

Texas A&M AgriLife Extension Service Rules

31.01.01.X1 | Compensation Administration

Approved: January 24, 2013

Reviewed: July 30, 2014

Next Scheduled Review: July 30, 2019



RULE STATEMENT

Texas A&M AgriLife Extension Service (AgriLife Extension) is committed to upholding the highest moral and ethical standards regarding employment standards. In accordance with The Texas A&M University System (System) Regulation 31.01.01, *Compensation Administration*, competitiveness, equity, and fairness of compensation regulations is integral to the employment relationship.

REASON FOR RULE

This rule is required by System Regulation 31.01.01, and provides guidance to ensure compliance with all applicable laws, policies, regulations, rules, and procedures.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

- 1.1 AgriLife Extension must attract and retain a well-qualified workforce to achieve the mission of the agency.
- 1.2 Positions will be categorized in accordance with System Regulation 31.01.01.
- 1.3 Position titles will be taken from the list of classified and non-classified titles and title codes for components of the System.

2.0 PAY POLICY

2.1 Rates

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. Determination of pay rates will be dependent upon such factors as availability of funds, qualifications of employees, local or regional market conditions, internal equity, and performance.

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. In no event will a rate be established that is less than the minimum wage prescribed by state or federal regulations.

2.2 Statewide Employment

Because AgriLife Extension employs individuals in statewide locations to accomplish diverse tasks in evolving environments, flexibility in the establishment of the starting pay rate is essential. To ensure general uniformity of titles, positions will be established based on a grouping of titles that represents selected duties and responsibilities requiring similar abilities and skills. Standardized titles will ensure: uniformity in budgets, payrolls, and other official records, and will afford a basis for uniform salary treatment of employees engaged in comparable work at their respective locations.

2.3 Pay Plans

Complete procedures in the establishment of pay plans are contained in AgriLife Extension Procedure 31.01.01.X1.01, *Compensation Administration for Units Located Away from College Station*, and 31.01.01.X1.02, *Compensation Administration for Units Located in College Station*.

3.0 COMPENSATION ADMINISTRATION PROCEDURES

Complete compensation administration procedures and guidelines are contained in AgriLife Extension Procedure 31.01.01.X1.01, *Compensation Administration for Units Located Away from College Station*; 31.01.01.X1.02, *Compensation Administration for Units Located in College Station*; 31.01.01.X0.03, *Faculty Salary Augmentation*; 31.01.01.X1.04, *Supplemental Compensation and Dual Employment*; 31.01.01.X1.05, *Salary Adjustments for International Assignments*; and 31.01.01.X1.06, *Non-Faculty Salary Augmentation*.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Policy 31.01](#), *Compensation*

[System Regulation 31.01.01](#), *Compensation Administration*

[AgriLife Extension Procedure 31.01.01.X1.01](#), *Compensation Administration for Units Located Away from College Station*

[AgriLife Extension Procedure 31.01.01.X1.02](#), *Compensation Administration for Units Located in College Station*

[AgriLife Extension Procedure 31.01.01.X1.03](#), *Faculty Salary Augmentation*

[AgriLife Extension Procedure 31.01.01.X1.04](#), *Supplemental Compensation and Dual Employment*

[AgriLife Extension Procedure 31.01.01.X1.05](#), *Salary Adjustments for International Assignments*

[AgriLife Extension Procedure 31.01.01.X1.06](#), *Nonfaculty Salary Augmentation*

CONTACT OFFICE

For questions, contact AgriLife Human Resources at 979-845-2423.