



UNIVERSITY RULE

31.01.01.M7 Employee Compensation Administration

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Rule Statement

Texas A&M has the following positions: board-appointed, academic (faculty and faculty-equivalent), research (faculty-equivalent and other research titles), staff System-wide Pay Plan (SWPP) and other staff positions (excluded from SWPP). This rule is set forth to provide guidance on staff (non-faculty and research) and faculty positions, excluding board-appointed positions. [System Regulation 31.01.01, Compensation Administration](#) defines various employee groups within The Texas A&M University System.

The responsible Human Resources unit is based on the type of position: The Division of Human Resources and Organizational Effectiveness (HROE) is responsible for staff positions. The Division of Research is responsible for non-faculty research positions (including TAMUG). The Faculty Affairs is responsible for faculty positions. The Graduate and Professional School is responsible for graduate assistant positions. The Student Employment Office within Scholarships & Financial Aid is responsible for student positions (excluding graduate assistants). Texas A&M University at Galveston (TAMUG) Human Resources is responsible for TAMUG staff positions.

Definitions

Staff System-wide Pay Plan (SWPP): Positions administered through the System-wide Pay Plan that are sufficiently similar so that the same descriptive title can be used for each, with a typical set of duties that are generally encompassed by all positions in that classification and each are assigned a pay grade.

Staff Positions Excluded from SWPP: Positions that have negotiable salaries, are widely recruited, and generally carry a degree and/or special training requirement. Including key administrator positions identified as those typically appointed by the title of “director” or higher as determined by the institutional structure, size, mission, etc. Other titles in this category include athletic coaches and librarians.

Rule and Responsibilities

1. GENERAL

- 1.1 The SWPP is established and maintained according to [System Regulation 31.01.01, Compensation Administration](#), Section 4.
- 1.2 Pay rates for temporary/casual positions should be appropriate for the SWPP title and pay grade (if applicable) being used and may be subject to review by the appropriate Human Resources unit.
- 1.3 Staff positions and corresponding pay rates are administered by the appropriate Human Resources unit and the SWPP.
- 1.4 Research positions and corresponding pay rates are administered by the Division of Research and the SWPP.
- 1.5 Faculty positions and corresponding pay rates are overseen by the Faculty Affairs.
- 1.6 Graduate assistant positions and corresponding pay rates are administered by the Graduate and Professional School.
- 1.7 Student positions and corresponding pay rates are administered by the Student Employment Office within Scholarships & Financial Aid.

2. PROCESS FOR TITLES INCLUDED IN SWPP

The SWPP is administered by the Pay Plan Administration Committee and Pay Plan Administrator in accordance with [System Regulation 31.01.01, Compensation Administration](#). The SWPP includes three pay structures: Local, System and Major Market. Texas A&M uses the System level structure and has divided the pay structure into three bands: Lower, Middle and Upper. Branch campus TAMUG uses the Major Market structure and uses internal approval procedures for most pay changes described in this rule. Contact TAMUG Human Resources for additional pay administration guidelines.

- 2.1 Employee Classification System: Titles included in the SWPP have several features: a set of uniform titles, an established pay grade for each title/job profile and a job description for each title.

- 2.1.1 Consistent and Equitable Salaries: When a position is established or reclassified, the duties and responsibilities of the position are compared with other similar positions. Each position is then assigned a title/job profile, which has a specific pay grade based on internal and external market factors.
- 2.1.2 Job Descriptions: Each SWPP title/job profile is described in a job description that outlines the typical duties and required qualifications for all positions with that title/job profile.
- 2.1.3 Uniform Titles: A classification is a group of positions with similar qualifications and duties that allows the same descriptive title to be used for each position. SWPP titles are organized into job families.
- 2.2 System-wide Pay Plan: Salaries for positions listed in the SWPP will be set in accordance with that plan. The SWPP includes all pay plan titles and assigns each to a specific pay grade. The plan also provides the salary rates for each pay grade and other information such as title codes and Fair Labor Standards Act exemption status. The SWPP is maintained by the Pay Plan Committee and Pay Plan Administrator at the Texas A&M University System Offices.

3. PROCESS FOR TITLES EXCLUDED FROM THE SWPP

- 3.1 Salaries for staff positions with titles not included in the SWPP will be determined in accordance with Section 6 of this rule. Salaries for new positions are determined by the appropriate Human Resources unit and documented at the time the position is created and approved. New or re-titled excluded positions shall have uniform titles, consistent and equitable salaries, and a documented position description for each position.
 - 3.1.1 Consistent and Equitable Salaries: When an excluded position is established or re-titled, its base salary is compared to similar positions to ensure the salary is consistent with internal and external market factors. Actual salaries may differ based on seniority, performance, or employee qualifications.
 - 3.1.2 Documented Position Descriptions: Position descriptions provided in Workday will outline the specific duties and qualifications for each individual position.
 - 3.1.3 Uniform Titles: The same descriptive title is used for positions with similar duties, responsibilities, and qualifications. These titles provide the ability to compare one excluded position with another.

4. EMPLOYEE COMPENSATION ADMINISTRATION

The appropriate Human Resources unit will:

- (1) request and modify new and/or existing titles and job profiles through appropriate channels to the System-wide Pay Plan Administration Committee;
- (2) serve as members of or be represented by other members, on the System-wide Pay Plan Administration Committee;
- (3) conduct job studies upon request, including review of proposed salaries, and establish or reclassify/re-title positions;
- (4) review updated position descriptions; and
- (5) review requests for new positions, reclassifications and internal promotions, transfers or demotions for appropriateness of the proposed salary.

5. TYPES OF SALARY INCREASES

Employees' salaries can be increased after hire through the following actions:

- 5.1 Across-the-Board Increase: As described in [System Regulation 31.01.01, Compensation Administration](#), Section 1.4.1.
- 5.2 Counter Offer: An increase that may be given to an employee who has been offered employment with a substantial salary increase by entities outside of Texas A&M University. Counter offers should be used only when an employee possesses unique knowledge, skills and abilities that cannot easily be replaced and are approved on a case by case basis. See [University SAP 31.01.01.M7.01, Salary Increases not Awarded Through the Regular Budget Cycle](#).
- 5.3 Equity Increase/Other Salary Adjustments: Equity increase reasons for salary adjustments may include external pressure in high demand areas, internal salary compression, gender or ethnic equity adjustments (if any), and other forces that may be beyond the control of departments. Other salary adjustments increase may occur due to an external pressure in high demand areas and other forces which may be beyond the control of the university departments. In rare cases, other salary adjustments may be proposed for significant expansion of work, supervisory span of control or reorganizations, when a classification/job title change is not otherwise appropriate. As with merit increases, however, salary adjustments should be made during the budget cycle whenever possible. Any request for an out-of-cycle salary adjustment should be supported by strong evidence of need and a compelling argument as to why the adjustment cannot be accomplished during the next budget cycle. The appropriate Human Resources unit will perform an analysis which

includes reviewing similar titles/classifications in the department, division and university as a whole.

- 5.4 Hiring Salary Adjustment: An increase that may be given within six (6) months after the end of six (6) months service for newly hired, internally promoted, or reclassified employees who have specific skills and experience above the minimum qualifications required for their position. As described in Standard Administrative Procedure *31.01.01.M7.04, Hiring Salary Adjustment*.
 - 5.5 Increase Due to Change in Minimum Rates: An increase that occurs when market conditions or changes in applicable laws dictate the adjustment of the pay grade for a particular SWPP title.
 - 5.6 Job-Related Skill Enhancement Pay: An increase that may be given within six (6) months to recognize and reward staff employees who take the initiative through their own efforts to increase their job worth and significantly enhance their value to their organization by obtaining a degree, certificate, license or other evidence of completion of a prescribed program. As described in [Standard Administrative Procedure 31.01.01.M7.05, Job-Related Skill Enhancement Pay](#).
 - 5.7 Merit Salary Increase: An increase that may be granted to an individual in recognition of meritorious job performance. As described in [University Rule 31.01.08.M1, Merit Salary Increases](#).
 - 5.7.1 Merit Raise: An employee may be granted a Merit Raise that is added to the employee's base salary.
 - 5.7.2 One-Time Merit Payment: An employee may be granted a lump-sum, One-Time Merit Payment that is not added to the employee's base salary. A One-Time Merit Payment is subject to the standard payroll deductions.
 - 5.8 Promotion Increase: An increase that occurs as the result of a promotion, as defined in [System Regulation 31.01.01, Compensation Administration](#), Section 1.3.1.
 - 5.9 Reclassification Increase: An increase that occurs as the result of a reclassification as defined in [System Regulation 31.01.01, Compensation Administration](#), Section 1.3.3.
 - 5.10 Temporary Salary Increase: An increase that on occasion, may be given to employees who take on a temporary assignment for positions vital to an organization that must be filled on a temporary basis involving additional workload or responsibility. See [University SAP 31.01.01.M7.06, Temporary Salary Increases](#).
6. SALARY ADMINISTRATION FOR NEW HIRES, TRANSFERRED, PROMOTED, OR RECLASSIFIED EMPLOYEES (Staff & Non-Faculty Research)

6.1 Definitions:

- 6.1.1 New Hire – A new hire occurs when an individual who is not currently an active employee of The Texas A&M University System is hired into a position.
- 6.1.2 Promotion – A change in employee status is considered a promotion when an employee moves from his or her current budgeted position to a budgeted position in accordance with [System Regulation 31.01.01, Compensation Administration](#), Section 1.3.1.
- 6.1.3 Reclassification – When a position is assigned to a different title within the same position ID in accordance with [System Regulation 31.01.01, Compensation Administration](#).
- 6.1.4 Transfer – A change in employee status is considered a transfer, as defined in [System Regulation 31.01.01, Compensation Administration](#), Section 1.3.4, when an employee moves from his or her current budgeted position to a budgeted position with a different position ID as a result of the hiring process or through approved internal transfer and the move does not meet the definition of a promotion. Transfers include lateral transfers and voluntary moves to lower positions.

6.2 Rates for New Hires, Promoted, Transferred, and Demoted Employees
The salary rate of new hire, promoted, transferred or demoted employees will be recommended by Department Heads in accordance with the following:

6.2.1 SWPP Positions

- 6.2.1.1 The salary rate of a new hire, internally promoted, transferred or demoted employee must be at least the minimum amount of the position's assigned pay grade.
- 6.2.1.2 Approval documentation shall be submitted through administrative channels to the appropriate approvers. Documentation should contain the position ID and title, the employee's name and UIN, hire date, current salary, proposed salary, proposed effective date of salary adjustment and if applicable, a justification for paying above the lower band with a description of the individual's superior qualifications.
- 6.2.1.3 Salaries for demoted positions will be approved on a case by case basis.

- 6.2.1.4 The Provost and Executive Vice President serves as the approver for academic units and others within the authority of the Provost that do not have a Vice President. The President serves as the approver for units reporting directly to the President that do not have a Vice President. The Vice President for Research serves as the approver for non-faculty research positions. This approval authority may be delegated further.
- 6.2.1.5 The Vice President for Research or designee approves the full lower, middle and upper band ranges of applicable non-faculty research titles.
- 6.2.1.6 Lower Band – Texas A&M positions: Department Heads may approve requests for starting rates within the lower band of the assigned pay grade. Colleges and divisions may require additional budgetary approval above the Department Head.
- 6.2.1.7 Middle Band – Texas A&M positions: Rates within the middle band, must be approved by the appropriate Vice President or designee.
- 6.2.1.8 Upper Band – Texas A&M positions: Requests for all other staff title rates, must have the approval of the appropriate Vice President or designee and the Vice President for HROE or designee.
- 6.2.1.9 Rates above the pay plan maximum:
- 6.2.1.9.1 Texas A&M positions: Request for rates exceeding the pay plan maximum, must have the approval of the appropriate Vice President or designee and the Vice President for HROE or designee.
 - 6.2.1.9.2 Division of Research: Request for rates exceeding the pay plan maximum, must have the approval of the appropriate Vice President or designee, the Vice President for HROE or designee and the Vice President for Research or designee.
- 6.2.1.10 TAMUG positions: Request for rates, must have the approval of TAMUG Human Resources and the COO of TAMUG. TAMUG Research positions must also be approved by the Vice President for Research or designee.

6.2.2 Excluded Positions

The salary rate of a new hire or an internally promoted, transferred or demoted employee into an excluded position will depend on the factors described below.

6.2.2.1 The salary rate for a newly created excluded position will be approved when the position is created. The rate for an excluded position that has been reclassified since becoming vacant is the rate approved in conjunction with the reclassification. The rate for a new hire into a vacant excluded position will be proposed by the hiring department, and should maintain internal equity, for the position title. Considerations for the available rate include the vacant position's current budgeted rate, relevant external market data, comparable internal positions, or other factors relevant to the proposed hiring rate. Appropriate approval within the department/division must be obtained to exceed the last budgeted rate for the position. The rate of an internally promoted or transferred employee should maintain internal equity and will be reviewed by the appropriate Human Resources unit through the request process described in [Standard Administrative Procedure 31.01.01.M7.03, Internal Promotions and Transfers of Non-Faculty Employees.](#)

6.2.2.2 Increases above the HR-approved rate for newly created positions or above the HR-approved rate for positions into which an employee is proposed to be internally promoted or transferred must be approved by the appropriate Vice President or designee. Such recommendations shall be submitted through administrative channels to the appropriate Vice President or designee for approval.

6.2.2.3 The request will provide the name of the applicant, position ID and title, the recommended salary rate, a concise and factual justification statement. It should also provide the justification for paying this rate and (excluding demotions) outline the individual's superior qualifications. For internal promotions or transfers, the above information should be included in the request process described in [Standard Administrative Procedure 31.01.01.M7.03, Internal Promotions and Transfers of Non-Faculty Employees.](#)

6.2.2.4 Salaries for demoted positions will be approved on a case by case basis.

6.2.2.5 The Vice President for Research or designee approves the rates for all excluded non-faculty research positions.

6.2.2.6 TAMUG positions: Request for rates for excluded positions must have the approval of TAMUG Human Resources and the COO of TAMUG. TAMUG Research positions must also be approved by the Vice President for Research or designee.

6.3 Rates for Reclassified Employees

Considerations for justification of pay rates include employee education and experience qualifications, external market pressure for filling the position, and internal comparison with comparable positions and their incumbents. Salary rates of reclassified employees will be recommended by Department Heads in accordance with the following:

6.3.1 SWPP Positions

6.3.1.1 The new salary rate of a reclassified employee in an SWPP title must be at least the minimum amount of the position's assigned pay grade.

6.3.1.2 Approval documentation shall be submitted through administrative channels to the appropriate approvers. Documentation should contain the position ID and title, the employee's name and UIN, current salary, proposed salary, proposed effective date of salary adjustment and if applicable, a justification for paying above the lower band with a description of the individual's superior qualifications.

6.3.1.3 The Vice President for Research or designee approves the full lower, middle and upper band ranges of applicable non-faculty research titles.

6.3.1.4 Lower Band – Texas A&M positions: Department Heads may approve requests for salary rates within the lower band of the assigned pay grade or up to 10% higher than employee's current salary rate, whichever is higher, not to exceed the pay plan maximum. Colleges and divisions may require additional budgetary approval above department head.

6.3.1.5 Middle Band – Texas A&M positions: Requests for rates exceeding those outlined in section 6.3.1.4 that are in the middle band must have the approval of the appropriate Vice President or designee. Approval documentation shall be submitted through administrative channels to the appropriate approvers and contain the position ID and title, the employee's name and UIN, hire date, current salary, proposed salary, proposed effective date of salary adjustment and a justification for paying above the lower band and (excluding demotions) outline the individual's superior qualifications.

6.3.1.6 Upper Band:

6.3.1.6.1 Texas A&M positions: Requests for all other staff title rates exceeding those outlined in section 6.3.1.4 that are in the upper band must have the approval of the appropriate Vice President or designee and the Vice President for HROE or designee.

6.3.1.6.2 Division of Research: Requests for all other staff title rates exceeding those outlined in section 6.3.1.4 that are in the upper band must have the approval of the appropriate Vice President or designee and the Vice President for Research or designee.

6.3.1.7 Rates above the pay plan maximum:

6.3.1.7.1 Texas A&M positions: Request for rates exceeding the pay plan maximum, must have the approval of the appropriate Vice President or designee and the Vice President for HROE or designee.

6.3.1.7.2 Division of Research: Request for rates exceeding the pay plan maximum, must have the approval of the appropriate Vice President or designee, the Vice President for HROE or designee and the Vice President for Research or designee.

6.3.1.8 TAMUG positions: Request for rates, must have the approval of TAMUG Human Resources and the COO of TAMUG. TAMUG Research positions must also be approved by the Vice President for Research or designee.

6.3.2 Excluded Positions

6.3.2.1 The new salary rate of an employee who is reclassified to an excluded title within the same position ID will be the rate approved through the reclassification process. The rate of the reclassified employee should maintain internal equity and will be reviewed by the appropriate Human Resources unit.

6.3.2.2 Increases above the HR-approved rate for the reclassified position must be approved by the appropriate Vice President or designee. Such recommendations shall be submitted through administrative channels to the appropriate Vice President or designee for approval.

6.3.2.3 Approval documentation shall be submitted through administrative channels to the appropriate approvers. Documentation should contain the position ID and title, the employee's name and UIN, current salary, proposed salary, proposed effective date of salary adjustment and if applicable, a justification for paying above the HR-approved rate with a description of the individual's superior qualifications.

6.3.2.4 The Vice President for Research or designee approves the rates for all excluded non-faculty research positions.

6.3.2.5 TAMUG positions: Request for rates for excluded positions must have the approval of TAMUG Human Resources and the COO of TAMUG. TAMUG Research positions must also be approved by the Vice President for Research or designee.

7. ADDITIONAL COMPENSATION

- 7.1 The salary rate paid to an employee during an academic summer session will not exceed the base salary rate paid to the employee for the same or similar services during the preceding longer academic session. Additional compensation may be paid to staff members for teaching courses outside of their primary position, for teaching extension center courses, for teaching continuing education courses, and for work outside the scope of their regular job responsibilities.
- 7.2 For additional information regarding supplemental compensation, see [Standard Administrative Procedure 31.01.99.M0.02, Approval Procedures for Supplemental Compensation and Dual Employment.](#)

8. METHOD OF SALARY PAYMENT/RECORDS

- 8.1 The effective date for the new rate of pay will be on or after the beginning of the pay period in which the employee is paid and the request receives final approval from the appropriate Human Resources unit. No pay increase may be retroactive, in accordance with [Article III, Section 53 of the Texas Constitution](#) which prohibits the payment of retroactive increases to State employees.
- 8.1.1 Per state regulations, any change in a state employee's pay may only be made effective retroactively to the start of the pay period in which final approval has been obtained.
- 8.1.2 For biweekly paid employees: The effective date should be at the beginning of the biweekly pay period in which it is approved.

- 8.2 Employees paid on a salary basis are paid in monthly installments. Employees paid on an hourly basis are paid an hourly rate on a biweekly pay schedule (as determined by payroll processing calendars).
- 8.3 Monthly salaries are paid on the first working day of the following calendar month unless the first working day is a designated state or national holiday, in which case monthly salaries will be paid on the first working day after the holiday. Biweekly payments are typically paid on Fridays, every other week, in accordance with payroll processing calendars. Reference the appropriate Payroll unit for more information.
- 8.4 Records and reports associated with salary and wage payments required by federal and state law, regulation, and by accounting systems of A&M System members are incorporated in the Workday system and other related budget or accounting systems/databases.

Related Statutes Policies

[System Regulation 31.01.01, Compensation Administration](#)

[System Regulation 31.01.08, Merit Salary Increases](#)

[System Regulation 33.99.01, Employment Practices](#)

[System Regulation 33.99.04, Promotion, Transfer and Voluntary Moves](#)

[Standard Administrative Procedure 31.01.01.M7.01, Salary Increases not Awarded Through the Regular Budget Cycle](#)

[Standard Administrative Procedure 31.01.01.M7.06, Temporary Salary Increases](#)

[Standard Administrative Procedure 31.01.01.M7.05, Job-Related Skill Enhancement Pay](#)

[Standard Administrative Procedure 31.01.01.M7.02: Creating and Reclassifying Non-Faculty Positions](#)

[Standard Administrative Procedure 31.01.01.M7.03, Internal Promotions and Transfers of Non-Faculty Employees](#)

[Standard Administrative Procedure 31.01.01.M7.04, Hiring Salary Adjustment](#)

[Standard Administrative Procedure 31.01.99.M0.02, Approval Procedures for Supplemental Compensation and Dual Employment](#)

Contact Office

For information on clarification on this Rule contact [Human Resources and Organizational Effectiveness, Classification & Compensation](#) at (979) 845-4170 or by email at hrcomp@tamu.edu.

For information on research titles, please refer to the [Research Titles and Staffing webpage](#) or contact the Division of Research at (979) 458-4956 or by email at ResearchStaffing@tamu.edu.

For information regarding Faculty titles, please contact the Faculty Affairs at (979)845-4724 or by email at facultyaffairs@tamu.edu.

For information regarding Graduate Assistant titles, please contact the Graduate and Professional School at (979)845-3631 or by email at ogaps@tamu.edu.

For information regarding Student Titles, please contact the Student Employment Office within Scholarships & Financial Aid at (979)845-0686 or by email at jobsforaggies@tamu.edu.

For information regarding Texas A&M University Health Science Center positions contact: [Human Resources](#) by email at hschr@tamu.edu.

For information regarding Texas A&M at Galveston positions contact: [Human Resources](#) at (409) 740-4532 or by email at hr@tamug.edu.

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