31.01.01.C0.01 Employee Compensation Administration

Revised: July 27, 2026
Next Scheduled Review: July 27, 2031
Revision History

Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) is committed to attracting, retaining, and rewarding a qualified workforce. Within the boundaries of financial feasibility, employee compensation will be externally competitive and internally equitable. This procedure provides guidance to ensure consistency in salary actions and compliance with federal and state laws, Texas A&M University System (System) policies and regulations, and the System pay plan administration program guidelines.

Definitions

Across-the-Board/Cost of Living Increase – A uniform salary increase given in accordance with prescribed guidelines, usually by legislative enactment, without regard to the individual merit of employees.

Annual Full-Time Equivalent (FTE) Salary – The rate of pay converted into a 12-month, 100% effort rate based on 2080 hours and 12 months. For non-exempt employees, this is the hourly rate times 2080.

Base Salary – Annual budgeted salary for the term of the appointment, including benefit replacement pay. This excludes stipends, overtime pay, longevity/hazard duty pay, and any other benefit-related compensation.

Lateral Transfer – When an individual moves from one position to another, both of which are assigned the same salary range, title, organizational level, and similar level of knowledge, skills, and abilities.

Temporary Salary Increase – A temporary increase in compensation to an employee placed in an acting or interim status or who is required to assume significant additional and/or a higher level of responsibilities for an extended period of time.

See System regulation *31.01.01, Compensation Administration* for additional definitions and terminology.

Procedure

1. GENERAL

    1.1. Personnel actions must be processed in accordance with the requirements of this procedure and all other requirements stipulated in System regulation *31.01.01, Compensation Administration*. Verbal agreements or promises regarding compensation are not valid. Personnel actions are only valid upon completion of the appropriate approval process outlined in this procedure.

    1.2. Human Resources administers classification and compensation processes for TAMU-CC non-faculty employees and ensures compliance with the System pay plan administration program guidelines.

    1.3. TAMU-CC utilizes the System-level pay grade structure, which can be found in the Appendix of this procedure. System provides a pay grade structure for Information Technology and a second structure for all non-Information Technology jobs. Each pay grade has a minimum, maximum, and midpoint.

    1.4. When a non-faculty position is created or reclassified, the responsibilities and minimum requirements of the position are reviewed by Human Resources and assigned an appropriate job profile (classification) based on System job profile availability. Exempt or non-exempt status will be determined based on criteria established in the Fair Labor Standards Act.

2. TYPES OF SALARY ACTIONS

    There are several ways in which an employee's salary may be changed after hire. These include but are not limited to promotion/reclassification, demotion, lateral transfer, temporary salary increase, equity/market adjustment, and counteroffer.

3. SALARY ADMINISTRATION FOR NON-FACULTY NEW HIRES, PROMOTIONS, RECLASSIFICATIONS, DEMOTIONS, AND LATERAL TRANSFERS

    3.1. Salary Change Requests

        3.1.1. Salary change requests must include a justification statement and an indication of the source of funds.

        3.1.2. Salary equity within the department should be reviewed, and consideration should be given to established salary ranges and/or relevant market data. Human Resources must be consulted to determine fair and equitable salary recommendations.

3.1.3. A Position Review Form (PRF) must be completed by the requesting unit's hiring manager or departmental budget contact via Laserfiche. The PRF can be found in the Appendix of this procedure. Employees may contact the Human Resources Compensation Department for guidance.

3.2. Salary Offers Resulting from the Hiring Process

3.2.1. Compensation practices are encouraged to be consistent with the following guiding principles. The goal is to have the majority of staff at or above 85% of market depending on their education/experience, especially in a position that is hard to fill. A candidate new to their field should be at or close to 85% of market median. A highly qualified candidate who significantly exceeds the minimum qualifications should be at or above market median, assuming the availability of funding.

3.2.2. With justification based on relevant market data or other compelling factors, department heads may request starting rates higher than budgeted. A request to increase the position's budgeted amount would be requested through a PRF.

3.3. Promotions and Reclassifications

3.3.1. The new salary rate of an employee who is promoted through the hiring process will be determined in accordance with section 3.2 of this procedure.

3.3.2. An employee receiving a promotion outside of the hiring process due to the reclassification of a position must possess the minimum qualifications for the position as stated in the position description and align with System minimum requirements outlined by the job profile (classification). A current performance review or other evidence of meritorious performance is required. An employee who is promoted may receive a promotion increase. A PRF must be completed, through Laserfiche, by the requesting unit's hiring manager or departmental budget contact with a detailed position description of the duties, required knowledge, skills, and abilities, and a résumé of the employee receiving the promotion attached. Supporting documentation, an organizational chart, justification, budget information, and other information relevant to the request may also be attached to the PRF. Criteria used in reviewing a reclassification request include, but are not limited to, position description, required knowledge, skills, and abilities, and relationship to other positions. Increased workload that does not require a higher level of responsibility or higher level of

knowledge, skills, and abilities is not considered justification for reclassification. This process is a review of the position and not the person holding the position.

3.4. Demotions

3.4.1. The new salary rate of an employee who is demoted through the hiring process will be determined in accordance with section 3.2 of this procedure.

3.4.2. When an employee is demoted outside of the hiring process, their salary may be decreased by an appropriate amount as determined by the relevant factors and in consultation with Human Resources. A demoted employee's salary may not be below the minimum of the assigned pay grade range of the position. The new pay rate will be determined by consideration of the circumstances related to the demotion, the employee's employment record, and the employee's job performance. Demotions require approval by the division vice president or the President for units reporting to the President and must comply with System policies and regulations and university rules and procedures.

3.5. Lateral Transfers

3.5.1. The new salary rate of an employee who incurs a lateral transfer through the hiring process will be determined in accordance with section 3.2 of this procedure.

3.5.2. When a lateral transfer occurs outside of the hiring process, the salary can be increased, remain the same, or decrease within the pay grade range.

4. TEMPORARY SALARY INCREASES

4.1. Assuming additional responsibilities does not in itself constitute the basis for a temporary salary increase. Disqualifying reasons from eligibility for a salary adjustment include:

(a) the assignment is brief (less than thirty days),

(b) the work is of a backup nature already expected of the employee,

(c) the responsibilities are distributed among a number of employees in such a manner as to not significantly impact the total workload of the employees assuming the additional duties and,

(d) the employee is receiving overtime pay for the additional work.

4.2. An employee recommended for a temporary salary increase must be a meritorious performer with the required knowledge, skills, and abilities. The employing department should consult with Human Resources to determine an appropriate amount for the temporary increase. The department must have a funding source for the temporary salary increase.

4.3. The following guidelines should be applied when determining if a temporary salary increase is appropriate.

4.3.1. The new duties to be performed are clearly differentiated from the duties normally performed by the employee.

4.3.2. The new duties are not to be performed on a permanent basis.

4.3.3. The new duties are to be performed for more than thirty (30) days but typically not more than six (6) months. If the request is beyond six (6) months, a new request is required to be submitted for re-evaluation and determination of the best course of action.

4.3.4. The additional duties significantly increase the employees' total workload and there is no reduction in current workload.

4.3.5. The increase may not exceed 15% of the monthly salary of the vacant position.

4.4. The process of requesting a temporary salary increase is as follows.

4.4.1. Employees should consult Human Resources before proceeding with this request. Human Resources will provide the link for the Temporary Salary Increase Request form which will be completed and submitted to Human Resources by the employing department for a compliance review and then routed through the chain of command to the appropriate division vice president or to the President for those units reporting directly to the President.

4.4.2. Approval must be obtained before an employee receives a temporary salary increase. State law prohibits retroactive salary increases except as outlined in section 7 of this procedure.

4.4.3. Upon approval by the division vice president or the President for units reporting directly to the President, a compensation change action must be submitted by Human Resources with the fully approved form attached.

4.4.4. The temporary salary increase represents a payment that does not become part of the employee's base salary. When the temporary assignment ends, the employee's temporary salary increase is withdrawn. It is the responsibility of the employing department to ensure temporary salary increases are withdrawn when the employee ceases to perform the additional duties.

4.4.5. One-time payments are not an alternative to following this procedure and having additional compensation approved in advance of work performed (except in emergency situations).

5. EQUITY AND MARKET ADJUSTMENTS

5.1. Any request for an out-of-cycle salary adjustment must be supported by strong evidence of need and a compelling argument as to why the adjustment cannot be accomplished during the next budget cycle.

5.2. Human Resources will perform an analysis that includes reviewing similar titles/classifications in the department, division, and university in the case of equity adjustments. The analysis also includes relevant labor market information as documented by approved survey data in the case of market adjustments.

6. COUNTEROFFERS

6.1. In some instances, counteroffers may be considered to keep the employee at TAMU-CC when they possess unique knowledge, skills, and abilities that cannot easily be replaced. Counteroffers may occur outside of the regular budget cycle and will be considered on a case-by-case basis.

6.2. Counteroffer requests must be submitted through a PRF and routed through the appropriate channels. The included justification must have strong evidence of the business need for retention, be supported by documented evidence that the employee has been offered employment outside of TAMU-CC, and include documentation that the employee possesses unique knowledge, skills, and abilities that cannot easily be replaced.

7. RETROACTIVE SALARY INCREASES

State law prohibits retroactive salary increases. However, when a salary increase is approved and documented by the division vice president, or the President for units reporting to the President, the increase may be effective retroactively to the first day of the pay period in which the final approval was completed.

Related Statutes, Policies, or Requirements

The Fair Labor Standards Act
System Regulation *31.01.01, Compensation Administration*
University Rule *31.01.08.C1, Merit Pay*

This procedure supersedes:

- *31.01.01.C0.02, Temporary Salary Increases*
- *31.01.01.C0.03, Reclassification of Non-Faculty Positions*
- *31.01.01.C2, Employee Compensation Administration*
- *31.01.01.C2.01, Salary Increases Not Awarded Through the Regular Budget Cycle*

Appendix

TAMU-CC Pay Grade Structure
Faculty/Staff Position Review Request Form

Contact Office

Contact for clarification and interpretation:	Human Resources 361.825.2630