UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to establish procedures for the administration of compensation and identify the Comprehensive Pay Plan for Prairie View A&M University (PVAMU). This procedure supports System Policy 31.01 Compensation and System Regulation 31.01.01 Compensation Administration.

Definitions

Total compensation includes not only direct pay but also indirect compensation including insurance and retirement benefits and time off programs. The Texas Legislature sets eligibility requirements for these benefits and programs, based on the definition of a regular employee. A regular employee is one who is listed in the position identification database for 50 percent (50%) or more time for at least four and one-half (4 ½) months, excluding students employed in positions that require student status as a condition for employment. For specific eligibility requirements for various programs, please refer to the appropriate System policies and regulations.

Official Procedures and Responsibilities

1. GENERAL

1.1 To ensure a general uniformity of titles, PVAMU will establish positions based on a grouping of titles which represent selected duties and responsibilities requiring similar abilities and skills. Titles will be taken from the listing of classified and non-classified titles and title codes. Use of standardized titles will ensure uniformity in budgets, payrolls, and other official records as well as provide a basis for uniform salary treatment of employees.

1.2 PVAMU will pay salaries and wages at a competitive rate to attract and retain outstanding employees within available funds and consistent with the value of the position to the organization. In this context, the determination of pay rates will be dependent upon such factors as availability of funds, qualifications of employees, market conditions, internal equity, and performance. However, a rate will not be established that is less than the minimum wage prescribed by state or federal regulations.
1.3 All decisions with respect to pay rates will be made without consideration of an individual’s race, sex, age, ethnicity, disability, religion, veteran status, or genetics.

2. PAY PROCEDURES - CLASSIFIED POSITIONS

2.1 Pay Plan

2.1.1 The Assistant Vice President for Human Resources (AVPHR) or their designee is responsible for assigning titles and pay rates for classified positions.

2.2 Pay Rates for New Classified Employees

2.2.1 Normally, the starting pay for new employees, either in a budgeted classified position or paid from wage funds, should not exceed ten percent (10%) of the minimum pay range established for the position in the pay plan.

2.2.2 In determining the level of pay above the minimum of the range, consideration should be given to the current rate of pay of employees who are in the same job classification and/or pay range to ensure that no internal inconsistencies among positions are created without a valid and legally defensible explanation. It is also prudent to examine the pay rates of employees who are in positions where a series of titles exist (e.g. Specialist I and Specialist II) or in positions where a logical progression is understood (e.g. Technical Assistant I to Technician II) to ensure that a person in a position with a lower pay range does not earn more than someone who holds a position in a higher pay range, unless there is a valid and legally defensible reason.

2.2.3 In order to attract candidates with outstanding qualifications and experience, the hiring authority must request approval of a salary offer in excess of ten percent (10%) above the minimum pay range from their appropriate vice president and the AVPHR or their designee(s). The requests must be made in writing and should be accompanied by the candidate's employment application and/or resume. The New Hire Pay Above 10% of Minimum form should be completed and routed through administrative channels from the appropriate department head through the appropriate vice president to the AVPHR for approval. If the requested salary offer is approved, only then can a verbal offer of employment be made to the finalist and an offer letter generated.

2.2.4 When a candidate for a position demonstrates that he or she will meet the job qualifications within six (6) months of hire, and the employing department has reason to believe the applicant will become a valued employee, provisional employment may be considered. The Provisional Hire Pay Below 5% of Minimum form should be completed and routed through administrative channels from the appropriate department head through the appropriate vice president to the AVPHR for approval. The initial hire rate will be five percent (5%) below the minimum pay range for the position. At the completion of the six-month period when the employee has met the job qualifications, and with a satisfactory performance evaluation, the provisional employee will receive an
3. **PAY PROCEDURES - NON-CLASSIFIED POSITIONS**

3.1 **Pay Plan**

3.1.1 The AVPHR or their designee is responsible for assigning titles and pay rates for non-classified positions.

3.2 Departments of PVAMU will use the Compensation Pay Plan for assigning titles and compensation. The starting pay rates for non-classified positions will be determined by availability of funds, qualifications of employees, market conditions, and internal equity. The rate of pay will not be less than the Federal/State Minimum Wage standards.

3.3 **Pay Rates for New Non-Classified Employees**

3.3.1 Normally, the starting pay for new employees, either in a budgeted non-classified position or paid from wage funds, should not exceed ten percent (10%) of the minimum pay range established for the position in the pay plan.

3.3.2 In determining the level of pay above the minimum of the range, consideration should be given to the current rate of pay of employees who are in the same job classification and/or pay range to ensure that no internal inconsistencies among positions are created without a valid and legally defensible explanation.

3.3.3 In order to attract candidates with outstanding qualifications and experience, the hiring authority must request approval of a salary offer in excess of ten percent (10%) above the minimum pay range from their appropriate vice president and the AVPHR or their designee(s). The requests must be made in writing and should be accompanied by the candidate’s employment application and/or resume. The **New Hire Pay Above 10% of Minimum** form should be completed and routed through administrative channels from the appropriate department head through the appropriate vice president to the AVPHR for approval. If the requested salary offer is approved, only then can a verbal offer of employment be made to the finalist and an offer letter generated.

4. **TYPES OF PAY INCREASES**

4.1 It is the practice of PVAMU to award salary increases through the regular budget cycle. However, some flexibility is needed to respond to exceptional circumstances, and there are several ways in which support staff salaries can be increased during the fiscal year. All requests for pay increases must be submitted in writing for approval by the President or his/her designee prior to any commitment to the individual or preparation of any budget or payroll documents.

4.2 Promotion Increases - Increases that occur when an employee moves from their current position to a higher paid position or increases that occur when job duties,
responsibilities, and required qualifications of a position are re-evaluated and the position is assigned a new title that warrants a higher rate of pay.

4.2.1 Pay increases will usually be considered and granted prior to the beginning of the fiscal year in accordance with the budget guidelines approved by the Board of Regents. However, increases as a result of promotion may be considered at the time of such action if the funds are available.

4.2.2 Salary rates of promoted employees will be at least the minimum amount of the salary range to which the position is assigned. Increases above the minimum amount generally should not exceed ten percent (10%) of the minimum pay range established for the position in the pay plan. However, requests for salary rates exceeding this amount must be requested in writing for approval by the appropriate vice president and the AVPHR or their designee(s).

4.3 Across-the-board Increases - Increases that occur when uniform salary increases are granted in accordance with prescribed guidelines, usually established by legislative action, without regard to meritorious performance.

4.4 Merit Increases - Increases granted to employees in recognition of meritorious performance with no change in title. There are two methods for granting a merit payment.

4.4.1 A merit salary increase is granted to a budgeted employee’s salary in recognition of superior performance that advances the purpose of PVAMU. This salary increase is added to the employee’s base salary.

4.4.2 A one-time merit salary payment is a lump-sum payment that is granted in recognition of superior performance or achievement that advances the purpose of PVAMU. This type of merit salary increase is not added to the employee’s base salary.

4.4.3 In both instances, six months must have elapsed since the employee’s last merit salary increase and the merit salary increase will occur during the annual budget cycle, in accordance with budget guidelines. Merit increases will be requested in writing for approval by the President or his/her designee prior to any commitment to the individual or preparation of any budget or payroll documents. The written justification will clearly state the reasons for the increase and source of funds. A current Performance Evaluation Form must accompany the written justification.

4.5 Equity Adjustment Increases - Increases granted to employees who perform similar duties and responsibilities, possess comparable qualifications, and have a comparable amount of time in their current position as other support staff in the same title.

4.5.1 As with merit increases, salary adjustments should be made during the regular budget cycle whenever possible. Any request for an out-of-cycle salary adjustment should be supported by strong evidence of need and a compelling argument as to why the adjustment cannot be accomplished during the next regular budget cycle.
4.6 Market Adjustment Increases - Increases that occur to establish equity/competitiveness with salaries paid in the relevant labor market, as documented by survey data.

4.6.1 Requests for other out-of-cycle pay increases, including increases to retain key employees, must be submitted in writing and supported by strong evidence of need and a compelling argument as to why the adjustment cannot be made during the regular budget cycle. These requests will be considered on a case-by-case basis, and out-of-cycle pay increases will be effective on or after the final date of approval.

5. **BENEFIT REPLACEMENT PAY**

5.1 System Regulation [31.01.01 Compensation Administration](#) defines the parameters in which employees are eligible for Benefit Replacement Pay (BRP). Individuals employed by PVAMU on or before August 31, 1995 became eligible for BRP. All eligible employees began receiving BRP on January 1, 1996. BRP is not a separate portion of an eligible employee’s pay that must be added to every subsequent salary adjustment. BRP is a one-time adjustment to an eligible employee’s salary and additional BRP is not added to an employee’s salary upon receiving a promotion. It is considered to be included in the new salary. For more information see System Regulation [31.01.01 Compensation Administration](#). Questions related to Benefit Replacement Pay should be directed to the Office of Human Resources at 936-261-1730.

6. **POSITION MANAGEMENT**

6.1 Establishment of New Positions or Re-titling Existing Positions

6.1.1 All non-faculty positions will be established or reclassified by the AVPHR, or their designee, using the PVAMU Compensation Plan evaluation and job grading documentation.

6.1.2 Hiring managers may request pay rates in excess of ten percent (10%) above the minimum pay range for promoted or reclassified employees possessing a combination of qualifications, experience and skills in excess of the minimum qualifications or in correlation to the change in required job duties and functions. The [Reclassification or Promotion Hire Pay Above 10% of Minimum](#) form should be completed and routed through administrative channels from the appropriate department head through the appropriate Vice President to the Assistant Vice President for Human Resources for approval.

7. **TRANSFERS**

7.1 Lateral Transfer

7.1.1 A lateral transfer is a transfer to another position within the same pay range. If an employee transfers laterally to a position, the rate of pay will not change. Exceptions may be requested by the supervisor and approved by the President or his/her designee when duties of the vacant position are clearly more responsible or complex than the position the
person is transferring from; however, this should be the exception and not routinely requested. The fact that a vacant position is budgeted at a higher rate is not justification to give an employee a raise when a lateral transfer occurs.

7.2 Transfer to a Position with a Lower Pay Range

7.2.1 If an employee transfers to a position in a lower pay range, the new rate of pay will normally be the minimum amount of the assigned pay range of the lower position to which the employee transferred. Upon approval by the President or his/her designee, a rate of pay above the minimum amount for the assigned range, but not greater than the employee’s present rate of pay, may be approved for this type of transfer.

Related Statutes, Policies, Regulations and Rules

System Policy 31.01 Compensation
System Regulation 31.01.01 Compensation Administration

Contact Office

Office of Human Resources 936-261-1730