



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 70.04, Compensation

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish a compensation philosophy that is respectful, equitable, market competitive, and helps attract and retain top performers who are aligned with our values-based culture.

REVIEW: This HSC OP will be reviewed on January 1 of each even-numbered year (ENY) by the Associate Vice President of Human Resources, with recommendations for revisions forwarded to the Executive Vice President for Finance and Operations.

POLICY/PROCEDURE:

1. **Compensation Commitment** . Texas Tech University Health Sciences Center (TTUHSC) is committed to attracting and retaining an exceptional workforce by implementing a compensation approach that acknowledges the contributions of all team members and rewards high-performing individuals. Salaries will be distributed fairly and equitably based upon the relative worth of various positions and team members assigned to those positions without regard to sex (including pregnancy), race, color, national origin, religion, age, disability, genetic information, protected veteran status, sexual orientation, gender identity, gender expression, or any other legally protected category, class, or characteristic; and in keeping with the laws of the State of Texas and the Board of Regents. See [System Regulation 07.09](#).
2. **Authority** . The Board of Regents holds the authority of compensation setting for team members, exercised through policies that regulate compensation and adoption of the annual operating budget. In conjunction with the approval of the itemized budget during the normal budget cycle, the Board of Regents has delegated authority to approve all faculty and staff salary increases to the President. All increases requested outside the normal budget approval process will require approval of the President or designee as described in the appropriate processes.

The President delegates the authority to approve adjustments to a team member's salary when the increase was not budgeted in the current Fiscal Year Operating Budget in accordance with [HSC OP 10.11](#), Delegation of Authority. Under [Regents' Rule 07.04.4.\(c\)\(2\)](#), approval by the President is required prior to the effective date for adjustments to a team member's total salary rate, not required by law, when such adjustment is 10 percent or more per annum. This does not apply to:

- (1) Bona fide promotions or reclassifications;
- (2) Supplemental compensation payments as provided by law (i.e., FLSA ruling, EEO settlements, etc.);
- (3) Adjustments to the total salary or wage rate of a team member that results in an annual increase of \$2,000 or less; or
- (4) Adjustments to a team member's salary rate from non-appropriated funds, which have a period other than the state fiscal year, if the increase is consistent with the institutional increases given to other persons, and if the Associate Vice President of Human Resources and the President have reviewed the adjustment and the President has approved it.

- c. Promotion, Demotion, Reclassification, or Transfer: Salaries may be adjusted due to promotion, demotion, reclassification, or transfer and will be subject to review and approval by Human Resources.
 - d. Additional Compensation, Administrative Salary Supplements, Employee One-Time Payments: Please see the Human Resources webpage [Compensation Procedures and Processes](#).
7. Special Title Restrictions. Certain titles within the pay plan are restricted in use. Other titles not listed below may have the following restrictions: (Rese(es)-88 (e)0.5 (r)-89)TJ 0 Tc 0 Tw oah1o1 (L(et)(ot)-15. (o))TJ 0.008 Tc ((lis-