

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

**HSC OP:** 70.37, **Salary Administration Policy**

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish policy and procedures regarding the administration of salaries for faculty and staff employees.

**REVIEW:** This HSC OP will be reviewed on April 1 of each odd-numbered year (ONY) by the Assistant Vice President for Human Resources, with recommendations for revisions forwarded to the Executive Vice President for Finance and Administration and the President by April 15.

### **POLICY/PROCEDURE:**

1. **Objective.** Texas Tech University Health Sciences Center (TTUHSC) is an institution of higher education dedicated to the pursuit of medical education, research, and public service objectives. To attain these objectives, TTUHSC has the responsibility to secure a staff of competent employees and expend as effectively and economically as possible the monies placed in its charge for compensation.
2. **General Compensation Policy.** It is the policy of TTUHSC to distribute fairly and equitably money available for salaries and wages based upon the relative value of its various positions and employees assigned to those positions without regard to sex, race, color, national origin, religion, age, individuals with disabilities, genetic information, status as a protected veteran, on the basis of an employee's sexual orientation, or any other legally protected category, class, or characteristic and in keeping with the laws of the State of Texas and the Board of Regents.
3. **Authority to Set Compensation.** Authority to set the compensation paid to employees resides

previously existing funded positions. The above policy is applicable to all employees, full or part-time, student, and faculty.

5. **Definition of Terms.**

a. **Administrative Employee.** An employee:

- (1) Whose primary duty consists of the performance of work related to the administration or direction of a recognized department or budgeted entity not more than two levels below a full vice president; and
- (2) Who is responsible for the preparation and administration of the policies, programs, and internal procedures of the department or entity; or
- (3) Who is an assistant or associate director or administrator of a recognized department or budgeted entity not more than three levels below a full vice president and is responsible for participating in the administration or direction of the department or entity, or a major function thereof; and
- (4) Who is responsible for performing the duties and responsibilities of the administrator or director in his absence; and
- (5) Who is employed in an occupational category assigned to pay grade 800-809.

b. **Student Employee.** An employee performing part-time work incidental to their academic training in an occupational category that requires all incumbents to be students as a condition of employment and assigned to pay grade 101, 102, 103, 200, or 201. These occupational categories are:

|                                    |                                |
|------------------------------------|--------------------------------|
| High School Student Worker         | U3915                          |
| Student Assistant                  | U3911, U3912, U3913, and U3914 |
| Graduate Assistant                 | U3907 and U3908                |
| Research Assistant                 | U0626 and U0627                |
| Teaching Assistant                 | U0325                          |
| Residence Hall Assistant           | U3910                          |
| Medical Student Research Assistant | U3906                          |
| HSC Student Intern                 | U3905                          |

c. **Executive Management Employee.** An employee appointed to serve TTUHSC as President, Dean, Executive Vice President, Senior Vice President, Vice President, or an administrative head with significant responsibility for the management of a recognized department reporting directly to the President

d.

- h. **Staff Employee.** Employees who work for TTUHSC that are not identified in the Faculty Employee, the Student Employee, the Executive Management Employee, the Professional Employee, or the Administrative Employee definitions and are employed in an occupational category assigned to pay grades 500-518.
- i. **Promotion.** The (re)assignment of an employee to a job in a higher grade in the TTUHSC Pay Plan.
- j. **Demotion.** The (re)assignment of an employee to a job in a lower grade in the TTUHSC Pay Plan. Demotions may be the result of poor performance, disciplinary action, a re-organization, re-engineering, or an employee request.
- k. **Reclassification.** The (re)assignment of a job to a higher or lower grade in the TTUHSC Pay Plan due to a job content (re)evaluation and/or significant change in the going rate for comparable jobs in the external labor market.
- l. **Realignment.** The (re)assignment of an existing position's title within a structure that better defines the nature and level of work due to the structure in which position is assigned. There will be no salary adjustment associated with a realignment.
- m. **Lateral Transfer.** The change of an e (i)-8001 T0.002 Tw 26.06 0 Td [(hat)-1.1( )]TJ 0.001 Twd(s)-8.1(

- c. Assigning a pay grade for each title;
- d. Including the assigned title and pay grade in the Pay Plan; and
- e. Determining periodically that each position class code is correctly assigned.

Pay Plan titles reflect the overall nature and level of work of the position and shall be used in all personnel, accounting, and other official forms and records. Titles may be specifically identified using extenders to the assigned title with the approval of the Compensation section.

All funds disbursed by TTUHSC are subject to TTUHSC regulation and control, regardless of





Such increases requested outside the normal budget process must be approved by the appropriate Vice President / Dean based upon written justification by the requesting administrator.

- h. **Maximum Pay for Staff Employees.** A maximum pay rate is assigned to each pay grade in the Pay Plan to identify the maximum value for each title assigned to that pay grade. An employee should not be paid above that maximum value simply because he has performed the job for a long period of time or because he performs the job exceptionally well.

When an employee reaches the maximum of the assigned pay grade, the employee will cease to be eligible for merit salary increases and other increases not required by law. Statutory and other increases required by law will still be granted.

11. **Promotion, Transfer, Demotion, Realignment.**

- a. **General Policy.** All promotions or transfers to positions assigned to the Pay Plan shall be on the basis of qualifications and suitability without regard to sex,

12. **Reclassification.**

- a. **General Policy.** The reassignment of a given position to a different position class code (title) within the Pay Plan shall be determined by an analysis of the duties, level of responsibilities, minimum required qualifications, and reporting relationships of the position. A reclassification of a position shall not be made to fit the qualifications of an individual employee (or group of employees) but rather to reflect the qualifications required for the duties to be performed.
- b. **Reclassification Approval Process.** Reclassification of existing positions will be conducted in accordance with [HSC OP 70.24](#), Creating a New Position in the Budget; Creating a New Position Title in the Pay Plan; and Reclassifying an Existing Position Title.
- c. **Special Title Restrictions.** To provide equity, certain titles are restricted by level of administrative office:

E0105 Assistant to the President

This title is restricted for use in the Office of the President.

S1119 Executive Associate

This title is restricted for use in the office of the President, Dean, Executive Vice President, Senior Vice President or an administrative head of with significant responsibility for the management of a recognized department reporting directly to the President.

S1133 Executive Administrative Associate

This title is restricted for use in the office of the President, a Vice President, Dean or Executive Director, or an administrative head of a recognized department reporting directly to the President.

S1134 Executive Associate to the Dean

This title is restricted for use in the office of a dean.

S1122 Senior Administrative Assistant

This title is restricted for use in the office of an associate dean, associate vice president, or an administrative officer reporting directly to the President.

S1117 Medical Administrative Secretary

This title is restricted for use in the office of a chairman of a clinical department.

Section level titles: Restricted to positions with TTUHSC level (not regional) oversight, i.e. Section Manager.