



Angelo State University
Operating Policy and Procedure

OP 52.34 Pay Plan

DATE: September 8, 2015

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

REVIEW: This OP will be reviewed in September every three years, or as needed, by the director of human resource with recommended revisions forwarded through the vice president for finance and administration to the president by October 15th of the same year.

POLICY/PROCEDURE

1. The Staff Pay Plan

The staff pay plan is the authorized 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 university staff pay plan consists of two parts:

- (1) Salary ranges assigned to numerical pay grades; and
- (2) Job titles that are assigned to job codes.

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) that 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 and maximum value, and hiring approval quartiles are also included. 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 quartile of the posted salary range for the job title/code. Should the hiring department wish to appoint an individual at a pay rate beyond the first quartile of the posted hiring range, they must receive the appropriate level of approval prior to extending an offer of employment. In no case should an employee be paid below the minimum of a job. Job postings that include salary amounts for the position should not exceed approved amounts as outlined in this policy.

[Reviewed with no changes: September 8, 2015]

In some cases, current university employees may be paid above the maximum of the pay range because of the recent conversion to the new pay plan and past compensation practices of the university that may cause the employee to reach near or at the maximum of the salary range.

c. Review of Pay Plan

The Office of Human Resources will review the pay plan salary table and the salary value of university job positions every two years, or as needed, to ensure that the pay levels reflect current 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.

2. Merit Salary Increases for Staff Employees

Merit salary increases can be awarded to staff employees whose job performance and productivity is consistently above that normally expected or required. Merit salary increases may be in the form of a merit raise that is added to the employee's salary base or a one-time merit payment which is not added to the employee's base salary.

An annual performance evaluation, as outlined in OP 52.35 Performance Evaluations, is required and should reflect an exceptional quality of work that is above and beyond that which would be considered standard performance of duties.

Specific staff merit pay guidelines may be made available by the Office of Human Resources for each merit cycle.