



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 70.04, **Compensation**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish a compensation philosophy that is equitable, market competitive, and serves to attract and retain top performers who are aligned with TTUHSC El Paso Values.

**REVIEW:** This HSCEP OP will be reviewed in December of each odd-numbered year (ONLY) by the Vice President for Human Resources or designee, with recommendations for substantial revisions submitted to the Chief Financial Officer.

### **POLICY/PROCEDURE:**

TTUHSC El Paso will follow a compensation philosophy that supports its Values; remains compliant with applicable legislation; supports consistency across job classifications; and effectively utilizes financial resources.

Salaries will be distributed equitably based upon the relative worth of various positions and employees assigned to those positions without regard to sex (including pregnancy), race, color, national origin, religion, age, disability, protected veteran status, genetic information, or any other legally protected category, class, or characteristic; and in keeping with the laws of the State of Texas and the Board of Regents.

### **1. Authority**

Authority to set compensation paid to employees resides with the Board of Regents. This authority is exercised through policies which regulate compensation, and through review and adoption of the annual operating budget. The Board of Regents has delegated authority to approve all faculty and staff salary increases to the President. Salary increases requested outside the standard budget approval process and timeline will require approval of the President or designee.

The President delegates the authority to approve adjustments to an employee's salary when the increase was not budgeted in the current Fiscal Year Operating Budget in accordance with [HSCEP OP 10.11](#), Delegation of Authority. Under [Regents' Rule 07.04.4.c\(2\)](#), approval by the President is required prior to the effective date for adjustments to an employee's total salary rate, not required by law, when such adjustment is ten percent or more per annum. This does not apply to:

- Bona fide promotions or reclassifications;
- Supplemental compensation payments as provided by law, (i.e., FLSA ruling, EEO settlements, etc.);
- Adjustments to the total salary or wage rate of an employee that result in an annual increase of \$2,000 or less; or
- Adjustments to an employee's salary rate from non-appropriated funds, which have a period other than the state fiscal year, if the increase is consistent with the institutional increases given to other persons, and if the Vice President of Human Resources and the President have reviewed the adjustment and the

President has approved it.

## 2. Texas Tech Pay Plan

In collaboration with Texas Tech University System, Texas Tech University and Texas Tech Health Sciences Center, TTUHSC El Paso will maintain a plan that establishes a schedule of pay rates and/or ranges and shows the assignment of each job title in the pay plan to one of the rates or ranges. The Chancellor and President of each TTU System entity are responsible for the oversight of the shared pay plan.

## 3. New Hire Compensation

While no employee will receive compensation of less than the respectful wage set by TTUHSC El Paso, employees in student categories may have a differing minimum pay. New hire compensation guidelines can be found on the HR website.

## 4. Change to Compensation

**Salary Adjustments:** Other changes to salary may occur by the following processes: completion of training, new certification (related to position), change in job duties, and correction to salary. Salaries may also be adjusted due to promotion, demotion, reclassification, or transfer – subject to funding availability.

## 5. Additional Compensation

Employees exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) may be requested to provide services or activities within TTUHSC El Paso that are considered to be in addition to their regularly assigned duties for which additional compensation may be paid subject to limitations outlined in the process.

## 6. Overtime Pay

TTUHSC El Paso will adhere to all regulations regarding overtime pay and record keeping under FLSA.

An employee occupying a position designated as **non-exempt (N)** in the Texas Tech Pay Plan is subject to the record keeping and overtime provisions of the FLSA. Each non-exempt employee is required to maintain a record of actual hours worked and leave hours taken through the Texas Tech Online Web Time Entry (WTE) System or, where applicable, with time clock entries through Time Clock Plus (TCP) for each pay period during which any time is worked. The employee's time approver is responsible for assuring the employee complies with this requirement and will certify that the reported hours are correct.

An employee occupying a position designation as **exempt (E)** in the Texas Tech Pay Plan is salaried and exempt from reporting daily worked hours and from the overtime regulations under the FLSA. Exempt employees are paid for the accomplishment of assigned tasks without accounting for hours worked or being entitled to overtime pay. Exempt employees shall report all leave taken through the Texas Tech online Web Leave Report (WLR) System.