be established when (a) a recruitment effort has determined that absence of qualified applicants for an entry-level job which requires technical or specialized knowledge, techniques and/or experience and (b) it is desired to provide promotional opportunities to current employees under an employee development program.

The establishment of a trainee position agreement between the department head concerned and the Assistant Vice President for Human Resources Management and Development. Such agreement must include (a) length of the training period {usually up to six months}, (b) general content of the training program, (c) trainee pay rate, at least 3% below the minimum of the range (exceptions may be approved by the Assistant Vice President for Human Resources Management and Development or their designee) and (d) pay adjustment of the employee to the first 1/2 of the salary range of the job upon successful completion of the training program. In the event that unusual circumstances require a training period longer than six months, approval of the Assistant Vice President for Human Resources Management and Development will be required. Customarily, periods of training for employees hired into approved trainee positions may continue for as long as six months. Subject to availability of funds within the employing department, the employee being trained may receive a salary increase up to the first step of the applicable salary range upon successful completion of the period of training, which may actually be less than six months.

C. Merit Increases

The Assistant Vice President for Human Resources Management and Development and the appropriate Vice President or the President or their designee must approve all merit increases in advance and in writing prior to such increase becoming effective. The original performance review must be on file in the Office of Human Resources before the merit increase can be approved.

The cost of the proposed merit salary increase must be fully covered and sustained in the future without any additional increase to the total department's budget. A merit increase retroactive to a previous month will not be permitted. Effective dates of an increase must be the first day of the month in which the merit increase is finally approved. If approved, the merit salary increase will not become effective prior to the first day of the month in which the required final approval of the rate change is obtained.

D. Promotions

A promotion is a change in the duties of an employee, and a change from one classification to another classification involving/requiring increased responsibility and a higher salary range. A promotion may result from a change in position or a reclassification. To be considered for a promotion, an employee must meet the minimum qualifications for the proposed job classification as outlined in the approved job description. Upon promotion, the employee will receive a salary adjustment to the first 1/2 of the salary range of the new position, or a rate of pay that is between 3% and 10% higher than the salary rate prior to the employee's promotion, provided the cost will be fully covered and sustained in the future without an increase to the total departmental budget. Employees receiving a promotion that includes a salary increase (of up to 10%) will not be eligible for any merit increase until after completion of the first six months following the effective date of the promotion **unless** such merit increase is part of an institutional merit salary increase program being implemented during the annual budget process or at another time when all

other Classified and/or Administrative and Professional employees are also being considered for such merit increases. Department heads/account managers must submit to the **Assistant Vice President for Human Resources Management and Development and the appropriate Vice President or the President or their designee**, a written statement that their departmental budget can permanently sustain the increased cost of the salary increase that they are recommending without requiring a reduction in services. When an employee is promoted, requests to grant a salary increase in the second 1/2 of the salary range or more than 10% above their previous salary require prior written approval of the **Assistant Vice President for Human Resources Management and Development and the appropriate Vice President or the President or their designee**.

E. Demotions

When an employee is demoted to a position of decreased responsibility or less complexity of duties requiring a title change and having a lower salary range, the employee's salary shall be adjusted. The salary of a demoted employee will be reduced at least 3% below the employee's current salary.

1. If an employee accepts a demotion in lieu of a layoff or is selected for a position in a lower salary group, as a result of applying for the position, the University is not required to reduce the employee's salary.
2. If an employee chooses to self-demote, then the supervisor may or may not require the salary reduction.

F. Lateral Transfer

When an employee is changing to another position having the same title or salary range, the employee will be given the same salary as before the move if funds are available within the budget of the hiring department. Exceptions to this policy should be addressed in writing and directed to the Assistant Vice President of Human Resources Management and Development.

G. Part Time and/or Temporary Employment

Whenever an employee routinely works for a period less than the regularly established forty hour work week, the amount paid will be proportional to the rates authorized for full-time classified employment. Normally, any employee appointed for less than twenty hours per week or for less than four and one-half months will be paid on an hourly basis. An employee appointed for more than twenty hours per week and more than four and one-half months can be paid on a salary basis. All temporary appointments of less than four and one-half months will be paid on an hourly basis. The appropriate title and salary rate must be verified and approved by the Office of Human Resources.

V. Pay Reduction

The compensation of an employee shall be reduced for reasons such as sick and vacation leave taken in excess of accrued leave, unexcused absences or suspensions.

These changes will be made in the UTShare system and require all departmental and executive approvals. The Vice President of Human Resources must approve or delegate approval of all such transactions.