

<b>System-wide Policy: HR0455 - Pay Rates</b>	
<b>Version: 7</b>	<b>Effective Date: 10/01/2017</b>

## HR0455 – Pay Rates

### Topics:

[Classification of Jobs](#)

[Salary Analysis](#)

[Reclassifications Of Current Employees](#)

### Objective:

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

### Policy:

#### Classification of Jobs

1. 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. Each staff position is classified and assigned to a job family, a job title and a pay grade by Human Resources. This job evaluation system is used to help determine career and promotional paths. Human Resources reviews and approves proposals for new or revised jobs.

#### Salary Analysis

2. 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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- The employee's qualifications (knowledge, skills, abilities, years of relevant experience, education, certificates/licenses) in relation to the minimum qualifications;
  - The qualifications of other employees in the same job classifications;
  - The salary of other employees in the same job classifications;
  - The need for the department to attract and retain quality staff;
  - Maintenance of internal salary equity;
  - The relevant market rate for the services of the employee;
  - The applicable salary schedule; and
  - Available funding.
3. The salary analysis by the department should be done in coordination with Human Resources. Recommending a salary more than 10% above the reference point for a pay grade must be approved by the campus/unit head or designee.

### Reclassifications of Current Employees

**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 must be determined consistently with the analysis set forth in Salary Analysis.

4. **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 must be determined consistently with the analysis set forth in Salary Analysis.
5. **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

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not receive a salary adjustment unless the Chief Business Officer and HRO approve an exception.

**PROCEDURES:**

Space Institute:	<a href="http://www.utsi.edu/index.php/utsi-procedures/">http://www.utsi.edu/index.php/utsi-procedures/</a>
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