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 all classified, professional, administrative and executive management 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.** 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 salaries and wages.

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 race, color, religion, sex, age, national origin, or Vietnam status, and in keeping with the laws of the State of Texas and the Board of Regents. To ensure the fulfillment of this policy, separate compensation plans are established for Executive Management Employees, for Professional and Administrative Employees, for Classified Employees and for Student Employees.

3. **Authority to Set Compensation.** Authority to set the compensation paid to employees resides with the Board of Regents. This authority is exercised through policies which regulate salaries and wages and through review and adoption of the annual operating budget. In conjunction with approval of the itemized budget during the normal budget cycle, the Board of Regents has delegated authority to approve all faculty and staff salary increases to the President. All increases requested outside the normal budget approval process will require approval of the President or his designee in areas as specified in this HSC OP.

4. **Presidential Approval.** The President delegates the authority to approve adjustments to an employee's salary and compensation when the increase was not budgeted in the current Fiscal Year Operating Budget in accordance with HSC OP 10.11, Delegation of Authority. Approval by the Executive Vice President for Finance and Administration is required prior to the effective date for adjustments to an employee’s total salary rate, not required by law, when such adjustment is 10 percent or more per annum and the per annum increase is an amount that is more than $2,000, accumulative for the fiscal year. This does not apply to:

   a. Bona fide promotions;

   b. Supplemental compensation payments as provided by law, (i.e., FLSA ruling, EEO settlements, etc.);

   c. Adjustments to an employee's salary rate from non-appropriated funds, which have a period other than the state fiscal year, if the increase is consistent with the institutional increases given to other persons, and if the Executive Vice President and the President have reviewed the adjustment and the President has approved it; or

   d. Adjustments to an employee's salary rate or wage rate that result in a per annum increase of an amount less than or equal to $2,000.
For the purposes of this policy, "total salary rate" shall mean the full time monthly salary x 12 x FTE for monthly paid employees. For hourly paid employees, "total salary rate" shall mean the full time hourly wage x 2080 x FTE, and "bona fide promotions" shall mean promotion to previously existing funded positions. The above policy is applicable to all employees, full or part-time, student, faculty, executive management, professional, administrative, and classified, regardless of source of funds.

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 or above.

b. **Student Employee.** An employee performing part-time work incidental to his academic training in an occupational category that requires all incumbents to be students as a condition of employment. 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, Vice President, Dean, or Executive Director, or as an administrative head of a recognized department reporting directly to the President.

d. **Faculty Employee.** An employee with academic rank.

e. **Professional Employee.** An employee primarily responsible for the performance of work requiring advanced specialized academic training or certification beyond the Bachelor's level in a recognized professional field of science or learning, and for performing recognized professional services directly related to that academic training, and who is employed in an occupational category assigned to pay grade 800 or above, or is employed as a professional librarian or coach.

f. **Classified Employee.** An employee not included in the Faculty Employee, the Student Employee, the Executive Management Employee, the Professional Employee, or the Administrative Employee definitions.
g. **Promotion.** The change of an employee from a position in one class or category to an existing position in another class or category assigned to a higher pay grade.

h. **Demotion.** The change of an employee from a position in one class or category to a position in another class or category assigned to a lower pay grade.

i. **Reclassification.** The reassignment of an existing position to another class within the Classified Personnel Compensation Plan.

j. **Reallocation.** The reassignment of an existing position from one compensation plan to a different compensation plan, or to a different category within the Professional and Administrative Compensation Plan or the Executive Management Compensation Plan.

k. **Lateral Transfer.** The change of an employee from one position to another position assigned to the same pay grade.

l. **Executive Management Compensation Plan.** The Classification Plan, the Pay Plan, and the policies and procedures that are necessary to describe and administer compensation for all executive management employees of TTUHSC.

m. **Classified Compensation Plan.** The Classification Plan, the Pay Plan, and the policies and procedures that are necessary to describe and administer compensation for all classified employees of TTUHSC.

n. **Professional and Administrative Compensation Plan.** The Classification Plan, the Pay Plan, and the policies and procedures that are necessary to describe and administer compensation for all professional and administrative employees of TTUHSC.

6. **Administration of the Compensation Plans.**

   a. The Chancellor, President and the Board of Regents have responsibility for the administration and maintenance of the Executive Management Compensation Plan.

   b. The Assistant Vice President for Human Resources, under the overall direction of the Executive Vice President for Finance and Administration, has responsibility for the administration and maintenance of the Classified and the Professional and Administrative Compensation Plans. The Assistant Vice President for Human Resources shall continuously review all factors basic to the administration and maintenance of sound pay policies, including:

   - (1) Pay practices among governmental and private employers;
   - (2) The cost of living;
   - (3) The ability of TTUHSC to secure and retain the services of qualified employees;
   - (4) Job requirements; and
   - (5) Other pertinent information basic to the compensation plans.

   The Assistant Vice President for Human Resources shall recommend changes in the Classified and the Professional and Administrative Compensation Plans as the needs of TTUHSC require.

7. **Assignment of Positions and Titles.** The Assistant Vice President for Human Resources shall have responsibility for:

   a. Obtaining information about each classified, professional or administrative position and comparing the duties, responsibilities and work requirements of the position with other TTUHSC positions;

   b. Assigning each position to either the Classified or the Professional and Administrative Compensation Plan;

   c. Further assigning each position to the appropriate classification or category within the
proper plan;

d. Assigning a title to each classification or category;

e. Establishing a salary range for each classification or category;

f. Including the assigned title and salary range in the appropriate pay plan; and

g. Determining periodically that each position is correctly assigned.

Assigned 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.

All funds disbursed by TTUHSC are subject to TTUHSC regulation and control, regardless of original source. The source of funds for payment of salaries shall have no bearing on the assignment of positions.

8. **The Faculty Compensation Plan.**

Deans and appropriate department heads are responsible for salary administration for faculty positions within their organization. In order to maintain consistency and equitable faculty salaries, when a faculty position is established, its base salary is compared to similar positions on and off campus to ensure the salary is consistent with internal and external market factors. Actual salaries may differ based on the seniority or faculty qualifications. Hiring rates recommended for newly established positions or for vacant positions are recommended by the department head and approved by the respective Dean via an ePAF.

9. **Compensation Policies Applicable to Classified, Professional and Administrative Employees.**

a. **Interpretation of Salary Rates.** Each salary rate within the assigned salary range shall represent base compensation for full-time service and shall include the value of any maintenance received by the employee in the form of meals, lodging, laundry, and the like.

b. **Pay for Part-Time Employment.** Compensation for part-time work shall be proportionate to the time worked, based on 40 hours per week.

c. **Pay for Employees in a Trainee Status.** An individual who is not fully qualified for a position may be employed as a "trainee" at a salary rate not to exceed 6% below the established minimum of the assigned classification or category. A "trainee" appointed below the established minimum shall normally be advanced to the minimum pay rate for the class or category upon satisfactory completion of training. The designation of "trainee" shall be dropped from the title when the employee meets the minimum experience requirements and is advanced to an appropriate pay rate for the class or category. **Trainee status is used only in the event of difficulty in obtaining qualified applicants during the recruiting process.** Factors for consideration for using the "trainee" designation include, but are not limited to: 1) a demonstrated lack of fully qualified applicants; and 2) the length of the vacancy and the time and effort exerted to fill the vacancy.

The Assistant Vice President for Human Resources has the authority to approve salary increases for "trainees" granted within the provisions of this policy based upon a recommendation from the employee's administrator.

d. **Salary Adjustment Ineligibility.** Employees granted an increase to their base salary are ineligible for any other merit-based increase for the next six months following the effective date of a merit-based salary adjustment.
10. **The Classified Compensation Plan.** The Classified Compensation Plan shall consist of the Classification Plan, the Classified Pay Plan, and the policies and procedures as may be necessary to describe and administer the compensation of all classified employees.

   a. **Assignment of Classified Positions.** Each position assigned to the Classified Compensation Plan shall be assigned to a specific classification in the plan on the basis of duties, responsibilities and other work requirements. Positions which involve substantially the same kind of work, equivalent difficulty and responsibility, and require comparable experience and training, shall be grouped together into a single job classification. Each job classification shall become part of the Classification Plan and the Classified Pay Plan.

   b. **The Classification Plan.** The Classification Plan is a method of evaluating jobs resulting in the orderly grouping of positions according to the difficulty, responsibility, and qualification requirements of the work performed for the purpose of establishing equitable internal pay relationships.

   The Classification Plan shall consist of:
   (1) A complete schedule of approved titles and title codes; and
   (2) A class specification or job template for each class.

   c. **Job Templates and Their Interpretation.** A job template contains information that categorizes jobs and provides basic information needed to document jobs for individual positions. It serves as a pattern for posting job vacancies. The job templates include the following:

   - Job Family
   - Position Class Code
   - Salary Grade
   - Position Class Title
   - Job Category
   - A Position Description characteristic of the duties and responsibilities of the job
   - Minimum education and experience qualifications a person should possess to fill a position with reasonable prospect of success
   - Physical Demands required to perform the job
   - Identification of the position as security sensitive or not
   - Questions regarding the nature of work being performed in a research laboratory and types of agents used in performing the work
   - Hourly and Monthly Pay Ranges
   - Job Type
   - Where the job is posted
   - Where the job is located
   - Special Instructions
   - Pass/Fail Messages to applicants
   - EEO Statement
   - Screening Questions

   A job template shall be descriptive, not restrictive. It shall summarize nature and level of work of a position class code and title as determined by the description, qualifications, and other work requirements.

   d. **Pay Administration for Classified Employees.** A salary range shall be assigned to each class in the Classification Plan to assure uniform salary treatment for all positions assigned to that class. The Assistant Vice President for Human Resources shall establish and maintain the salary range for each class in the Classification Plan. Salary ranges are intended to afford opportunity for recognition of quality of work, continued good service, and outstanding performance; give recognition to the individual requirements of employees; and take account of the pay practices applicable to comparable positions in public and private employment as well as general economic conditions affecting salary policy.
The Classified Pay Plan. The Classified Pay Plan communicates the officially approved rate of pay for each position assigned to the Classified Compensation Plan.

The Classified Pay Plan shall consist of:

1. A complete schedule of position class titles and position class codes;
2. A schedule showing the pay grade to which each position class title is assigned; and
3. A schedule of ranges of pay in hourly and annual amounts.

A copy of the Classified Pay Plan is available on the TTUHSC HR website.

Revisions to the Classified Pay Plan(s) shall be developed by the Assistant Vice President for Human Resources, and shall be approved by the Executive Vice President for Finance and Administration at TTUHSC, or the Managing Director of Human Resources for TTU, and the Vice President for Administration and Finance at TTU.

Beginning Salary Rates for Classified Employees. An individual shall normally be appointed to a position in the Classified Compensation Plan at a salary between the minimum and midpoint of the range for the established class based upon a recommendation of the appropriate appointing administrator. The Assistant Vice President for Human Resources has the authority to approve the appointment of classified employees to approved positions at a salary not to exceed 6% below the minimum of the salary range ("trainee" status) based upon a recommendation of the appropriate appointing administrator. Exceptions to this policy may be approved by the President based upon written justification submitted by the appointing administrator when such action:

1. Is justified by the exceptional qualifications of the applicant; or
2. Is justified by a demonstrated lack of qualified applicants at the minimum rate; and
3. Does not create an inequity between the individual and employees already employed by TTUHSC in that class; and
4. Is based on the length of the position's vacancy.

Salary Increases for Classified Employees. A classified employee shall be eligible for review of salary and recommendation of a merit salary increase within the merit increase policy published in the annual budget instructions. A current annual performance evaluation with a minimum overall rating of 4 must be on file in order to receive a merit increase. Salary increases requested outside of the normal budget process must be approved by the appropriate Vice President / Dean based upon written justification by the requesting administrator. A current annual performance evaluation with a minimum overall rating of 4 must be on file in order to receive an increase. Employees granted increases to their base salary are ineligible for any other increase for the next six months following the salary adjustment. The salary review process begins with preparing and submitting a Request for Salary Review, found at http://www.ttuhsc.edu/hr/compensation.aspx. Once the form is reviewed, the Department is notified of the findings.

Special Salary Increases for Classified Employees. Statutory, special, minimum wage, inequity, or pay grade adjustment increases may be granted to Classified Employees by special administrative actions.

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.

Maximum Salary Rates for Classified Employees. A maximum salary rate is assigned to each classification in the Classified Compensation Plan to identify the maximum value for each job assigned to that classification. 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 salary range 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.

Generally, employees who reach the maximum of the salary range should be qualified to fill positions of greater responsibility and should be encouraged to take advantage of promotional opportunities.

11. **The Professional and Administrative Compensation Plan.** The Professional and Administrative Compensation Plan shall consist of the Classification Plan, the Professional and Administrative Personnel Pay Plan, and policies and procedures as may be necessary to describe and administer the compensation of all Professional and Administrative employees.

a. **Assignment of Professional and Administrative Positions.** Each position assigned to the Professional and Administrative Compensation Plan shall meet the criteria established for a "Professional" or "Administrative" employee as those terms are defined in Section 5 of this operating procedure.

b. **Pay Administration for Professional and Administrative Employees.** A salary range shall be assigned to each category in the Professional and Administrative Compensation Plan to assure uniform salary treatment for all positions assigned to that category. The Assistant Vice President for Human Resources shall establish and maintain a salary range for each category in the Professional and Administrative Compensation Plan. Salary ranges are intended to afford opportunity for recognition of quality of work, continued good service and outstanding performance; and take account of the pay practices applicable to comparable positions in public and private employment, as well as general economic conditions affecting salary policy. Positions assigned to pay grade 800 will have a range calculated as needed and will have a 40% range with the market rate as the midpoint.

c. **The Professional and Administrative Pay Plan.** The Professional and Administrative Pay Plan communicates the officially approved rate of pay for each position assigned to the Professional and Administrative Compensation Plan.

The Professional and Administrative Pay Plan shall consist of:

- (1) A complete schedule of approved titles and title codes;
- (2) A schedule showing the pay grade to which each category is assigned; and
- (3) A schedule of ranges of pay in monthly and annual amounts.

A copy of the Professional and Administrative Pay Plan will be posted on the TTUHSC HR website.

Revisions to the Professional and Administrative Pay Plan shall be developed by the Assistant Vice President for Human Resources and shall be approved by the Executive Vice President at TTUHSC, the Director of Personnel at TTU, and the Vice President of Fiscal Affairs at TTU.

d. **Beginning Salary Rates for Professional and Administrative Employees.** An individual shall normally be appointed to a position in the Professional and Administrative Compensation Plan at a salary between the minimum and midpoint of the salary range for the appropriate category. The Assistant Vice President for Human Resources has the power and authority to approve the appointment of professional or administrative employees to approved positions at salary rates six percent below the minimum of the salary range ("trainee" status) to one-third of the salary range for the appropriate category based upon recommendation of the appropriate appointing administrator. Exceptions to this policy may be approved by the President or appropriate vice president based upon written justification of the appointing administrator.
e. **Salary Increases for Professional and Administrative Employees.** A professional or administrative employee shall be eligible for review of salary and recommendation of a merit salary increase within the merit increase policy published in the annual budget instructions. A current annual performance evaluation with a minimum overall rating of 4 must be on file in order to receive a merit increase. Salary increases requested outside of the normal budget process must be approved by the appropriate Vice President / Dean based upon written justification by the requesting administrator. A current annual performance evaluation with a minimum overall rating of 4 must be on file in order to receive a merit increase. Employees granted increases to their base salary are ineligible for any other increase for the next six months following the salary adjustment. The salary review process begins with preparing and submitting a Request for Salary Review, found at [http://www.ttuhsc.edu/hr/compensation.aspx](http://www.ttuhsc.edu/hr/compensation.aspx). Once the form is reviewed, the Department is notified of the findings.

f. **Special Salary Increases for Professional and Administrative Employees.** Statutory, inequity, or other special increases may be granted to Professional and Administrative Employees by special administrative actions.

   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.

g. **Maximum Salary Rates for Professional and Administrative Employees.** A maximum salary rate is assigned to each job category in the Professional and Administrative Compensation Plan to identify the maximum value for each job assigned to that category. 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 salary range, 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.

   Generally, employees who reach the maximum of the salary range should be qualified to fill positions of greater responsibility and should be encouraged to take advantage of promotional opportunities.

12. **The Executive Management Compensation Plan.**

   a. **Assignment of Executive Management Positions.** Each position assigned to the Executive Management Compensation Plan shall meet the criteria established for an "Executive Management" employee as this term is defined in Section 5 of this operating procedure.

   b. **Pay Administration for Executive Management Employees.** The Vice Presidents and Deans of the schools of TTUHSC shall be appointed by the President with prior approval by the Chancellor and prior notice to the Board of Regents. All multiyear employment contracts, employment contract modifications and extensions shall be approved by the President with prior approval of the Chancellor and prior notification to the Board of Regents. Employees granted a merit-based salary increase are ineligible for any other merit-based increase for the next six months following the salary adjustment.

   The performance of the President of Texas Tech University Health Sciences Center will be reviewed annually by the Board of Regents. This salary action shall take place at the same meeting, and in conjunction with the performance reviews outlined above.

   The salary of the President, any supplement thereto and any emoluments or other benefits to the office shall be determined by the Chancellor with prior notice to the Board of Regents. The salaries of all Vice Presidents and Deans of health professional schools of TTUHSC shall be set by the President with the prior approval of the Chancellor and
prior notice to the Board of Regents. Other officers and/or faculty members may be included when desired by the Board.

The terms, conditions and stipulations of any employment agreement or contract by and between the Health Sciences Center and/or any components and the Chancellor or any other principal officer thereof shall be in writing and duly recorded in the minutes of the Board of Regents.

13. **Promotion, Transfer, or Demotion.**

   a. **General Policy.** All promotions or transfers to positions assigned to the Classified, the Executive Management, and the Professional and Administrative Compensation Plans shall be on the basis of qualifications and suitability without regard to race, color, religion, sex, age, national origin, or Vietnam veteran status, and in keeping with the laws of the State of Texas and the Board of Regents. It is the policy of TTUHSC to fill a job vacancy with the best qualified and best suited candidate either by promoting or transferring an employee or by hiring from outside TTUHSC.

   b. **Promotions and Transfers.** An administrator may recommend promotion or transfer of a qualified employee to a vacant funded position within his area of responsibility at any time. Whenever possible, such change in work assignment shall be made with due consideration of the employee's preference. A current annual performance evaluation with an overall rating of “4” or better must be on file in order to grant the promotion or transfer. Advertisement of open positions is encouraged. A promotion within a department will be treated as reclassification. Refer to OP 70.11, Section 9, for policies and procedures for advertisement, recruitment and selection for open positions.

   Approval of promotions or transfers made in accordance with TTUHSC policies and procedures is delegated to the Assistant Vice President for Human Resources.

   Recommendations shall be submitted to the Assistant Vice President for Human Resources on an ePAF providing such information as may be prescribed. Such submission should be made prior to any commitment being made and prior to the effective date of the proposed change of status to provide for review of the nomination, availability of funds, and compliance with TTUHSC policies.

   Any exceptions to this policy must be approved by the President or appropriate vice president.

   c. **Demotions.** An administrator may recommend demotion or reassignment of an employee to a position where he will be able to meet performance requirements, to apply disciplinary action for misconduct, or for other reasons. An employee may request a demotion to start training in another occupation, to continue employment when a layoff is imminent, or for other reasons.

   Approval by the President or appropriate vice president is required prior to demoting an employee.

   Recommendations shall be submitted to the above named administrators and then to the Assistant Vice President for Human Resources on an ePAF providing such information as may be prescribed. Such submission should be made prior to any commitment being made and prior to the effective date of the proposed change of status to provide for review of the nomination, availability of funds, and compliance with TTUHSC policies.

   d. **Pay Rate Adjustment Upon Promotion, Transfer or Demotion.**

      (1) **Promotion.** Upon promotion or upward reclassification of an employee's present position, an employee will normally be granted a 2 to 9.9 percent salary increase, not to exceed the maximum salary or to be less than the minimum salary rate established for the new position. A current annual performance evaluation with an overall rating of “4” or better must be on file in order to grant the promotion or
reclassification.

(2) **Transfer.** Upon transfer to a position assigned to the same grade, an employee's salary will remain unchanged.

(3) **Demotion.** Upon demotion or downward reclassification of an employee's current position, an employee's salary will be adjusted to an amount not less than the average salary of the new title. The amount will be based upon circumstances related to the demotion or downward reclassification, its impact upon equity within the new title, and the employee’s length of service. If the employee’s current salary is already less than the average of the new title, the employee’s salary remains the same. Exceptions to this require the approval of the President.

14. **Reclassification and/or Reallocation.**

a. **General Policy.** The reassignment of a given position to a different class within the Classified Compensation Plan or to a different category within the Professional and Administrative Compensation Plan or the Executive Management Compensation Plan shall be determined by an analysis of the duties, level of responsibilities, minimum required qualifications, and reporting relationships of the position. A reclassification or reallocation 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. **Reallocation/Reclassification Approval Process.** An administrator may request a review of a position or group of positions for proper assignment within the Classified, the Executive Management, or the Professional and Administrative Compensation Plans by first discussing the need for the reclassification or reallocation with the departmental administrator or next higher level of administrative authority.

If approval for review is obtained at that level, the administrator may then submit a request to the Assistant Vice President for Human Resources for an audit of the responsibilities and duties of the position(s).

The Assistant Vice President for Human Resources may also identify and initiate a request to review a position or group of positions for proper assignment within the Classified, the Executive Management, or the Professional and Administrative Compensation Plans by notice to the appropriate administrator.

The Assistant Vice President for Human Resources shall audit the position and shall evaluate the class assignment or allocation of the position(s) taking into consideration:

1. The assigned job duties and responsibilities of the position(s);
2. The knowledge, skills and abilities required to perform the duties of the job(s);
3. The degree of judgment required;
4. The degree of supervision received;
5. The degree of supervision exercised;
6. The decision making responsibility required;
7. Special working conditions of the position;
8. Special licenses or certifications required;
9. Qualifications of the employee(s) necessary to perform the duties assigned; and
10. The relationship of the position(s) to similar position(s) at TTUHSC.

Positions which involve substantially the same kind of work, equivalent levels of difficulty and responsibility, and which require comparable experience and training, will be assigned to a single job class/category.

The Assistant Vice President for Human Resources shall then make a recommendation through the chain-of-command of the position(s) to the President and the appropriate vice president. A reallocation or reclassification recommendation by the Assistant Vice
President for Human Resources does not carry with it any commitment for the additional funds that may be required or the final approval of any Pay Plan revision which may be required.

The President and the appropriate vice president shall review the recommendation of the Assistant Vice President for Human Resources and indicate approval to proceed with the request by communication to the originating administrator who shall submit the reclassification or reallocation request with the next budget cycle. Any requests for the action to be effective before the next fiscal year and/or before the next budget cycle must be approved by the President and will become effective on the first of the month following receipt of the approved ePAF by the Human Resources Office. The Assistant Vice President for Human Resources shall also prepare and forward through defined administrative channels any Pay Plan revision which may be required.

Any position reclassification or reallocation request which has not been previously approved through the above procedure prior to the budget cycle will be removed from the budget request. Any request for a new position which has not been previously reviewed by the Human Resources Office where a revision to the Pay Plan is required will be removed from the budget request.

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.

- **S1118 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.

- **S1120 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.

- **S1123 Administrative Assistant**
  This title is restricted for use in the office of an assistant vice president, an executive director, an assistant dean, or a director of a large service department.

- **S1103 Associate Clinical Department Administrator**
  This title is restricted for use in clinical departments aggregate operating budgets of 5.6 million or higher.

- **S1124 Administrative Business Assistant**
  This title is restricted for use in the office of a chairman of a large academic department, a director of a large center or institute, or to a director of a large budgeted administrative department.

- **S1117 Medical Administrative Secretary**
  This title is restricted for use in the office of a chairman of a clinical department.

Exceptions to this policy will require strong justification and approval by the President or appropriate vice president. Positions which are currently assigned to the reserved classifications, but which do not meet the criteria set forth in this policy, will not immediately be reclassified; however, such positions will be reclassified when they become vacant.
15. **Longevity Pay.**

a. **Eligibility.** All regular full-time classified, professional, administrative and executive management employees are entitled to longevity pay at the rate of $20 per month for each two years of service as an employee of the State up to and including 42 years of service. Such longevity pay is to commence at the end of the second year of lifetime service credit, and payments are to be increased at the end of each two years thereafter. An employee's status on the first day of the month determines an employee's longevity pay eligibility for that month. See HSC OP 70.25 for a more detailed explanation of eligibility requirements.

b. **State Service.** State service is defined to include all service to the State of Texas including part-time faculty or legislative service. Time need not be continuous. Service in the public school system of Texas is not considered state service. See HSC OP 70.25 for a more detailed definition of State Service.

c. **Administration.** The Assistant Vice President for Human Resources shall maintain state service records, determine eligibility for payment, maintain records on employees eligible for longevity pay and perform other tasks necessary in the administration and coordination of the longevity pay program.

16. **Right to Change Policy.** TTUHSC reserves the right to interpret, change, modify, amend, or rescind this policy in whole or in part at any time without the consent of employees.