**Rule Statement**

Compliance with this Rule will ensure that the same decision factors and priorities are consistently applied with respect to adjusting and approving salary actions. Approved actions will comply with federal and state laws and take into consideration relevant internal equity and external markets.

**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.

1. **GENERAL**

   1.1 The annual operating budget and personnel actions initiated during the year must be prepared and processed in accordance with the requirements of this rule and all other requirements stipulated in System Regulation 31.01.01, Compensation Administration.

   1.2 The Department of Human Resources will maintain a pay plan for Texas A&M University-San Antonio non-faculty positions.

2. **CONSISTENT EQUITABLE SALARIES**

   2.1 When a non-faculty position is established or reclassified, the duties and responsibilities of the position are reviewed based on the information in the position description which is submitted by the employing department 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.

   2.2 New non-faculty job classifications will be assigned to a pay grade based on both internal and external data. Generally, a position is assigned to the pay grade where the midpoint of the pay grade most approximates the average, relevant market data.
3. TYPES OF SALARY INCREASES

3.1 There are several ways in which an employee’s salary may be increased after hire:

3.1.1 Promotion Increase - An increase that occurs when an employee is promoted.

3.1.2 Across-the-Board/Cost of Living Increase – A uniform salary increase given in accordance with prescribed guidelines, granted mostly by legislative enactment, without regard to individual merit of affected employees.

3.1.3 Merit Salary Increase – An increase granted to an employee in recognition of meritorious job performance with no title change. There are two types of merit salary increases:

- A merit raise is added to the employee’s base salary.
- A one-time lump sum merit payment that is not added to the employee’s base salary.

3.1.4 Interim/Acting/Temporary Salary Increase – An increase to compensate an employee who assumes additional and/or higher level of responsibilities on a temporary basis.

3.1.5 Increase Due to Change in Pay Plan Structure – An increase that occurs when market conditions or changes in applicable laws dictate the adjustment of the pay grade or pay grade range. This includes the creation of career ladders which may include steps based on education and related experience.

3.1.6 Equity Increase – A salary increase meant to address salary differences not otherwise justified between comparable positions.

3.1.7 Market Increase – An increase due to external pressure in high demand areas, or other forces which may be beyond the control of the university departments.

3.1.8 Counter Offers – An increase based on an employee receiving an offer of employment from outside A&M-San Antonio. Counter offers should only be used when the employee possesses special talents that cannot easily be replaced and when there is written proof of a bona fide offer of employment.

4. ROUTING AND DELEGATION OF AUTHORITY FOR SALARY INCREASES

4.1 Requests for salary increases during and outside the budget process should be routed through the appropriate channels, including department heads, division heads, budget, Human Resources and the President.

4.2 The requesting department should specifically indicate why the request for salary increase is appropriate.
4.3 The President has delegated authority for salary increases above the amount Human Resources recommends to the division heads.

Related Statutes, Policies, or Requirements

System Policy 31.01 Compensation

System Regulation 31.01.01 Compensation Administration

Definitions

**Base Salary** – Annual budgeted salary paid monthly for the term of the appointment, including benefit replacement pay. Excludes stipends, overtime pay, longevity/hazard duty pay and any other benefit related compensation.

**Lateral Transfer** — when an employee moves from their current position to a position which is in the same pay grade and/or requires similar levels of knowledge, skills, and abilities.

**New Hire** – A “new hire” occurs when an individual who is not currently a budgeted employee is hired into a budgeted position.

Contact Office

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