Rule Statement

In accordance with System Policy 31.01 Compensation and System Regulation 31.01.01 Compensation Administration, Prairie View A&M University (PVAMU) has established this Rule to oversee the University’s compensation practices.

Reason for Rule

The purpose of this University Rule is to establish consistent compensation administration practices that are fair and equitable and consistent with state and federal laws.

Official Procedures and Responsibilities

1. GENERAL

1.1 It is the policy of PVAMU that all persons shall have equal opportunities in all employment related functions, regardless of age, color, disability, sex, religion, veteran status, national origin, genetic information or race. Employment-related functions include employment, position classification, transfer, promotion and/or demotion, recruitment or recruitment advertising, layoff or termination, rates of pay, benefits, and right of appeal and selection for training.

2. CLASSIFICATION

2.1 The Office of Human Resources (OHR) has the responsibility for the development, implementation, evaluation, and maintenance of the University’s compensation programs for exempt and non-exempt staff employees. The OHR will maintain the pay plans, position descriptions, job titles, title codes, and compensation procedures for all non-faculty positions. The exempt pay plan includes administrative, professional, and executive positions that are not subject to the minimum wage and overtime provisions outlined in the Fair Labor Standards Act (FLSA). The non-exempt pay plan includes positions that are eligible for minimum wage rates and overtime under FLSA provisions. The pay plans and related documents define job titles, title codes, pay grades, and salary ranges for both exempt and non-exempt employees. Positions are evaluated and classified based on information contained in each position description and then assigned to the appropriate pay grade. With the exception of some executive positions,
each pay grade contains a salary range with a minimum and maximum rate of pay.

2.2 This University Rule applies to all active non-faculty employees of PVAMU, to include staff, student worker, graduate assistant, and teaching assistant positions.

3. **PAY ADJUSTMENTS**

3.1 Both pay plans provide for pay increases through a series of pay steps assigned to each position’s salary range. Pay adjustments are of these general types:

3.1.1 Across-the-board increases;

3.1.2 Merit increases, to include Merit Raise and Merit Payment;

3.1.3 Equity Adjustment Increases;

3.1.4 Market Adjustment Increases;

3.1.5 Promotions; and,

3.1.6 Demotions.

3.2 Starting salary for new employees hired, also referred to as “new hires”, as a general rule, may be up to ten percent (10%) above the minimum of the appropriate pay grade. The hiring manager may, however, request approval to offer a salary above the ten percent (10%) limit in those instances where the candidate has significant qualifications, education or experience in excess of the minimum requirement for the position. All starting salary variance requests must be approved by the appropriate Vice President and subsequently by the Assistant Vice President for Human Resources or their designee(s).

**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