



UT System Administration Policy Library -- Policy UTS133
Classified Pay Plan

Responsible Officer: Executive Vice Chancellor for Business Affairs
Sponsoring Office: Office of Employee Services
Effective Date: September 1, 2004
Last Reviewed: October 24, 2008
Next Scheduled Review: September 1, 2010
Errors or changes to: policyoffice@utsystem.edu

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POLICY STATEMENT

The Regents delegate to the President of each institution, or his or her delegate, the authority to maintain an institutional classified pay plan. Each institution's classified pay plan shall include a listing of job titles of all positions that do not entail significant instructional responsibilities or responsibilities for the administration of instructional or research organizations. Each delegate shall determine the inclusiveness of the classified pay plan for the institution and have the responsibility to maintain the pay plan on an annual basis. Each delegate shall comply with all appropriate requests for institutional compensation information in a timely manner.

RATIONALE

To establish the requirement for each University of Texas System institution and System Administration to maintain a classified pay plan in accordance with the standards set forth below.

SCOPE

All institutions and UT System Administration

WEBSITE ADDRESS FOR THIS POLICY

<http://www.utsystem.edu/policy/policies/uts133.html>

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

[Regents' Rules and Regulations 30101, Classified Pay Plan](#)

CONTACTS

If you have any questions about UT System Administration Policy UTS 133, *Classified Pay Plan*, contact the following offices:

Subject	Office Name	Telephone Number	Email/URL
	Office of Employee Services	(512) 499-4587	esc@utsystem.edu/ http://www.utsystem.edu/ohr/

DEFINITIONS

Classified Pay Plan

An institution's structure for classifying positions into occupational families that do not have the assignment of significant instructional responsibilities or responsibilities for the administration of instructional or research organizations, which provides a framework for the assignment of job titles, job class codes, Fair Labor Standards Act (FLSA) category, EEO Codes, salary grade and range.

Classified Position

Positions which do not entail significant instructional responsibilities or responsibilities for the administration of instructional or research organization, with similar qualifications, requirements and level of responsibility that are grouped together in occupational job families which, when organized hierarchically, create a classified pay plan structure.

Classified Job Title

Job titles that are subject to the salary administration and classification guidelines of and included in the classified pay plan. Titles are descriptive of the work performed and its relative level. Job titles may be generic or specific and can use numerical indicators, letter designations, or descriptive adjectives.

Compensation Policies

The general philosophy and principles of monetary rewards established by the institution that guide the compensation and related practices within fiscal resources. These principles and the policies on which they are based guide compensation program design, procedures and practices to assure support for the mission of the institution; to attract and retain a well-qualified workforce; to provide equitable and fair compensation for similar qualifications and work; to ensure compliance with applicable laws and regulations; to recognize and reward superior performance; and to pay at levels that are competitive within the relevant labor markets.

EEO Code

The numeric code assigned to each job title based on the Equal Employment Opportunity Commission (EEOC) job group definitions.

Fair Labor Standards Act (FLSA)

Federal legislation that sets minimum wage, overtime pay, equal pay, record keeping, and child labor standards for employees who are covered by the act and are not exempt from specific provisions.

FLSA Category

The designation of a job that indicates whether it is exempt from or subject to the overtime provisions of the Fair Labor Standards Act.

Job

The grouping of tasks, duties, and responsibilities assigned to one or more positions. A job refers to the tasks, duties, and responsibilities rather than how well the work is performed.

Job Code

The unique numeric or alpha-numeric designation that is assigned to a specific job title, occupational group, or title series within the occupational group to which the title is assigned.

Job Description

The summary of the major duties and critical tasks of a job that identifies the minimum qualifications such as education, experience and certification required for a classification. Preferred qualifications may also be included.

Salary Ranges

The span from minimum to maximum that constitutes a pay or salary grade or salary range established for a particular job or job grade. A salary range must include a minimum and maximum and may include a midpoint.

RESPONSIBILITIES

Delegate Responsible for Classified Pay Plan

- Determines the classified pay plan structure that most appropriately meets the needs of the institution.
 - Bases the institution's classified pay plan on those compensable factors determined to be appropriate.
 - Makes the institution's classified pay plan accessible on the Internet or other site determined by The University of Texas System.
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PROCEDURES

1. Type of Plan

Each delegate may determine the classified pay plan structure that most appropriately meets the needs of the institution and is in compliance with the standards set forth below.

2. Required Classified Pay Plan Elements

2.1 Job Titles

Descriptive job titles shall be used for positions that are similar in scope and function. Institutions' pay plans shall have suitable descriptive titles.

2.2 Job Codes

A uniform job code system shall be used to designate job classes within each institution's classified pay plan.

2.3 Salary Ranges

Each title in an institution's classified pay plan shall have a minimum and maximum for each salary range. Each institution may base its classified pay plan on those compensable factors it determines to be appropriate. Salary ranges for each job classification should reflect the competitive labor market environment applicable to each institution.

2.4 Job Descriptions

A standardized job description shall be developed and made available for each job title

appearing in an institutional classified pay plan. This job description should include at minimum the job code; title; purpose of the job; required education and experience and any required certification, registration, or licensure; job functions; and, supervisory responsibilities.

2.5 Fair Labor Standards Act (FLSA) Category

Each institution's classified pay plan shall provide a reference to the appropriate FLSA category.

2.6 Equal Employment Opportunity Code

Each institution's classified pay plan shall include the appropriate EEO code for each classified title.

2.7 Index

Each institution's classified pay plan should include an index that includes all classified titles for each occupational job family included in the pay plan. Other indices may be included as determined by an institution.

2.8 Compensation Policies

Each institution should include relevant institutional compensation policies and appropriate statements of compensation philosophy in its classified pay plan.

3. Pay Plan Accessibility

To facilitate sharing of knowledge and administrative resources, each institution shall make its classified pay plan accessible on the Internet or other site determined by The University of Texas System. This accessibility may be accomplished through links from the institution's classified pay plan to the designated University of Texas System site. All of the essential institution pay plan elements required in Section 2 above shall be included in the classified pay plan that is linked to The University of Texas System site. Each institution is responsible for assuring that subsequent changes to the classified pay plan are reflected on the linked site.

4. System-wide Pay Plan

The institution classified pay plans of the institutions of The University of Texas System and System Administration shall be collectively deemed to be the System-wide classified pay plan.

FORMS AND TOOLS/ONLINE PROCESSES

None

APPENDIX

None

Keywords: salaries, salary, minimum wage
