



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 70.04, **Pay Plan Revisions**

PURPOSE: The purpose of this Health Sciences Center El Paso Operating Policy and Procedure (HSCEPOP) is to establish a standard procedure for requests to revise the Personnel Pay Plan.

REVIEW: This HSCEP OP will be reviewed on December 1 of each odd-numbered year (ONY) by the Executive Director for Human Resources, with recommendations for revisions submitted to the Chief Financial Officer by January 15.

POLICY/PROCEDURE:

The following procedures require approval from the Executive Director for Human Resources in order to add or remove titles from the Pay Plan.

1. **Addition of Title.** Justification for this action should be handled through the new position or reclassification procedure (see [HSC OP 70.24](#)). Once the decision is made to recommend an addition of a title to the Pay Plan, the justification, supporting salary survey information, and recommended pay grade assignment is submitted through the applicable signature routing process at each institution.

If the request is approved, correspondence informing individuals of a title addition is sent to the following individuals at TTU:

- Asst. Vice President, Human Resource Services
- Asst. Vice President, Budget
- Asst. Vice President, Human Resources
- Executive Director, Human Resources, TTUHSC El Paso
- Assoc. Vice Chancellor / Equal Employment Opportunity Director

The Section Manager, Wage and Salary, TTUHSC, will add the job to the position class code table, NTRPCLS, and provide appropriate documentation to the recruiting section for preparing a template for the applicant tracking system.

2. **Pay Plan Maintenance.** The Section Manager, Wage and Salary, TTUHSC, will compile a report in January and June showing positions in Banner's Position Control Table (NBAPOSN) that are linked to a position class code in the Position Class code table in Banner (NTRPCLS). If no positions are tied to a position class code, the Section Manager will present those to the Assistant Vice President for Human Resources and recommend removal from the position list. Position class codes that may have an impact upon TTU will be presented to the Assistant Managing Director Human Resource Services for consideration of removal. When a consensus is reached, those titles will be removed.
3. **Notification of Changes.** When revisions to the Pay Plan are approved, details of the changes shall be made available to administrators throughout TTUHSCPEP.
4. **Right to Change Policy.** TTUHSCPEP reserves the right to interpret, change, modify, amend or rescind this policy in whole or in part at any time without the consent of employees.