

System-Wide Pay Plan FAQs

EMPLOYEES

1. When is the System-wide Pay Plan being implemented?

The new System-wide Pay Plan will be effective December 1, 2016.

2. Will my title change?

You may notice a change in your title **description** if you are in a title that is included in the System-wide Pay Plan. Some titles have been consolidated or changed. All titles will be assigned new four-digit numeric title codes for implementation, even if the description is staying the same—As members of the project team, Texas A&M AgriLife HR staff members have taken every care to preserve those titles that are integral to the business needs of Texas A&M AgriLife and which are widely used.

3. Will my salary change?

The pay rates for most staff employees will not change. However, the new System-Wide Pay Plan includes pay grades with a minimum, midpoint and maximum for many titles that have never been standardized in this way. Therefore, the relatively small number of employees making below the new minimum rate will receive an increase. There will **not** be any pay decreases as a result of implementing the new pay grades, even if an employee's pay is above the maximum of the assigned grade.

If my pay is above the maximum of the assigned grade, will I be able to receive merit or other types of increases in the future?

Yes, depending on the type of increase and with appropriate approvals.

4. If my title changes, will I experience a promotion or a demotion? Will I need to wait a certain length of time before my title can change again?

Even if the new title has different minimum qualifications or a modified title description, title changes as part of the implementation are not considered promotions or demotions or even reclassifications. Position mapping to the Play Plan titles was done using current titles and in some cases reviewing job duties according to current position descriptions. Effort has been taken to match positions to titles with similar minimum education and experience requirements as well as job level. Therefore, most title changes are lateral moves, even those that may require a pay increase to a new minimum rate. Following the December 1 implementation, positions can be reclassified at any time as appropriate, if duties have changed significantly enough to reflect a different title.

5. Will there be a process for review if I have questions about whether my new title is correct?

Yes. In the event that the unit finds any newly implemented titles are not an appropriate fit for the duties being performed, there will be a process in place for the Unit Head to request a second HR review to determine if there is a more appropriate title in the System-wide Pay Plan.

6. Where can I view the new titles and pay structures online?

This information is not yet available online. Information will be added to the AgriLife HR website once it is available.

7. When will I find out my title and pay range?

Information regarding each employee's title and pay grade under the System-wide Pay Plan will be communicated by departmental management. HR will provide sample communications and guidance to departments in early fall.

8. Who developed the new classification system?

PricewaterhouseCoopers (PwC) developed the new classification system for staff positions in conjunction with advisory groups from System Member Human Resources (HR) Offices.

9. Which positions are included in the new classification system?

The new classification system focuses on staff titles. The new system did not include faculty, graduate and student titles.

10. How were job descriptions developed?

PricewaterhouseCoopers (PwC) developed job descriptions based on qualifications, duties and responsibilities of existing position descriptions and feedback from advisory groups from System Member HR Offices.

11. Why are some titles that have always been paid monthly changing to hourly pay?

Some employees have been mapped to titles that have been identified as changing to non-exempt regardless of salary level. During the course of implementation of the new System-Wide Pay Plan, the process for determining exemption status has necessarily become a collaborative effort among the other System HR offices, the Pay Plan Administration committee and final decisions made by the Pay Plan Administrator. As a result, some titles that have traditionally met the FLSA duties exemption tests are being changed non-exempt due to this new collaboration and analysis, with a focus on mitigating legal risk and applying the regulations consistently across all System Members.

UNIT CONTACTS, SUPERVISORS, UNIT HEADS

1. What impact will this have on units during the budget process?

When the job mapping is completed, units will need to make plans for any pay plan adjustments that may be necessary during Phase II of the budget process.

2. Will there still be an off campus pay plan?

No. The System-wide pay plan will apply to all locations.

3. Will unit contacts need to do EPAs or actions in GreatJobs to change title codes or will title changes be done automatically?

Changes to title codes in BPP will be handled centrally so no EPAs will be needed. The process for making title changes in GreatJobs has not yet been determined but will be communicated as soon as a plan is in place.

4. Will units have a chance to review newly assigned titles prior to December 1?

Yes. Units will be made aware of the title changes for their employees prior to December 1. Questions concerning new titles may be addressed to the HR Generalist for your unit.

5. What is the difference between the new System Wide Job Descriptions and our current Position Descriptions?

The Job Descriptions that will be available for all to view are generic descriptions for each title in the pay plan and are to be used as a guide when determining new title classifications. Each individual employee will still have their own position description in GreatJobs that is specific to the duties that they perform.

6. Can a “working title” be used if the new title that is assigned is not exactly what we need?

Yes. With supervisor or unit head approval, working titles that help clarify the job performed may be used for business cards, signature lines and other correspondence.

7. Will generic job descriptions be available online for the new titles?

Under the System-Wide Pay Plan, every title will have a Job Description associated with it. The descriptions were initially developed by the consultants based on existing descriptions from all members, and are in the process of being reviewed, revised and transitioned to a format for sharing online. Work is ongoing, but due to the volume of titles and descriptions, there is not a target date for when these will be available.