

Policies of the University of North Texas Health Science Center	Chapter 05 Human Resources
05.305 Salary Policy	

Policy Statement.

This policy defines the accepted methods of salary administration for non-faculty positions and employees at UNTHSC-FW. Administrators entrusted with budget authority shall have the freedom to make salary and position adjustments in the manner(s) outlined below.

Application of Policy.

Non-Faculty Staff

Definitions.

1. **Hiring Rate:** All newly hired classified employees must be hired at the entry pay rate of the assigned salary grade. All requests to hire above entry shall be forwarded to HRS for review. A request for a new hire salary up to 10% above the authorized entry rate must be approved by HRS and the Budget Office. Hiring rates more than 10% above the minimum established pay rate require approval by HRS, the Budget Office and the appropriate administrator.

2. **Maximum Rate:** The salary or wage rate of a classified employee will not exceed the maximum rate of the pay grade applicable to the employee's position except when a salary increase mandated by the State Legislature results in a salary or wage rate in excess of the maximum rate of salary for the position.

3. **Trainee Rate:** This is a special rate of pay applied to an entry level classified position when six months of formalized and/or on-the-job training is required before the incumbent can perform the duties of the position with minimal efficiency. A trainee rate of pay will be the equivalent of at least six percent below the minimum of the salary range applicable to the position. Upon successful completion of the prescribed training period, the employee's salary will be adjusted to the minimum of the salary range applicable to the position, and such salary adjustment will become effective the first day of the next month following completion of the training period. It is the responsibility of the department head to initiate the necessary action to accomplish the salary adjustment of the employee following successful completion of the training period.

4. **Merit Increases:** It is the policy of UNTHSC-FW to reward non-faculty employees whose job performance and productivity are consistently above that normally expected or required. All merit increases shall be coordinated through HRS and must meet the guidelines set out in this policy. This program will be administered in a manner to prevent unlawful discrimination. A merit increase may take the form of either a base salary adjustment or a one-time payment. The number and amount of merit salary adjustments

or one-time merit payments are dependent upon the institution's/department's ability to provide continuing budgetary support. The maximum merit salary increases or one time merit payment shall not exceed Ten (10) percent. In the event of an institution wide merit program, specific guidelines and funding availability will be announced.

- a.) Recommendations for merit increases will be submitted by the department chairperson, or similar administrative head, on the prescribed forms.
- b.) Agency criteria for granting merit salary increases or one-time merit payments must include specific criteria and documentation to substantiate the granting of a merit increase or a one-time merit payment.
- c.) Merit increase recommendations for non-faculty employees shall be based on a performance review completed within the twelve months. In order for an employee to be eligible for a merit increase, he/she must have consistently exhibited job performance and productivity above what is normally expected or required by prospectively established written criteria. Procedures outlined in the Faculty Bylaws (Article VII, Section A) will apply to faculty. Salary increases for faculty or faculty-equivalent employees shall be awarded on the basis of merit and performance in accepted activities. This shall not be interpreted so as to preclude salary adjustment designed to avoid salary inequities.
- d.) To be eligible for a merit salary increase, a non-faculty employee must have at least six months of employment in their current position, excluding any full calendar months of leave without pay. Six months must have elapsed since his/her last promotion, disciplinary action or merit increase in their current position.
- e.) When a choice must be made between two or more comparable non-faculty employees, other considerations are: each employee's length of service with the Health Science Center; the length of time in his/her position; and the employee's salary history.
- f.) HRS shall review all merit increases and advise the appropriate administrator if the request is compliant with UNTHSC policies. The appropriate Dean or Vice President will review the recommendations and determine final approval of merit salary adjustments his/her area of responsibility.
- g.) Exceptions must be approved in advance by the Executive Vice President for Finance and Administration.

5. **Base Rate Adjustment:** A base salary adjustment may be used when significant additional duties are added to the classified employee's position on a permanent basis but the duties added do not move the position to the next salary grade. Refer to Personnel Policy 3.04.5 (Reclassification of Existing Positions) for further information regarding salary adjustments

relating to the addition of duties to classified positions. A base rate adjustment for a non-classified position may be awarded on a case-by-case basis when the position's duties are substantially altered by addition or change.

All base rate adjustment requests shall be forwarded to HRS for review and recommendation to the appropriate Dean or Vice President. The appropriate Dean or Vice President is the final approval authority for all base rate adjustments.

6. **Equity Adjustment:** This is a salary adjustment used to correct disparities within classifications and/or between related positions at UNTHSC-FW to ensure compliance with fair pay practices. All equity adjustment requests shall be forwarded to HRS for review and recommendation to the appropriate Dean or Vice President. The appropriate Dean or Vice President is the final approval authority for an equity adjustment.
7. **Market Adjustment:** This is a base salary adjustment used to increase a non-faculty position's salary when a significant market inequity exists. HRS shall conduct a market survey analysis and advise the appropriate administrative officials relative to market adjustments. The appropriate Dean or Vice President is final approval for a market adjustment.
8. **Task Assignment:** Refer to Personnel Policy 05.401 (Types of Staff Appointment) for information regarding task assignments.
9. **Promotions:** For compensation purposes, a promotion occurs when a classified employee is selected to fill a job in a new grade with a salary range minimum at a higher level than the employee's current salary range minimum. The new job may be in the same group, or on one of the other schedules. To be considered for a promotion, the employee must meet the minimum qualifications or have clearly demonstrated the ability to perform the duties for that position.

An employee who is promoted is eligible to receive a promotional increase as follows: the salary is moved to the minimum for the new grade. If their current salary is equal to or above the minimum salary of the new grade, the salary should be adjusted no less than three percent.

The promotional increase compensates the employee for the additional responsibilities of the new position. The employee may still be eligible for a merit increase if his performance evaluation so indicates provided the employee meets all criteria outlined in Section 4 of this policy.

10. **Demotions:** When a classified 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 will be adjusted to an appropriate level within the new salary range as agreed upon between the Vice President, Human Resource Services and

the department head concerned provided, however, that the employee's salary is not increased thereby.

11. **Transfers:** When a classified employee is transferred laterally to another position having the same or different title but the same salary range, the employee will be given the same salary as before the transfer if funds are available. In no case, however, will an employee receive a salary increase as a result of a lateral transfer. If an employee is transferred to a job on another salary schedule but it is not a promotion, the employee should retain his/her current salary.
12. **Salary Rates for Non-classified Titles:** Salary rates for Non-classified positions are established using the following criteria: external (market) comparisons with positions with similar assignments and of comparable scope at comparable institutions of higher education; internal (equity) comparisons with positions with similar assignments and of comparable responsibility within the University; and the availability of funds. The final salary is negotiated by the successful candidate with the institution before hire.

Procedures and Responsibilities.

Procedure / Duty

Responsible Party

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| 1. Departments requesting changes under this policy are required to achieve their goals within the budget they have been allocated. Unless otherwise stipulated, departmental budgets will not be increased for these adjustments. | Department |
| 2. Final approval of salary/position adjustments will be at the level of Dean or Vice President. Department administrators shall confer with Human Resource Services (HRS) to ensure equity and consistent application of policy prior to seeking the approval of their Dean or Vice President | Department/
Human Resource
Services/Dean or VP |

References and Cross-references.

Texas Government Code § 659

Forms and Tools.

None

Approved:

Effective: 9/1/2006

Revised: 9/03, 12/04, 9/08