

Handbook of Operating Procedures

INSTITUTIONAL PAY PLAN POLICY

A. Purpose

The purpose of this policy is to establish an institutional pay plan and compensation policies for classified positions of The University of Texas Rio Grande Valley in accordance with The University of Texas System Board of Regents' *Rules and Regulations* Rule 30101, Classified Personnel Pay Plan and UTS133, Classified Pay Plan.

B. Persons Affected

This policy applies to all classified employees of The University of Texas Rio Grande Valley (UTRGV).

C. Definitions

1. Classified Position - Positions which do not entail significant instructional responsibilities or responsibilities for the administration of instructional or research organization, with similar qualifications, requirements and level of responsibility that are grouped together in occupational job families which, when organized hierarchically, create a classified pay plan structure.
2. Classified Pay Plan – UTRGV's structure for placing classified positions into occupational families, which provides a framework for the assignment of job titles, job class codes, Fair Labor Standards Act categories, Equal Employment Opportunity Codes, salary grades and ranges.

D. Policy

UTRGV, through its Office of Human Resources, will maintain an institutional pay plan for classified positions as required by Regents' Rules and Regulations, Rule 30101, Classified Personnel Pay Plan, and defined by UTS133, Classified Pay Plan. UTRGV's Classified Pay Plan will include all required elements set forth in Section 4 of UTS133, Classified Pay Plan, and the pay plan will be made available on UTRGV's website.

E. Procedure

Not Applicable.

F. Relevant Federal and/or State Statute(s), Board of Regents' Rule(s), UTS Policy(ies), and/or Coordinating Board Rule(s)

The University of Texas System Board of Regents' Rules and Regulations Rule 30101, Classified Personnel Pay Plan

The University of Texas System, Systemwide Policy UTS133, Classified Pay Plan

G. Dates Reviewed or Amended

Not applicable.