HUMAN RESOURCES POLICIES

Classified Employees

General Information
Human Resources (HR) Consultants will provide additional salary planning information as follows:

- Employee and Vacant Position Listing - by Department
- FY12 Projected Under Minimum Expense Listing - by Department
- Preliminary FY12 Classified Pay Plan

Salary Administration
Executive leadership has agreed to the following overarching measures to help manage the budget for the coming fiscal year:

- There will be no merit pool in FY12, although we will reevaluate this decision if we find that we are generating more revenue than we are currently projecting for the coming year.
- We will maintain a small, central pool for market adjustments, internal pay equity and promotions. This will ensure that these expenditures related to retaining valued employees are managed consistently throughout the institution.

Salary administration changes may begin effective 9/3/2011. This includes equity and market adjustments, and other salary increases due to promotions, reclasses, etc. As in previous years, under-minimum adjustments for the new salary ranges will be effective January 1st of the new fiscal year.

Reclassifications
All reclassifications must follow the standard evaluation process through Human Resources. However, any projected salary increases due to reclassifications should be budgeted within the appropriate salary category.

New Positions
New positions may be budgeted within the appropriate salary category but will require approval using the standard approval process at the entity level and by Human Resources. Consideration should be given to current staffing levels to determine if the work can be distributed across existing positions prior to requesting an additional position. New positions that need new titles require HR Consultant approval of the title and grade prior to submission. The title and level of the position as well as the Employment Authorization Form (EAF) is required to be submitted to Human Resources for review and approval prior to posting the position. For grant-funded positions, the EAF is not required.
Administrative and Professional Employees

Salary Administration
Executive leadership has agreed to the following overarching measures to help manage the budget for the coming fiscal year:

- There will be no merit pool in FY12, although we will reevaluate this decision if we find that we are generating more revenue than we are currently projecting for the coming year.
- We will maintain a small, central pool for market adjustments, internal pay equity and promotions; this will ensure that these expenditures related to retaining valued employees are managed consistently throughout the institution.

Salary administration changes may begin effective September 1, 2011. This includes equity and market adjustments, and other salary increases due to promotions, reclasses, etc. As in previous years, under-minimum adjustments for the new salary ranges will be effective January 1st of the new fiscal year.

Title Changes and Promotions
Title changes and promotions for vacant or filled positions must follow the standard evaluation process through your entity leader, HR Compensation, and UT System as appropriate. The effective date of the approved reclassifications and promotions will be based upon UT System’s final approval date.

Reclassifications and New Positions
Reclassifications and new positions may be budgeted within the appropriate salary category, but will require approval using the standard approval process at the entity level and Human Resources Compensation. Additionally, approval from the Chief Diversity Officer is required prior to beginning the A&P recruitment search process.

Faculty
Complete transactions for faculty according to guidelines provided from the appropriate Dean’s Office.
Vacant Positions

Vacant positions will not be expired and/or inactivated by Human Resources or Payroll. However, in order to prepare an accurate budget and reflect accurate institutional FTEs, all non-posted vacant positions should be reviewed and expired as appropriate. Executive leadership will be asking managers to carefully evaluate all vacant and temporary positions. As usual, executive leadership approval will be required to fill any existing position or create any new positions. In effort to effectively manage the FY12 budget, vacant positions will be scrutinized so that expense reductions may be made via cancellation of positions, rather than taking other extreme measures. Consideration should be given toward ensuring that the work cannot be performed by existing positions. Please refer to ongoing communications from Human Resources and Payroll Services regarding reports for validating non-posted vacancies. For assistance in expiring vacant positions in HCM, please refer to your EAST Representative.