

Policies of the University of North Texas System Administration	Chapter 03
03.502 Salary Administration	Human Resources

Policy Statement.

The University of North Texas System Administration strives to provide a salary administration program that is flexible and competitive, encourages employee career development, rewards outstanding job performance and attracts and retains highly qualified employees.

Application of Policy.

All staff employees

Definitions.

1. **Competencies.** The skill, ability, education, training, experience, level of responsibility, physical and mental effort required, and the working conditions involved that are required to perform a position.
2. **Internal Equity Analysis.** The analysis of pay provided an employee in relation to other employees doing comparable work based on competencies, physical demands of the work, level of responsibility, management responsibilities, experience, education, and level of performance.
3. **Staff Employee.** An individual who is employed part-time, full-time, or in a temporary capacity. “Staff employee” does not include faculty, employees under contract, or individuals who are required to be students as a condition of employment.

Procedures and Responsibilities.

1. **Salary Budgeting.** The Vice Chancellor for Finance and Associate Vice Chancellor for Human Resources identify and prioritize funding, forecast, and evaluate the budget impact of staff salaries.

Responsible Party: Vice Chancellor for Finance and Associate Vice Chancellor for HR

2. **Human Resources.** Human Resources manages the salary administration program. This includes: administering and interpreting the salary administration policies and procedures, consulting with employees and managers on employee compensation, providing training on the salary administration program, ensuring salary changes align with salary administration

policies and procedures, benchmarking salary data for market competitiveness, conducting internal pay equity analyses, and ensuring compliance with equal employment opportunity policies for all salary administration actions. Annually, or as otherwise appropriate, Human Resources shall review all salaries for compliance with equal employment opportunity.

Responsible Party: Human Resources

3. **Managers.** Managers ensure the fair and consistent application of salary administration policies and procedures by:
 - i. understanding the salary administration policies and procedures;
 - ii. determining departmental salary budget requirements with the appropriate budgetary authority;
 - iii. engaging Human Resources early in the workforce planning process to determine the appropriate classification and salary for positions;
 - iv. providing information about the salary administration to applicants and employees;
 - v. rewarding outstanding job performance; and
 - vi. encouraging employee career development.

Responsible Party: All levels of Management

4. **Staff Employees.** All staff employees are responsible for understanding the salary administration program, managing personal career development, exceeding performance standards and complying with salary administration policies and procedures.

Responsible Party: All staff employees

References and Cross-references.

Regents Rule 5.500, Classified Compensation Plan

System Administration Policy 3.501, Classification of Jobs

System Administration Policy 3.901, Nondiscrimination, Equal Employment Opportunity, Affirmative Action, and Non-Retaliation

System Administrative Procedure, Salary Administration

Forms and Tools

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