



Angelo State University
Operating Policy and Procedure

OP 52.34 Pay Plan

DATE: February 29, 2012

PURPOSE: The purpose of this OP is to establish the policy for administering the staff pay plan.

REVIEW: This OP will be reviewed in February of even-numbered years by the director of human resource with recommended revisions forwarded through the vice presidents to the president by March 15th of the same year.

POLICY/PROCEDURE

1. The Staff Pay Plan

The staff pay plan is the document used for human resource, payroll and budget purposes to set salaries for staff employees. The Office of Human Resources is responsible for maintaining, interpreting and updating the pay plan.

a. Staff Pay Plan

The ASU staff pay plan consists of three parts:

- (1) Salary ranges assigned to numerical pay grades;
- (2) Job titles which are assigned to job codes; and,
- (3) Status of each job under the Fair Labor Standards Act (FLSA) which dictates how overtime work is treated.

b. Salary Ranges

Salary ranges are designed to allow some flexibility in managing employee salaries. Each job is assigned to a salary range (or pay grade) which represents the value or price of the job relative to the labor market, internal equity, funding availability, and other considerations.

Each salary range has a minimum, midpoint and maximum value. The minimum is the lowest value or price of any given job while the maximum is the highest value. An individual shall normally be appointed to a position at a salary at or between the minimum and the first one-third of the salary range for the job title/code. In no case should an employee be paid below the minimum of a job. However, in some cases, current ASU employees may be paid above the maximum of the pay range due to the

recent conversion to the new pay plan and past compensation practices of the University which may cause the employee to reach near or at the maximum of the salary range.

The midpoint of each salary range represents a benchmark that is used to compare salaries of ASU jobs with those in the labor market. This is the preferred measure for comparison because salary data is collected on actual incumbent salaries which typically are somewhere between the minimum and maximum values of a salary range.

c. Review of Pay Plan

The Office of Human Resources will review the pay plan salary table and the salary value of ASU jobs every two years to ensure that the pay levels reflect labor market conditions. Any adjustments to the salary ranges will not necessarily mean automatic pay increases for employees. This determination will be made by the University President based on strategic and budgetary considerations.