

Terms & Definitions

New Classification

A new classification is defined as the determination of title and pay range for the creation of a new, non-existent job title. All requests for classification of new titles regardless of source of funds require a Job Description Questionnaire (JDQ) available online under the HR forms website.

Reclassification

A reclassification is defined as a change in job title for a particular position when the job title does not properly reflect the position's job responsibilities or duties. A reclassification will not necessarily involve a change in salary or pay range. Division heads have final authority on all requests for reclassification of existing positions within their division. The requested job title must already exist in the University Pay Plan and any needed funding must be identified by the requesting department. If you are unsure regarding the correct process, please contact The Office of Human Resources for assistance at (956) 665-2451 or (956) 882-8205.

Non-Exempt Employees and Overtime/Compensatory Time

A non-exempt employee is subject to the overtime provisions of the Fair Labor Standards Act (FLSA). Overtime is defined as the hours an employee is permitted to work in excess of 40 hours in a workweek. The UTRGV designated workweek begins on Monday and ends on Sunday.

Initial Salary Placement

Classified Staff:

The institutional standards below apply to the salary placement of hires, reclassifications and equity adjustments at UTRGV. Any additional funding needed during these reviews will first need to be identified within the division. Only after internal resources have been explored can a request for additional funding be submitted through the division head.

Internal Candidates:

If the selected candidate is an internal candidate and the new position is a promotional opportunity, i.e. the new job is a higher grade and pay range than the position the candidate currently holds, the internal candidate is, based on qualifications and internal equity, eligible to receive up to a 10% salary increase, or be placed up to the 25th percentile of the new salary range (whichever is higher). For uniquely qualified candidates or positions identified as hard to fill, a competitive salary review will be conducted. If the position is a lateral or lower-level move, a salary increase is not available. Any exception to this guidance will need to be approved in writing by the division head and Chief HR Officer.

External Candidates:

If the candidate is external, the initial salary placement will be up to the 25th percentile of the salary range (considering qualifications and internal equity), unless strong justification is provided in writing why a higher initial salary placement will be necessary. Any exception to this guidance will need to be approved in writing by the division head and Chief HR Officer.

Internal Equity Review:

All salary evaluations will include a review of potential internal equity issues for the hiring department. Until the review process has been completed and the final salary amount approved by HR, the department should not discuss salary offers with the finalist. Exceptions to salary placement guidance are possible if the labor market has shown that the position is difficult to fill, such as when external recruitment has been conducted for an appropriate amount of time, yielding few qualified candidates.

Administrative & Professional (A&P) Position Salary Placement

The salary recommendation and placement for A&P positions will be based on a review within Human Resources Compensation following comparable standards to the classified staff. In addition, the salary placement will include the evaluation if the position is considered hard to recruit, critical for UTRGV or if the selected finalist brings a unique skill set to UTRGV. Exceptions will need to be approved by the division head and the Chief HR Officer.

Promotion

A promotion is defined as a change in duty assignment of an employee from one position and title of a given salary range to another position and title of a higher salary range requiring higher qualifications such as greater skill or longer experience, and involving a higher level of responsibility. The promotion may result from an employee voluntarily applying for a position, which results in a promotion or may result from a mandate.

Lateral Transfer

A lateral transfer is defined as a move from one budgetary unit to another with a change from a position and title with a given salary range to another position and title (or the same title) with the same salary range. The transfer may result from an employee voluntarily applying for a position which results in a transfer or may result from a mandate. Generally, there is no change in salary.

Demotion

A demotion is defined as a change in duty assignment of an employee from one position and title of a given salary range to another position and title of a lower salary range. The demotion may result from an employee voluntarily applying for a position, which results in a demotion or may result from a mandate.

Merit

A merit increase is defined as an increase in salary granted to an employee in recognition of supported meritorious performance over a sustained period of time. Merit cycles occur only when they are announced by the President of the University. When announced, merit cycles are accompanied by merit eligibility criteria and maximum limits on the amount of merit that may be awarded.

Equity Adjustment

An equity adjustment is defined as an individual pay increase given to an employee to achieve pay equity with the pay of other employees in the same classification who have similar longevity, qualifications, and performance records. Other reasons for an equity adjustment include: Misalignment of Pay and Market Value of Job, Substantial Expansion of Job Responsibilities or Salary Counteroffers.

Pay Range Adjustment

A pay range adjustment is defined as a change in the pay range of a particular job title made for the purpose of maintaining the University's competitive position in the job market in order to recruit and/or retain qualified employees. After a pay range adjustment has affected an employee's position, an individual equity adjustment is permissible for maintaining the employee's competitive position within the adjusted pay range.

Special Assignment

A special assignment is defined as an appointment to cover non-recurring extra duties not included in and unrelated to the employee's current exempt regular appointment. Such special assignment must be related to a specific project, emergency or deadline, must be for a definite period of relatively short duration, must be clearly distinguishable from ongoing endeavors, must be performed outside of the employee's regular working hours, and cannot be salary base building.

Regular Employee

A regular employee is defined as an employee who is employed to work at least 20 hours per week for a period of at least four and one-half months, excluding students employed in positions which require student status as a condition for employment [such status must be a legal or program requirement]. Regular employees are entitled to benefits such as health insurance, paid vacation, paid sick leave, paid holidays, retirement, etc.

Direct Wage Employee

A direct wage employee is defined as a temporary employee who is employed through a Direct Wage Assignment and is scheduled to work less than 20 hours per week and/or is assigned a term of employment of less than three months (i.e. may work for 19 hours per week or less for more than three months, or, may work 20 hours per week or more for less than three months). Direct wage appointments are meant to be temporary appointments made for the purpose of augmenting the work force for a peak work period or for a temporary special assignment. Direct wage employees are not entitled to and do not receive benefits. Direct wage pay rates are usually minimum wage or a wage not to exceed the minimum pay rate for a comparable classified position in the current Pay Plan.

Regular Temporary Employee

A regular temporary employee meets the definition of a regular employee, including eligibility for benefits, except that his term of employment has a definite end, usually less than 12 months, with no commitment for re-employment after the end of the term of employment.

If you have any questions in reference to Compensation, please contact the Office of Human Resources at (956) 665-2451 or (956) 882-8205.