

Section 3 Subject 3.4	Human Resources Policies Compensation	07/01/02 -Originated 07/14/06 -Reviewed w changes -Reviewed w/o changes
<b>Policy 3.4.1</b>	<b>Compensation Policy for Professional and Classified Employees</b>	Human Resources - Author

# Compensation Policy for Professional and Classified Employees

## Definitions

**Administrative and Professional (A&P) Employee** – Exempt –level position that is either:

- Executive/managerial administrative positions engaged in strategic, tactical or operational management that have primary responsibility for the management of a department, or
- Specialized professional positions requiring advanced degrees such as attorney, veterinarian, engineer or librarian

**Classified Employee** – A combination of degreed/non-degreed, exempt/non-exempt position in various Job Families such as Business, Clinical, Information Technology, Police, Research, etc.

## Policy

UTMB is committed to maintaining competitive salaries as compared to the market for its employees. Executive oversight of the administrative and professional (A&P) and classified compensation program is managed by Human Resources with oversight by the Institutional Compensation Steering Committee.

The UTMB compensation program does not discriminate based on race, color, disability, religion, sex, sexual orientation, national origin or age.

The UTMB Classified Pay Plan is established in accordance with the UT-System-Wide Classified Pay Plan.

UTMB evaluates and compensates employees based upon employee performance. Employee performance is managed using the UTMB Performance Management Program.

The University of Texas Medical Branch, in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, genetic information, or veteran status.

## Guidelines

UTMB shall maintain compensation programs and practices that are:

- ***Non-discriminatory***-The compensation program will not

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**Guidelines,  
continued**

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discriminate based on race, color, disability, religion, sex, sexual orientation, national origin, or age.

- **Performance-based** – Employee salary progression within a range depends on the individual’s performance.
- **Fiscally Responsible** – The financial impact on UTMB is considered in every program design, policy development and practice administration recommendation.
- **Externally Competitive** – salary ranges are established at levels that allow UTMB to attract and retain qualified people. Salaries are competitive with the appropriate job market.
- **Internally Equitable** – Jobs are identified, analyzed and measured against consistent criteria. The relative contributions of all work are measured in a uniform and objective manner.
- **Flexible** – adapts easily to changes in business and work as well as changes in the market.

**Classified  
Employees**

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The UTMB Classified Pay Plan is established in accordance with the UT System-Wide Classified Pay Plan.

**References**

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UTMB Policy 2.12.2, *Nondiscrimination*  
UTMB Policy 3.6.5 *Performance Management Program*  
The University of Texas System Policy and Procedures Memorandum 68-09-04 System-Wide Classified Pay Plan

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