

Institutional Handbook of Operating Procedures
Policy 03.04.01

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

I. Title

Compensation Policy for Professional and Classified Employees

II. Policy

The University of Texas Medical Branch (UTMB) is committed to maintaining competitive salaries as compared to the market for its employees. Execution and maintenance of the [administrative and professional \(A&P\)](#) and [classified compensation](#) program is managed by Human Resources 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 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 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.

III. Guidelines

UTMB shall maintain compensation programs and practices that are:

- ***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, scope of work, and changes in the market.

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, Equal Employment Opportunity, and Affirmative Action](#)

[UTMB - 03.01.04 - Performance Management Program](#)

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
	11/11/2019

VII. Contact Information

Human Resources Employee Relations
(409) 772-8696