



<b>UT Health Science Center: HR0455–H Pay Rates</b>	
<b>Version 1</b>	<b>Publication Date: 05/25/2022</b>

<b>No./Title:</b> 455 – PAY RATES	<b>Resp. Office:</b> HUMAN RESOURCES	<b>Effective Date:</b> 07/01/2014
<b>Category:</b> Compensation	<b>Last Review:</b> 08/24/2018	<b>Next Review:</b> 08/24/2021
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<b>Related Policies:</b>		

## OBJECTIVE

To recruit and retain qualified staff within existing policies and resources of the institution while providing salaries that balance equity and competitiveness.

## WHO IS AFFECTED?

Regular full and part time staff.

## PROCEDURE

### Classification of Jobs

The university uses one job evaluation system for all staff positions, which evaluates jobs to determine relative and comparative hierarchy of duties and responsibilities. The job evaluation system takes into account the know-how, problem solving, and accountability required for the position.

### Job Classification Steps

- Supervisor develops new PDQ.
- PDQ is submitted to Departmental/College approval (position must be approved by, Supervisor, Director and Dean/Vice Chancellor).
- HR receives and reviews PDQ.
- Once Human Resources has completed a position audit the department head will be notified of the determination.

### Salary Analysis

A salary analysis must be undertaken to determine an appropriate and equitable salary for employees who are newly hired, who change positions, or who undergo a job reclassification. The salary must be no less than the minimum of the position’s pay grade. Factors that should be analyzed and considered in establishing the salary include:

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1. The employee's qualifications (knowledge, skills, abilities, years of relevant experience, education, certificates/licenses) in relation to the minimum qualifications.
2. The qualifications of other employees in the same job classifications.
3. The salary of other employees in the same job classifications.
4. Maintenance of internal salary equity
5. Available funding.

### **Reclassifications of Current Employees**

1. **Promotion.** A promotion occurs when 1) a current employee assumes duties that warrant reclassification of the position to a higher pay grade; or 2) Human Resources conducts a review of the position and reclassifies it to a higher pay grade. Upon promotion, the employee must receive at least the minimum salary for the position's pay grade. The department may provide an employee with a salary increase above the minimum. The salary rate upon promotion will be determined by using Salary Analysis criteria.
2. **Demotion.** A demotion occurs when 1) a current employee moves to a position in a lower pay grade, whether voluntarily or involuntarily; or 2) Human Resources conducts a review of the position and reclassifies it to a lower pay grade. Upon demotion, the department may reduce the employee's salary. The salary rate upon demotion will be determined by using Salary Analysis criteria.
3. **Lateral transfers.** A lateral transfer occurs when a current employee moves to a new position in the same pay grade. Upon a lateral transfer, the employee will not receive a salary adjustment unless the Chief Business Officer and HRO approve an exception

### **PDQ Reclassification Steps**

1. Employee and Supervisor develop new PDQ.
2. PDQ is submitted for Departmental/College approval (position must be approved by employee, supervisor, Dean/Vice Chancellor).
3. HR receives and reviews PDQ.
4. Once Human Resources has completed a position audit the department head will be notified of the determination.

Salary adjustments will not be made to reflect increased duties unless the reclassification review results in a promotion to a different position classification.