

**1. Title**

Classified Pay Plan

**2. Policy**

Sec. 1 Purpose. The purpose of this Policy is to establish the requirement for each University of Texas System institution and U. T. System Administration to maintain a classified pay plan in accordance with the standards set forth below.

Sec. 2 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.

Sec. 3 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.

Sec. 4 Required Classified Pay Plan Elements.

4.1 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.

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

4.3 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 compensable factors the institutions determines is appropriate. Salary ranges for each job classification should reflect the competitive labor market environment applicable to each institution.

4.4 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 a minimum the job code, title, purpose of the job, required education and experience, any required certification, registration, or licensure, job functions, and supervisory responsibilities.

- 4.5 Fair Labor Standards Act (FLSA) Category. Each institution's classified pay plan shall provide a reference to the appropriate FLSA category.
- 4.6 Equal Employment Opportunity (EEO) Code. Each institution's classified pay plan shall include the appropriate EEO code for each classified title.
- 4.7 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.
- 4.8 Compensation Policies. Each institution should include relevant institutional compensation policies and appropriate statements of compensation philosophy in its classified pay plan.

Sec. 5 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 U. T. System. This accessibility may be accomplished through links from the institution's classified pay plan to the designated U. T. System site. All of the essential institution pay plan elements required in Section 4 above shall be included in the classified pay plan that is linked to the U. T. System site. Each institution is responsible for assuring that subsequent changes to the classified pay plan are reflected on the linked site.

Sec. 6 Systemwide Pay Plan. The institution classified pay plans of the institutions of the U. T. System and U. T. System Administration shall be collectively deemed to be the Systemwide classified pay plan.

### 3. 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, Equal Employment Opportunity (EEO) Codes, salary grade, and range.

Classified Position - positions that 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 their 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 for 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 FLSA 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, 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.

**4. Relevant Federal and State Statutes, Policies, and Standards**

None

**5. Relevant System Policies, Procedures, and Forms**

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

**6. System Administration Office(s) Responsible for Policy**

Office of Human Resources

**7. Dates Approved or Amended**

September 1, 2004

October 24, 2008

November 21, 2012