

**ADMINISTRATIVE PROCEDURES**

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| **10.02 Compensation Administration**  | **Revised: December 7, 2022** |

1. GOVERNING REGULATIONS

The procedure is governed by System Policy [02.06](http://policies.tamus.edu/02-06.pdf) Directors of System Member Agencies and System Regulation [31.01.01](http://policies.tamus.edu/31-01-01.pdf) Compensation Administration.

2. PURPOSE

 The A&M System pay plan provides approved position titles, title codes and pay grades. Each pay grade has an assigned pay range. Certain positions are exempted from the System pay plan. The purpose of this procedure is to define the process and procedures by which the Texas A&M Forest Service will operate within the System Pay Plan.

3. PAY GRADES AND RANGES

3.1 The A&M System pay plan provides three pay grade structures: Local Market Level, System Level and Major Market Level. The Texas A&M Forest Service will use the System Level structure.

3.2 For titles with assigned pay grades, the agency has established pay ranges within the System Level Structure pay ranges for the titles that it uses. For titles without assigned pay grades, the agency has also established pay ranges for the titles that it uses. The [Pay Range listing](https://tfsweb.tamu.edu/uploadedFiles/TFSMain/Finance_and_Admin/Staff_Resources/Procedures/1002%20TFS%20Pay%20Ranges.xlsx) includes all titles used by the agency, grouped by Hourly (Non-Exempt), Student (Non-Exempt) and Salaried (Exempt). The listing is maintained by the office of the Associate Director for Finance and Administration. The agency pay ranges are based upon a combination of the A&M System pay ranges, market data and internal equity considerations.

4. MANAGEMENT OF A&M SYSTEM PAY PLAN WITHIN THE AGENCY

4.1 To the extent possible, positions are established to provide a career ladder for employees.

4.2 In general, the starting pay rate for a new hire or an employee transferring into a position will be the minimum pay rate in the pay range for the title. This is the exact rate that must be listed on the Hiring Request.

4.3 In general, seasonal employees will be hired at the minimum rate of the pay range for the position title. If the prospective employee is a former employee or retiree, the same procedure applies.

4.4 Exceptions to the pay range minimum must be initiated using the Salary/Education Exception Request form. Written approval by the Director is required. The requested rate must be within the pay range for the position title.

4.5 In general, the maximum pay rate for each pay range is 140% of the minimum pay rate. Minimum and maximum pay rates for salaried positions are rounded to the nearest $1,000 and for hourly positions are rounded to the nearest whole dollar.

4.6 Future raises for an employee above the maximum pay rate will be limited to State-mandated across-the-board increases, merit payments and promotions.

5. CHANGES TO TFS PAY RANGES

5.1 A request to change a pay range may be initiated through discussion with Texas A&M AgriLife Human Resources (HR), or the Associate Director for Finance and Administration.

5.2 HR reviews all requested pay range changes for appropriateness and addresses any issues with the requesting department.

5.3 HR prepares a request to amend the pay range listing and routes it for approval by the Associate Director for Finance and Administration and the Director.

6. ADDING TITLES

6.1 The agency may only use titles that are approved in the A&M System pay plan. Departments needing a title other than those listed in the Pay Range listing should contact HR or the Associate Director for Finance and Administration.

6.2 Based upon the requirements and duties of the proposed position, HR will review the A&M System pay plan for existing titles that may meet the need. If a suitable title exists, HR will initiate adding it to the Pay Range listing. If a suitable title does not exist, HR will work with the department to identify an appropriate title and initiate adding it to the A&M System pay plan.

6.3 To assist in requesting a title be added to the A&M System pay plan, HR will obtain a completed Position Description (PD) and/or career ladder from the requesting department.

6.4 HR will prepare a request to amend the A&M System pay plan and obtain approvals from the Associate Director for Finance and Administration and Director prior to submission to the A&M System pay plan administration committee.

6.5 If the proposed title is approved, HR will prepare a request to amend the Pay Range listing and route it for approval by the Associate Director for Finance and Administration and the Director.

6.6 If the proposed title is not approved, HR will consult with the requesting department and the Associate Director for Finance and Administration on the appropriate course of action to meet the need.

7. EXCEPTIONS

Exceptions to these procedures must be approved by the Director.

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