



31.01.01.D1 Compensation Administration

Approved: January 06, 2015

Revised:

Next Scheduled Review: January 06, 2018

Rule Statement

Texas A&M University–Central Texas (A&M-Central Texas) establishes this rule in accordance with System Policy 31.01, *Compensation*, and System Regulation 31.01.01, *Compensation Administration*, to define the University’s compensation procedures. Approved actions will comply with federal and state laws and take into consideration relevant internal equity and external markets.

Reason for Rule

Compliance with this rule will ensure that decision factors and priorities are consistently applied with respect to adjusting and approving salary actions in employment, position classification, position reclassification, transfer, promotion and/or demotion, recruitment or recruitment advertising, layoff or termination, rates of pay, benefits, and right of appeal and selection for training.

Procedures and Responsibilities

1. GENERAL:

- 1.1 This rule establishes the procedures and responsibilities for compensation administration at A&M-Central Texas and applies to active non-faculty employees of A&M-Central Texas, including staff, Non-Budgeted Hourly (NBH) employees, student workers, and graduate assistants. All salary actions require the prior approval of the President, or a designee appointed by the University President.
- 1.2 This rule establishes that the base salary of all A&M-Central Texas employees will be a fixed amount and no employee will receive any additional base salary from the University without specific approval of the President or designee.
- 1.3 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*.

1.4 The President's designees are the Provost and Vice President for Academic and Student Affairs (VPASA) and the Vice President for Finance and Administration (VPFA). The President retains final approval authority for executive level staff positions of Director and above and for all full-time and nine-month faculty.

2. RESPONSIBILITIES:

2.1 The Office of Employee Services will:

2.1.1 Maintain pay plans through an annual review process that considers the relevant job market, similarly situated campuses, and input from external vendors and internal components or committees.

2.1.2 Use the Budget/Payroll/Personnel (BPP) System, and the Human Resources Information System (HRIS) PeopleAdmin, to maintain a current and historical record of position descriptions, job titles, job groups and job title codes. Manual means will be used only as a backup procedure.

2.1.3 Review, approve, audit and process requests for promotions, pay increases/decreases, and position reclassifications through electronic means or through manually prepared documentation.

2.1.4 Conduct pay studies at the request of the position's department head using factors such as relevant market data, a survey of comparable positions at similarly situated A&M System campuses, number of students, employees, and scope of supervision.

2.1.5 Communicate job offers via telephone, email or standard U.S. mail. Coordinate and confirm the offer with the gaining department and the selectee.

2.1.6 Use the Canopy payroll EPA system to approve the department's request for pay increase/decrease, termination or reclassification.

2.1.7 Coordinate bi-weekly and monthly system data with Texas A&M University through the Employee Services and Payroll Associate position.

2.2 Department Heads will:

2.2.1 Prepare job descriptions, position requisitions, position reclassifications stipends and other salary related actions using PeopleAdmin or manual means if the database is not available. The Canopy EPS System is used for payroll documentation for these actions.

2.2.2 Consult with the Office of Employee Services prior to reorganizations or personnel actions that affect their employees.

2.2.3 Submit requests for job offer through PeopleAdmin or manual means if the database is not available.

- 2.3 College Deans may negotiate salary and other conditions of employment such as tenure and promotion in coordination with the Office of the Provost and Vice President for Academic and Student Affairs and the Office of Employment Services. The College Dean will communicate the final University job offer following a standard letter template that has been approved by the Office of the Provost. Other conditions of employment, such as moving expenses, changes in workload and working conditions must be included in the final job offer letter and reviewed by the Provost and Vice President for Academic and Student Affairs and by the Office of Employee Services before being sent to the candidate.
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Related Statutes, Policies, or Requirements

System Policy [31.01 Compensation](#)

System Regulation [31.01.01 Compensation Administration](#)

University Rule [31.01.08.D1 Merit Pay Increases](#)

University Procedure [31.01.01.D1.01 Non-Faculty Compensation Administration](#)

Definitions

1. **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.
 2. **PeopleAdmin** – A Human Resources Information System (HRIS)
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Contact Office

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