PROCEDURE STATEMENT

Texas A&M AgriLife Extension Service (AgriLife Extension) employs individuals in every region of the state to accomplish a diverse set of tasks in an ever-changing environment. To assure a general uniformity of titles, positions will be established based on a grouping of titles which represent selected duties and responsibilities requiring similar abilities and skills. Titles will be taken from the listing of classified and non–classified titles and title codes for components of The Texas A&M University System (System). Use of standardized titles will ensure uniformity in budgets, payrolls, and other official records, and afford a basis for uniform salary treatment of employees engaged in comparable work at their respective locations.

REASON FOR PROCEDURE

This procedure is required by System Regulation 31.01.01, Compensation Administration.

PROCEDURES AND RESPONSIBILITIES

1.0 PAY POLICY

1.1 AgriLife Extension will pay salaries and wages at a competitive rate to attract and retain outstanding employees within available funds and consistent with the value of the position to the organization. In this context, the determination of pay rates will be dependent upon such factors as availability of funds, qualifications of employees, market conditions, internal equity, and performance. However, in no event will a rate be established that is less than the minimum wage prescribed by state or federal regulations.

1.2 All decisions with respect to pay rates will be made without consideration of an individual's race, sex, age, ethnicity, disability, religion, or veteran status.

2.0 PAY PROCEDURES—CLASSIFIED POSITIONS

2.1 Pay Plan—Units of AgriLife Extension located in College Station will use the Texas A&M University (TAMU) Classified Pay Plan for purposes of assigning title and pay rates for classified positions.

2.2 Pay Rates for New Classified Employees

A. The starting pay for new employees—either in a budgeted classified position or paid from wage funds—will be the minimum rate established for the position in the pay plan. However, unit heads may pay a beginning salary below the minimum amount of the assigned salary range for a budgeted position during a training period not to exceed six months. This rate must never be less than the federally established minimum wage and at the end of six months, if the individual is still employed, the salary will be brought to the minimum of the pay range.
B. Unit heads have the flexibility to hire new employees up to 10% above the minimum of the pay range when necessary to attract a candidate who possesses qualifications beyond the minimum required.

C. In determining the level of pay above the minimum of the range, consideration should be given to the current rate of pay of employees who are in the same job classification and/or pay range to ensure that no internal inconsistencies among positions are created without a valid and legally defensible explanation. It is also prudent to examine the pay rates of employees who are in positions where a series of titles exist (e.g. Accounting Assistant I and Accounting Assistant II), or in positions where a logical progression is understood (e.g. Secretary to Senior Secretary) to ensure that a person in a position with a lower pay range does not earn more than someone who holds a position in a higher pay range, unless there is a valid and legally defensible reason.

D. Approval to hire a new employee at a rate 1) of more than 10% above the minimum of the pay range, or 2) at a rate of more than 10% above the last budgeted amount for an existing vacant position (unless new salary is still within the approved pay range) must be requested in writing and approved by the Director or designee prior to the offer being made. This situation may occur when the hiring unit wants to make an offer to a specific candidate with outstanding qualifications and experience. These requests for approval should be accompanied by the candidate’s employment application and/or resume. No offer of employment at a rate that exceeds 10% above the minimum of the pay range for a newly approved position, or at a rate of more than 10% above the last budgeted amount for an existing vacant position (unless new salary is still within the approved pay range), will be considered valid without written approval from the Director or designee before the offer is made.

3.0 PAY PROCEDURES—NON–CLASSIFIED POSITIONS

Units of AgriLife Extension located in College Station will use AgriLife Extension non–classified title code tables for the purpose of assigning the title. The starting pay rates for non–classified positions will be determined by availability of funds, qualifications of employees, market conditions, and internal equity. In no case will the rate of pay be less than the Federal/State Minimum Wage standards.

4.0 TYPES OF PAY INCREASES

4.1 It is the practice of AgriLife Extension to award salary increases through the regular budget cycle. However, some flexibility is needed to respond to exceptional circumstances, and there are several ways in which support staff salaries can be increased during the fiscal year. All requests for pay increases must be submitted in writing for approval by the Director or designee prior to any commitment to the individual or preparation of any budget or payroll documents.

4.2 Increase Types

A. Promotion Increases—Increases that occur when an employee moves from their current position to a higher paid position, or increases that occur when job duties, responsibilities, and required qualifications of a position are reevaluated, and the position is assigned a new title that warrants a higher rate of pay.

Pay increases will usually be considered and granted prior to the beginning of the fiscal year in accordance with the budget guidelines approved by the Board of Regents. However, increases as a result of promotion may be considered at the time of such action if the funds are available.

Salary rates of promoted employees will be at least the minimum amount of the salary range to which the position is assigned. Increases above the minimum amount will not exceed 10% of the promoted employee’s current salary. Requests for salary rates exceeding this amount must be requested in writing for approval by the Director or designee.

B. Mandated Increases—Sometimes known as "across-the-board-increases" where uniform salary increases are granted in accordance with prescribed guidelines, usually established by legislative action, without regard to meritorious performance.
C. **Merit Increases**—Increases granted to employees in recognition of meritorious performance with no change in title. There are two methods for granting a merit payment.

1. A merit salary increase is granted to a budgeted employee’s salary in recognition of superior performance that advances the purpose of AgriLife Extension. This salary increase is added to the employee’s base salary.

2. A one–time merit salary payment is a lump–sum payment that is granted in recognition of superior performance or achievement that advances the purpose of AgriLife Extension. This type of merit salary increase is not added to the employee’s base salary.

In both instances, six months must have elapsed since the employee’s last merit salary increase, and the merit salary increase will occur during the annual budget cycle, in accordance with budget guidelines. In cases of clearly exceptional job performance, merit salary increases may be granted in March, and strong evidence must be shown as to why the merit increase cannot be made during the annual budget cycle. Merit increases will be requested in writing for approval by the Director or designee prior to any commitment to the individual or preparation of any budget or payroll documents. The written justification will clearly state the reasons for the increase and source of funds. A current performance evaluation form must accompany the written justification if it is not on file in Greatjobs.

D. **Equity Increases**—Increases granted to employees who perform similar duties and responsibilities, possess comparable qualifications, and have a comparable amount of time in their current position as other support staff in the same title.

As with merit increases, salary adjustments should be made during the regular 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 regular budget cycle.

E. **Change in Pay Range**—Increases that occur when market conditions dictate the adjustment of the pay range for a particular title.

Requests for other out–of–cycle pay increases—including increases to retain key employees—must be submitted in writing, and supported by strong evidence of need and a compelling argument as to why the adjustment cannot be made during the regular budget cycle. These requests will be considered on a case–by–case basis, and out–of–cycle pay increases will be effective on or after the final date of approval.

5.0 **BENEFIT REPLACEMENT PAY (BRP)**

5.1 System Regulation 31.01.01 defines the parameters in which employees are eligible for BRP.

5.2 Individuals employed by AgriLife Extension on or before August 31, 1995 became eligible for BRP.

5.3 All eligible employees began receiving BRP on January 1, 1996.

5.4 BRP is not a separate portion of an eligible employee’s pay that must be added to every subsequent salary adjustment. BRP is a one–time adjustment to an eligible employee’s salary, and additional BRP is not added to an employee’s salary upon receiving a promotion. It is considered to be included in the new salary.

5.5 This procedure governing BRP administration for AgriLife Extension employees applies to all employees.

5.6 For more information see System Regulation 31.01.01, section 3.3.

5.7 Questions related to BRP should be directed to Texas A&M AgriLife (AgriLife) Human Resources at 979-845-2423.
6.0 POSITION MANAGEMENT

Establishment of New Positions or Re–Titling Existing Positions—All non–faculty positions will be established or reclassified by using the GreatJobs system. Instructions are linked within the GreatJobs system.

7.0 TRANSFERS

7.1 Lateral Transfer

A lateral transfer is a transfer to another position within the same pay range. If an employee transfers laterally to a position at the same location, the rate of pay will not change. Exceptions may be requested by the unit head and approved by the Director or designee when duties of the vacant position are clearly more responsible or complex than the position the person is transferring from, even if the titles are the same. However, this should be the exception and not routinely requested. The fact that a vacant position is budgeted at a higher rate is not justification to give an employee a raise when a lateral transfer occurs.

7.2 Transfer to a Position with a Lower Pay Range

If an employee transfers to a position in a lower pay range, the new rate of pay will normally be the minimum amount of the assigned pay range of the lower position to which the employee transferred. Upon approval by the Director or designee, a rate of pay above the minimum amount for the assigned range but not greater than the employee’s present rate of pay may be approved for this type of transfer.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

System Policy 31.01, Compensation
System Regulation 31.01.01, Compensation Administration
System Regulation 31.01.08, Merit Salary Increases
AgriLife Extension Rule 31.01.01.X1, Compensation Administration
AgriLife Extension Rule 31.01.08.X1, Merit Salary Increases

CONTACT OFFICE

Questions concerning this procedure should be directed to AgriLife Human Resources at 979-845-2423.