



31.01.01.N0.01 Compensation Administration

Approved: February 1, 2008

Revised: April 8, 2014

Revised: November 17, 2022

Next Scheduled Review: November 17, 2027

Summary

TEEX is committed to attracting and retaining a well-qualified workforce. Integral to the employment relationship is the competitiveness, equity and fairness of compensation regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity of the employee. Total compensation not only includes direct pay, but it also includes insurance and retirement benefits and time off programs. Benefits are for budgeted employees, one who is listed in the position identification database for 50 percent or more time for at least four and one-half months. Employees are categorized in either exempt or non-exempt positions.

Definitions

Exempt positions are professional and administrative positions that have a high degree of executive, professional and/or administrative responsibility, as those terms are defined by the Fair Labor Standards Act and meet the FLSA test for exemption. Positions in this category typically require a bachelor's degree or the equivalent combination education and experience. These positions are considered salaried and are not eligible for overtime.

Non-exempt positions involve the performance of staff support, clerical, craft, trades, technical, maintenance or service activities, or as a primary responsibility, the direct supervision of individuals performing such activities. Most, but not all, of these positions are considered nonexempt under FLSA standards.

Wage positions are temporary positions. Wage positions (such as wage instructors) are created to accommodate temporary labor needs. If a person, who is already a wage employee in one position, is needed to temporarily fill another position with a different title and salary, a new position description must be submitted which outlines the new duties. Student positions require student status as a condition of employment.

1. Requirements

1.1. To create a new budgeted position, the supervisor will:

1.1.1. Follow their division's pre-approval process.

- 1.1.2. Submit a Position and Posting Request – HR-58, listing the proposed salary, funding sources for the position and justification for why the position is needed.
- 1.1.3. Once the new position has been approved by the Deputy Director, develop and submit a position description using the Position Description – Workday template.
- 1.1.4. If there is no current title that fits the duties, Human Resources will be responsible for obtaining market information using local members or other industry to determine an appropriate title and salary prior.

To assist in the development of a position description, generic job descriptions and requirements are available on TEEXConnect/HR/Supervisor Help page.

2. Employees' titles and salaries may be changed through one of the following actions:

- 2.1. Promotions, Demotions, Transfers and Voluntary Moves are addressed in TEEX SAP 33.99.04.01.
- 2.2. Reclassification/Re-evaluation: A reclassification is a change in job title that may or may not result in a pay increase. Typically, the job has been analyzed to determine the duties of the higher-level position requiring a change in salary and job title.
- 2.3. Across-the-board Increase: These types of salary actions are uniform salary increases which are granted within prescribed guidelines, usually by legislative enactment, without regard to individual merit of employees.
- 2.4. Merit Increase: An increase granted to an individual in recognition of meritorious job performance, as recorded in a formal and documented performance appraisal process.
- 2.5. Market/Equity Adjustment: An adjustment that might occur due to an external pressure in high demand areas, internal salary compression or due to a comparison of the relevant labor market. Divisions are required to work with Human Resources. Human Resources/Compensation will research and analyze market trends to determine if a salary increase is warranted based on the market.
- 2.6. Temporary Salary Increase: An increase to compensate an employee who assumes additional or a higher level of responsibilities and duties on a temporary basis for a minimum of 30 days, but not typically for more than one year. These additional duties are clearly differentiated from the duties normally performed by the employee. A division director must submit a memorandum explaining the circumstances and request the increase. The temporary salary increase does not become a part of the employee's base salary. When the temporary assignment ends, the temporary salary increase is withdrawn.
- 2.7. Increase Due to Change in Minimum Rates: An increase occurs when market conditions or changes in applicable laws dictate the adjustment of the salary grade or salary minimum for a particular classified pay plan title or for a non-classified title that has an established minimum rate or hiring grade.

3. New Hires and Transferred Employees

- 3.1. Exempt/Non-Exempt Positions: The salary rate of a new hire or transferred employee, either in a budgeted position or wage position, will normally be the minimum amount of the position's assigned TEEX starting rate. An applicant for an exempt or non-

exempt position who has qualifications markedly superior to the minimum requirements for the position may be approved for a salary rate up to 12% above the minimum amount. Anything above that amount must be approved by the Deputy Director and Chief Human Resource Officer.

4. Retroactive Pay Increases

- 4.1. [Article III, Section 44](#) of the Texas constitution prohibits the payment of retroactive pay increases to State employees. We have no power to grant any extra compensation to an employee after the service has been rendered.

5. Other

- 5.1. Some TEEEX employees are requested to be employed by other parts of the Texas A&M University System. In such cases, TEEEX will follow the procedures set forth by the hiring component for acquiring appropriate approvals.

If you are planning on utilizing employees who are already employed by one of the TAMUS components, please refer to [Administration of Multiple Employment 33.99.06](#).

Related Statutes, Policies, or Requirements

[TAMU System Policy 31.01 Compensation](#)

[TAMU System Regulations 31.01.01 Compensation Administration](#)

[TAMU System Policy 31.01.08 Merit Salary Increases](#)

[TAMU System Policy 33.99.06 Administration of Multiple Employment](#)

[TEEX SAP 33.99.04.NO.01 Promotion, Transfer, and Voluntary](#)

[TEEX Rule No. 31.01.08.N1 Merit Salary Increases](#)

Office of Responsibility

TEEX Human Resources 979-458-6801