



THE UNIVERSITY of TEXAS
HEALTH SCIENCE CENTER
AT HOUSTON

TO: All Administrative & Professional Staff, Faculty and Managers/Supervisors
FROM: Hina Naik, Manager, Compensation Services
DATE: Monday, June 23, 2008
RE: **Compensation - Salary Action Guidelines (FY 2009)**

Listed below are the guidelines for compensation-related actions for FY 2009. These guidelines apply to **Classified** and **Management A & P employees** only and are effective September 1, 2008. These budgetary guidelines, established in the FY 2009 Budget Instructions, support and in some cases may supersede/limit HOOP Policy 5.09 and HOOP Policy 3.04.

Please note: These guidelines and processes do not apply to Faculty, Academic A & P, or Students.

Merit/Lump Sum Merit

The maximum allowable increase for FY 2009 is 5 %. Employees are eligible to receive more than one merit/lump sum merit during FY 2009; however, the total amount of the merit/lump sum merits should not exceed 5 % for the fiscal year.

To receive a merit, an employee must:

- have at least six months of continuous service with the health science center,
- have not received a merit increase, promotion or other salary increase during the prior six month period,
- have a current annual performance evaluation on file, and
- *not* be in a probationary period.

If the proposed increase is a combination of a merit and lump sum merit, the total percentage should not exceed 5 % for the fiscal year.

Base-building merits may not exceed the maximum of the position's posted salary range.

Merit reward above the maximum of the posted salary range may only be given in the form of a Lump Sum Merit (LSM).

Promotion/Newly Created Position

Requests to promote an employee must be reviewed by Compensation Services **prior** to extending an offer to ensure minimum qualifications are met and to determine the appropriate salary recommendation.

To accomplish this, the department must contact Compensation Services to:

- create a new HR approved job description or identify the appropriate one from existing job descriptions, and
- submit an updated resume documenting the employee's experience, knowledge, skills, abilities and qualifications.

Compensation Services will provide salary guidance recommendations to the department.

Progression through Salary Range

The maximum increase for FY 2009 is 5 %. Employees may receive more than one progression through salary range during the year; however the total amount for the fiscal year should not exceed 5 %.

Progression increases may only be given up to the maximum of the salary range.

All requests for progression through salary ranges should be accompanied by justification for the progression and are subject to approval by the Chief Human Resources Officer or designee.

Temporary Administrative Supplement (TAS)

A TAS may be used to supplement an employee's pay when they are called upon to take on substantial duties (on an interim basis) in addition to their current responsibilities. The TAS should not last more than 12 months.

A department may request a TAS of up to 15 %.

All requests for TAS's require justification and are subject to review and approval by the Chief Human Resources Officer or designee.

Supplements are available for a maximum of 12 months. Extending the TAS beyond 12 months requires additional justification, and is subject to approval by the Chief Human Resources Officer or designee.

Note: The TAS is not intended for short duration use such as vacation coverage or other short absences if the duration is six weeks or less.

Salary Adjustments

Salary adjustment actions may only be initiated by Compensation Services and are used when market adjustments are needed.