

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	December 2000
Section 4.6	Classification and Compensation Administration	Revised:	December 2004
Policy 4.6.3	Classified Employees	Responsibility:	Vice President for Human Resources

CLASSIFIED EMPLOYEES

Policy

1. A *Classified Employee Pay Plan and Job Descriptions* are maintained for the classified service to reflect accurately and currently the duties, responsibilities, work requirements, and compensation of all positions in the classified service.
2. The plan groups positions that involve substantially the same kind of work, substantially equivalent difficulty and responsibility, and comparable experience and training requirements into the same class. The Vice President for Human Resources allocates each position in the classified service to the appropriate class in the plan.
3. The plan consists of job codes, job titles, monthly and annual salary ranges, *Fair Labor Standards Act* (FLSA) exemption status, and job descriptions reflecting the nature and requirements of the work.
4. As changes in organization and assignment of work require, the Vice President for Human Resources recommends amendments to the classification plan. Such recommendations are directed through the Executive Vice President for Business Affairs for approval by the President of the Health Science Center, The University of Texas System, and the Board of Regents.

Class Description and Interpretation

1. The Vice President for Human Resources provides current, accurate written descriptions for each class in the classification plan. Each description includes a class title, a description of the duties and responsibilities of the work, and a statement of the qualifications a person must possess in order to perform the duties of a position within the class with reasonable prospect for success.
2. The descriptions of the classes of positions in the classification plan should be interpreted as follows:

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- a. The descriptions are illustrative and not restrictive. They are intended to indicate the kinds of positions allocated to the several classes, as determined by their duties and responsibilities. They shall not be construed as declaring to any extent, or in any way, what the duties or responsibilities of any positions shall be, or as limiting, or in any way modifying, the power of any appointing authority or supervisor to assign, direct, and control the work of employees. The use of a particular expression or illustration shall not be held to exclude others not mentioned that are of similar kind or quality.
 - b. In determining the class to which any position should be allocated, the following factors will be considered: duties, specific tasks, responsibilities, qualification requirements, and relationships to other positions.
 - c. Qualifications commonly required of all incumbents of any class (i.e., statutory requirements, honesty, and industry) are implied as qualification requirements for entrance to each class even though they may not be specifically mentioned in the descriptions.

Use of Class Titles

- 1. No person shall be appointed to, or employed in a position in, the classified service under a title not included in the classification plan.
- 2. Official class titles shall be used in all personnel, accounting, budget appropriation, and financial records, but any abbreviation or code symbol approved by the Vice President for Human Resources may be used in lieu of the title to designate the class of a position.

Generally, the addition, deletion, and other alterations of class titles will be accomplished annually with any such changes to be effective on the first day of the fiscal year. Occasionally as a result of unusual circumstances, changes during the fiscal year may be requested. However, any mid-year changes must be fully justified and require administrative approval.

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Establishing New Positions

1. When the need for the establishment of a new position has been determined, the department Chair, department head, or Principal Investigator concerned should submit a completed [Position Description Questionnaire \(PDQ\)](#).
2. Upon receipt of a completed questionnaire, Human Resources will establish all the pertinent facts relating to the duties and responsibilities of the proposed new position and then make recommendations for the evaluation of the proposed position and allocation to its appropriate class title.
3. Should the proposed position require the establishment of a class title not in the current Classified Pay Plan, Human Resources will prepare a job description for review by the department Chair, department head, Principal Investigator, or his/her designated representative prior to processing the request in accordance with the procedures of The University of Texas System.

Reclassification of Existing Positions

1. Reclassification of a position will be allowed when its duties and responsibilities have changed significantly so as to require a change of title. A reclassification always involves a change in title, but it may not necessarily involve a change in salary.
2. A department Chair, department head, or Principal Investigator may request the reclassification of an existing position by submitting a written request to Human Resources.
3. No request for a job audit should be made until the incumbent has been in position and the classification for a minimum of twelve (12) months. Upon receipt of a completed [Position Description Questionnaire \(PDQ\)](#), the Classification and Compensation Section of Human Resources will establish all the pertinent facts relating to the duties and responsibilities of the position.

Interviews, either in person or by telephone, with the incumbent and the immediate supervisor or other appropriate management personnel may be necessary.

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If reclassification is recommended, the Classification and Compensation Section will determine the appropriate classification title for the position, rate of pay, and effective date. Human Resources will update the PeopleSoft System so the department can complete the necessary job maintenance functions to effect the change.

Compensation

1. The compensation plan assures uniform treatment of comparable positions, affords opportunity for recognition of quality and length of service, considers the pay practices applicable to comparable positions in both the public and private employment sectors, and reflects the general economic conditions affecting salary policy.
 2. To assist the Health Science Center in maintaining sound pay policies, the Vice President for Human Resources studies pay practices among governmental and private employers, the cost of living, the ability of the Health Science Center to secure and retain the services of thoroughly qualified employees, and other pertinent information submitted by officials and employees of the University.
 3. When appropriate, the Vice President for Human Resources shall recommend changes in the compensation plan through the Executive Vice President for Business Affairs to the President of the Health Science Center for approval by The University of Texas System and the Board of Regents.
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Interpretation of Pay Ranges

Each established pay range shall be gross compensation for full-time service in any class assigned to that range. Full-time service in a class shall be considered to be service for that number of hours per day and days per week that represent the established working schedule for employees of the class.

Merit Salary Increases

Merit increases are pay increases granted to an employee for demonstrated exemplary performance. Merit increases may be granted subject to the availability of funds and within the merit salary increase

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policy within the budget guidelines announced annually. Specific written justifications are required for all merit salary request.

Transfers

If an employee is transferring within the same job class, but to another department, the rate of pay will remain unchanged.

Reclassifications and Promotions

If the rate of pay in the previous position was less than the minimum rate established for the class of the new position, the rate of pay will be advanced to the minimum for the class of the new position.

Demotions

If the rate of pay in the previous position was more than the maximum rate established for the class of the new position, the pay will be reduced to a point within the range for the class of the new position. This amount will be determined by the department head subject to the approval of the Vice President for Human Resources.

Establishing New Minimum

Annual studies are conducted by Human Resources to determine whether salaries for job classes in the Classified Pay Plan at the Health Science Center are competitive. With the approval of the Board of Regents, the minimum salary of those job classes that are determined to be below the average recruiting rate shall be adjusted. Salaries of all employees who are below the new established minimum will automatically be adjusted to the new rate.

Funding Policy

All wage and salary funds are subject to the Health Science Center'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. No appointment or change in salary will be made to a rate above the maximum for the class approved in the Plan.

Beginning Salary Rates for New Employees

1. New employees normally are hired at the minimum of the range for the classification to which they are appointed. A department may hire up to 15% above the minimum of the salary range
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without any external approvals, provided that the cost will be fully covered and sustained in the future without an increase to the department's total budget.

2. Appointments over 15% above the minimum require a letter of justification to and approval of the Vice President for Human Resources. The department must show that the applicant has directly related work experience and/or formal education or training substantially above the minimum requirements of the position or that the availability of trained applicants in the local market is limited.

Pay for Part Time and/or Temporary Employment

1. When an employee routinely works for a period less than the regularly established forty-hour (40) workweek, the amount paid will be proportionate to the time actually worked.
 2. Any employee appointed for less than twenty (20) hours per week or for less than four and one-half (4½) months will be paid on an hourly basis.
 3. Any employee appointed for more than twenty (20) hours per week and more than four and one-half (4½) months should be paid on a salary basis.
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