

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Human Resources Policy HR-02

Classification, Evaluation and Salary Administration of Non-Faculty Jobs

SUBJECT: Classification, Evaluation, and Salary Administration of Non-Faculty Jobs

PURPOSE: To provide for the evaluation, description, classification, and compensation of non-faculty jobs and to ensure a consistent and uniform method of determining rates of pay.

POLICY: It is the policy of Sam Houston State University (University) that all non-faculty, staff positions be classified, compensated, and employees evaluated to ensure equal pay for equal work. The University administers compensation fairly and equitably based on valid classification, performance standards, and qualifications. Personnel actions are reviewed to ensure Equal Employment Opportunity (EEO) compliance.

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in the incumbent maintaining the same rate of pay. When a different title is involved the incumbent must meet the minimum qualifications of the position.

- c. When the reorganization requires a change in job classification that is not lateral, but to a different pay grade level or occupational category, a job audit may be conducted to verify proper classification. If the reorganization results in changing an employee to a lower pay grade level, the salary should be set at a rate within the pay range of the new title as determined appropriate by the Department Head and Director or Director's designee.

4. Staff Evaluation

- a. It is the responsibility of the immediate supervisor and/or the Department Head to monitor staff employee performance and behavior and to provide timely feedback to the employee and document exceptional performance and/or behavior.
- b. Ongoing Evaluation. Staff performance evaluation is an on-going supervisory process. The immediate supervisor should recognize exceptional performance, whether poor or outstanding, and review it with the staff employee immediately. The Staff Performance Evaluation (SPE) [form](#) should be used when a written exceptional performance evaluation is necessary to record discipline for a critical incident. The SPE form must be forwarded to the HR Employee Relations personnel for review before sharing with the employee. Once administered, the SPE must be provided to HR and a copy kept in the supervisor's file to be used as a reference during the annual performance appraisal or future discipline, if any. *Please see Finance & Operations Human Resources Policy [HR-07](#), Employee Relations and Discipline of Staff Employees.*
- c. Annual Performance Appraisal.
 - (1) During the Spring Semester each staff employee shall receive an Annual Performance Appraisal (APA), provided the staff employee is employed at least thirty (30) days in advance of the beginning of the performance appraisal period established for that year. The APA will be based on objective, measurable, and consistently applied criteria as indicated in the [Supervisor's Guide to Measuring Employee Performance](#).
 - (2) The immediate supervisor, or, when circumstances dictate, the next level supervisor, will use the APA meeting to review with the staff employee their performance and compliance with policies, procedures, and work rules during the past year. Emphasis should be on the employee's performance and accomplishments above the level normally expected or required by the job. The review should also include discussion of steps expected in the coming year to help the employee develop skills, improve job performance and prepare for advancement opportunities.
 - (3) The APA is completed with and stored in the university's electronic performance management system.

5. Salary Administration Strategy and Authority

- a. The AVP is vested with the responsibility and authority to determine and administer non-student staff salary administration program with the exception of tenured faculty serving in administrative staff roles within the Division of Academic Affairs. Full cooperation at all levels of management and supervision in the administration of policy is required. The criteria used to determine compensation and salary administration is reviewed by the AVP or AVP's designee to assure Equal Employment Opportunity (EEO) compliance. Any necessary salary changes will be coordinated through the appropriate Department Head.
- b. The Provost and Senior Vice President for Academic Affairs is vested with the responsibility and authority to determine, administer, and ensure Equal Employment Opportunity compliance of