Rule Statement

In accordance with System Policy 31.01 Compensation and System Regulation 31.01.01 Compensation Administration, Texas A&M University-San Antonio (TAMU-SA) has established this Rule to oversee the University’s compensation practices.

Reason for Procedure

The purpose of this Rule is to establish consistent compensation administration practices that are fair and equitable and consistent with state and federal laws.

Process

The Human Resources department has the responsibility for the development, implementation, evaluation, and maintenance of the University’s compensation programs for exempt and non-exempt Staff employees. The HR department will maintain the pay plans, position descriptions, job titles, title codes, and compensation procedures for all non-faculty positions. The exempt pay plan includes administrative, professional, and executive positions that are not subject to the minimum wage and overtime provisions outlined in the Fair Labor Standards Act (FLSA). The non-exempt pay plan includes positions that are eligible for minimum wage rates and overtime under FLSA provisions.

The pay plans and related documents define job titles, title codes, pay grades, and salary ranges for both exempt and non-exempt employees. Positions are evaluated and classified based on information contained in each position description (PD) and then assigned to the appropriate pay grade. With the exception of some executive/professional positions, each pay grade contains a salary range with a minimum and maximum rate of pay.

Rule 31.01.01 Compensation Administration applies to active non-faculty employees of TAMU-SA, to include staff, student worker, graduate assistant, and teaching assistant positions. All salary actions require the prior approval of the President, or a designee appointed by the University President. All exceptions to this Compensation Rule require the prior approval of the University’s President.
Related Policies

System Policy 31.01 Compensation
System Regulation 31.01.01 Compensation Administration

Definitions

Types of salary actions and terminology:

Merit Raise — a raise that is added to the employee’s salary base. Merit raises are governed by System Regulation 31.01.08 Merit Salary Increases and TAMU-SA Rule 31.01.08.01 Merit Salary Increases.

Merit Payment — a lump-sum payment that is not added to the employee’s base salary, Merit payments are governed by System Regulation 31.01.08 Merit Salary Increases and TAMU-SA Rule 31.01.08.01 Merit Salary Increases.

Across-the-Board — a uniform salary increase granted within prescribed guidelines, usually by legislative enactment, without regard to individual employee performance.

Equity Adjustment — a salary adjustment made for the purpose of establishing a fairer and more comparable relationship between the salaries of two or more employees in the same job title or pay grade relative to experience, qualifications, and/or education. Requests for equity adjustments should include comprehensive documentation justifying the increase and indicating the source of funding.

Market Adjustment — a salary increase granted to establish equity and competitiveness with salaries paid in the relevant labor market, as documented by survey data.

Promotion — when an individual moves from one position to another position in a higher pay grade. The employee’s salary will be evaluated and may be increased based on experience, qualifications, education, internal equity, and/or placement within the salary range.

Demotion — when an individual moves from one position to another position in a lower pay grade. If the demotion is voluntary, the employee’s salary will be adjusted to a comparable level in the lower pay grade. If the demotion is involuntary, the employee’s salary will be evaluated to determine if it should remain the same, even if the salary is above the maximum rate for the new position, or be decreased.

Transfer — when an individual moves from one position to another position, both of which are assigned to the same pay grade. Transfers within TAMU-SA do not typically require a pay increase or decrease.
Reclassification/Re-evaluation — when the job duties of a position are re-evaluated and the position is assigned to a new pay grade. A position that is re-evaluated may be assigned to a lower or higher salary range and the job title may change. When a position is re-evaluated, the above definitions for Promotion, Demotion, and Transfer will apply.

New Hire – when an individual is hired from outside of TAMU-SA. Starting pay for new hires will be determined based on experience, qualifications, education, and/or internal equity. Typically new hires have a starting pay that is between the minimum and the midpoint for the salary range.

Contact Office

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