INSTITUTIONAL PAY PLAN/COMPENSATION POLICIES

Purpose

The purpose of this policy is to establish an institutional pay plan and compensation policies for classified positions of The University of Texas-Pan American.

A. Persons Affected

This policy applies to all classified employees of the University.

Policy

The policy of the University is as follows:

An institutional pay plan shall be maintained by Human Resources for classified positions as defined by UTS133, Classified Pay Plan. The pay plan shall consist of:

1. A listing of classified positions including the job class number, the title, and the corresponding pay range for each classification.

2. A procedure for classification, reclassification, or audit of positions for incorporation into the pay plan.

3. The University's policy regarding overtime and compensatory time.

4. A general description of employment and compensation procedures.

5. A standardized job description for each job title appearing in the University classified pay plan. This job description should include at minimum the job class code; title; purpose of the job; required education and experience and any required certification, registration, or licensure; job functions; and, supervisory responsibilities.

6. A reference to the appropriate Fair Labor Standards Act (FLSA) category.

7. The appropriate Equal Employment Opportunity Code (EEO) code for each classified title.

8. An index that includes all classified titles for each occupational job family included in the pay plan. Other indices may be included as determined by the University.

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B. Definitions

1. *Classified Position*. Positions which do not entail significant instructional responsibilities or responsibilities for the administration of instructional or research organization, with similar qualifications, requirements and level of responsibility that are grouped together in occupational job families which, when organized hierarchically, create a classified pay plan structure.

E. Responsibilities

The Assistant Vice President for Business Affairs/Director of Human Resources, through the Vice President for Business Affairs, shall recommend to the President of the University amendments to the pay plan.

F. Procedures

Not applicable.

G. Review

The Divisional Head for this policy is the Vice President for Business Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Assistant Vice President for Business Affairs/Director of Human Resources – Senior Reviewer
2. President and/or Chief of Staff
3. Staff Senate Chair