



Institutional Handbook of Operating Procedures
Policy 03.04.01

Section: Human Resources Policies	Responsible Vice President: Vice President and Chief Human Resources Officer
Subject: Compensation	Responsible Entity: Human Resources

I. Title

Compensation Policy for Classified Employees

II. Policy

The University of Texas Medical Branch at Galveston (“UTMB”) is committed to maintaining competitive salaries as compared to the market for its employees. Execution and maintenance of the classified compensation program is managed by Human Resources Compensation with oversight by the Executive Compensation Committee.

UTMB complies with applicable federal and state laws and regulations and strives to maintain an environment and compensation program that does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information, or veteran status.

The UTMB Classified Pay Plan is established in accordance with UTS 133 Classified Pay Plan.

III. Procedure

Required Classified Pay Plan Elements:

1. Job Titles. Descriptive job titles will be used for positions that are similar in scope and function.
2. Jobs Codes. A uniform job code system will be used to identify each job within the plan (codes begin with the letter C and are alphanumeric).
3. Salary/ Pay Ranges. Each title in the pay plan will have a minimum, midpoint, and maximum salary range. Compensation for each job will be based on factors that UTMB determines are appropriate and should reflect the competitive labor market environment applicable to UTMB.
4. Job Descriptions. A standardized job description will be developed and made available for each job title in the pay plan. The [job descriptions](#) will include, at a minimum, the job title, job code, purpose of the job, required education and experience, any required certification, registration, or licensure, job functions, and supervisory responsibilities.
5. The pay plan will provide data such as Fair Labor Standards Act (“FLSA”) categories and Equal Employment Opportunity (“EEO”) codes for each job.

IV. Relevant System Policies and Procedures

[The University of Texas System UTS133 Classified Pay Plan](#)

V. Related UTMB Policies and Procedures

[UTMB - 03.02.01 – Nondiscrimination and Equal Employment Opportunity](#)

VI. Dates Approved or Amended

<i>Originated: 07/01/2002</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
07/14/2006	03/19/2018

08/27/2025	11/11/2019
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VII. Contact Information

Human Resources Compensation
(409) 266-2391