

The University of North Texas at Dallas Policy Manual	Chapter 5.000
5.016 Salary Administration	Human Resources

Policy Statement. The University of North Texas at Dallas strives to pay salaries that are competitive with other public higher education employers in a way that is motivational, fair and equitable. Pay may vary based on individual skills, abilities, and performance within the classified and non-classified pay plan. Administrators entrusted with budget authority shall have the freedom to make salary and position adjustments in the manner outlined in this policy. The University does not pay retroactive salary increases.

Application of Policy. This policy applies to all regular staff members.

Definitions.

1. **Classified Position.** “Classified Position” means a position that is listed in the University Classified Salary Plan and has been assigned to a salary group.
2. **Non-classified Position.** “Non-classified Position” means a position reporting to the President of the University or deemed to be outside the University Classified Salary Plan due to the unique characteristics of the position duties and responsibilities.

Procedures and Responsibilities.

1. **Classified Salary Plan.** The Classified Salary Plan shall contain all current classified titles and their salary ranges. The Human Resources Director is responsible for administering the Classified Salary Plan and ensuring that salaries for classified staff members are paid on a fair and equitable basis. All new staff positions, proposed changes in pay, or proposed changes that could affect a job classification must be prospectively reviewed by the Human Resources Director. The President shall establish a Classified Salary Plan and approve any subsequent changes.

Responsible Party: Human Resources and President

2. **Classified Pay Adjustments.**
 - 2.01. **Transfers.** When a classified employee is transferred laterally to another position having the same or different title but the same salary range, the employee may be paid at any amount in the salary range for the new position.
 - 2.02. **Temporary Assignments.** A classified employee may be temporarily assigned other duties for a temporary period that normally will not exceed six months during any twelve-month period.

- i. The employee, at a minimum, will be paid the same rate that he or she received immediately before the temporary assignment.
- ii. The President, at his/her sole discretion, may provide a salary augmentation to the employee during a temporary assignment that is: in addition to his or her regular duties; at a higher level in the Classified Pay Plan; and when the duration of the temporary assignment is for at least six weeks or more.

2.03. Reclassifications. A position that is reclassified to a higher salary range may be paid at the minimum salary rate of the salary range or the same rate that he or she received prior to the reclassification. An employee whose position is reclassified to a lower salary range will be paid at the salary rate that the employee received prior to the reclassification as long as it does not exceed the maximum rate of the lower salary grade.

Responsible Party: Human Resources and Supervisors

3. **Merit Increases.** A merit increase may take the form of either a base salary adjustment or a one-time payment. Specific guidelines and funding availability will be announced by the President in the event of a university-wide merit program.

3.01 University criteria for granting merit salary increases or one-time merit payments must include specific criteria and documentation to substantiate the granting of a merit increase or a one-time merit payment.

3.02 To be eligible for a merit salary increase, a regular staff employee must have at least six months of employment in his or her current position (excluding any full calendar months of leave without pay), and, six months must have elapsed since a promotion, merit increase or one-time merit payment in the current position. A merit increase cannot be awarded if the employee has received a written disciplinary warning in the last 12 months unless prior approval is received from the manager's immediate superior.

3.03 Merit increase recommendations for regular staff employees shall be based on a performance review. In order for an employee to be eligible for a merit increase, he or she must have consistently exhibited job performance and productivity above what is normally expected or required by established written criteria.

Responsible Party: Human Resources, President, and Supervisors

4. **Non-Classified Titles.** Salary rates for non-classified positions are established using: external comparisons with comparable positions (similar duties and responsibilities) at comparable institutions of higher education; internal comparisons with positions with similar assignments and of comparable responsibility within the University; and the availability of funds.
 - 4.01 **Hiring Rate.** The hiring pay rate for a non-classified position shall be determined by the department head and approved by the President based on a recommendation by the Human Resources Director after a review of the position.
 - 4.02 **Merit Increase.** A staff member filling a non-classified position shall be eligible for review and recommendation for a salary increase using similar guidelines and funding availability as classified positions.
 - 4.03 **Salary Administration.** The President may appoint, change the status of, or change the pay of non-classified staff.

Responsible Party: Human Resources and President

5. **Electronic Funds Transfer.** Salaries for employees paid once a month shall be paid through electronic funds transfer.

Responsible Party: Employees

References and Cross-references.

Texas Constitution Article III, Section 44

Texas Government Code § 659

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