

<b>Policies of the University of North Texas</b>	Chapter 05
<b>05.038 Salary Administration (Staff)</b>	<b>Human Resources</b>

**Policy Statement.** The compensation program at the University of North Texas provides flexible, competitive pay practices that encourage employee career development, reward job performance and attract and retain qualified employees. The compensation structure has a foundation based on the competencies necessary for staff to successfully perform and develop while fulfilling the University’s mission and goals.

**UNT Compensation Philosophy**

To support the mission and vision of the University of North Texas, the University strives to provide a comprehensive staff compensation program that enables it to:

- attract and retain a productive /qualified and diverse workforce;
- ensure fair, effective, consistent, and competitive pay practices;
- comply with applicable laws and regulations; and
- operate within the constraints of fiscal resources.

**Application of Policy.** All Regular Staff

**Definitions.**

1. First-line Supervisor. An employee who oversees and is responsible for performance management and employment decisions for the work of other employees who do not themselves have supervisory responsibility of other benefit-eligible employees.
2. Manager. An employee who oversees and is responsible for performance management and employment decisions for the work of other employees who also serve as supervisors or managers of other benefit-eligible employees.
3. Regular Staff. An employee whose appointment exceeds 4 ½ months in duration and who is on a work schedule of at least 20 hours per week. For purposes of this policy, Faculty, Deans, Academic Associate/Assistant Deans, Deputy/Vice Provosts with faculty designation, professional librarians, professional researchers (Postdoctoral Research Associates, Research Professors, Research Scientists), and salaried graduate students are excluded from this definition.

**Procedures and Responsibilities.**

1. The University’s compensation philosophy, guidelines, and procedures must be approved by the President. The President secures and allocates funding and holds management accountable for the fair and consistent application of salary administration procedures.

Responsible Party: President

2. The Vice President for Finance and Administration identifies and prioritizes funding, and forecasts and evaluates the budget impact of staff salaries.

Responsible Party: Vice President for Finance and Administration

3. Human Resources oversees the compensation program. This includes administering and interpreting the compensation philosophy; developing salary administration policies and procedures; consulting with employees, supervisors and managers on classification and compensation issues; providing training on the compensation program; evaluating salary actions for compliance with internal standards and external applicable laws; communicating with potential job candidates throughout the recruitment process; and benchmarking salary data for market competitiveness and internal equity.

Responsible Party: Human Resources

4. Managers implement compensation procedures in a fair and consistent manner, understand the compensation philosophy and structure, assess and prioritize departmental classification and compensation needs, partner with Human Resources to determine the appropriate classification and compensation for positions, communicate the compensation program to applicants, and encourage and coach staff to foster career development.

Responsible Party: Managers

5. First-line Supervisors implement compensation procedures in a fair and consistent manner, understand the compensation philosophy and structure, partner with Human Resources to determine appropriate classification and compensation for positions, communicate the compensation program to applicants, and encourage and coach staff to foster career development.

Responsible Party: First-line Supervisors

6. All regular staff are responsible for having knowledge of the compensation philosophy, self-management of career development, meeting or exceeding established performance standards, and complying with procedures related to the compensation program.

Responsible Party: All Regular Staff

7. The Division of Equity and Diversity will investigate and assist with resolution of any allegations of violation of equal opportunity and affirmative action policy or law.

Responsible Party: Division of Equity and Diversity

### **References and Cross-References.**

UNT Policy 16.004, Prohibition of Discrimination, Harassment, and Retaliation

UNT Policy 16.006, Information and Procedural Guidelines for Pursuing and Resolving a Complaint of Discrimination, Including Sexual Harassment

### **Forms and Tools.**

Procedures for Regular Staff Salary Administration University of North Texas Pay Plan

Approved: 8/1995

Effective: 8/1995

Revised: 9/16/10