SUL ROSS STATE UNIVERSITY
A Member of the Texas State University System
Alpine, Del Rio, Eagle Pass, and Uvalde Texas

University Pay Plan
&
Hiring Procedures

2024-2025

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&
Hiring Procedures

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GENERAL INFORMATION

It is the intention of Sul Ross State University to compensate all employees fairly and equitably. The primary factor in determining compensation is an evaluation of work performed. In regard to salary and wage administration, it is the aim of this institution to establish salary rates that are directly related to such factors as: (1) skill, (2) ability, (3) education, (4) training, (5) experience, (6) level of responsibility, (7) physical and mental effort demanded of the position, (8) the working conditions involved.

Salary and wage rates, as well as personnel policies and procedures, are set within the confines of the University's financial resources, the State Appropriations Act, and the Rules and Regulations of the Board of Regents, Texas State University System, and other appropriate state and federal agencies.

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored by Sul Ross State University on any basis prohibited by applicable law, including, but not limited to, race, color, sex, religion, age, national origin, disability, veteran status and ancestry. This policy applies to all aspects of the employment process including recruitment, hiring, placement, transfers, promotions, rates of pay, or other forms of compensation, benefits, training, and testing.

This plan is intended to ensure compliance with all Federal and State **anti-discrimination** Laws. These laws include but are not limited to: Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act (ADEA), and the American with Disabilities Act.

The compensation plan criteria and application are reviewed by Human Resources and the Executive Cabinet to ensure compliance with all Federal and State antidiscrimination laws and to ensure Equal Employment Opportunity for everyone.

FACULTY AND STAFF
HIRING PROCEDURES

Position Opening
A position may become available through a resignation or creation of a new position. Existing budgeted classified positions may be rehired at the minimum level of the salary group in the pay plan. Authority to refill budgeted vacant positions must be obtained from the Vice President of the division. The Executive Cabinet must approve new positions and reclassification in advance and the salary will be comparable to similar existing positions.

Personnel Requisition
The department head will complete the Personnel Requisition form including justification required for new position not approved in the fiscal year annual budget. The Vice President, Associate VP, or Assistant VP will place the personnel requisition on the Executive Cabinet agenda for consideration. The Budget Office will verify funding and approve dates of employment. The President has final authority to approve posting a new position.

To fill a position that is approved in the fiscal annual budget written approval is required by the Vice President, Associate VP, or Assistant VP of that division.

Job Description
Job descriptions including duties and qualifications are on file for all classified and unclassified positions in the Human Resources Office. Job descriptions must be reviewed and updated each time a position opening occurs with particular attention to the qualifications required.

Job Announcement
The job announcement, including a salary or salary range, based on the job description is created in a standard format by the Human Resources Office with information provided by the hiring department. All faculty and staff job announcements posted and published advertisements will be based on the required education, experience, knowledge, skills and abilities listed in the applicable position description.

Posting
Upon approval, staff, faculty, temporary hourly, and temporary monthly job announcements are posted on the Sul Ross Internet website. Jobs are posted for a minimum of ten working days before being filled. The announcement is provided to regional Texas Employment Commission Offices and other agencies, institutions, or organizations appropriate for the search.

Student job announcements are posted on the Sul Ross Internet website by the Human Resources Office.

Advertising
Advertisements are prepared and placed by the Human Resources Office. The Human Resources Office pays for advertisements in local newspapers and some other desired publications and websites. The hiring department supplies the publication information and pays for advertisements outside the local area. Advertisements include the phrase EEO for Equal Employment Opportunity Employer.

Application Screening

All applications are sent to the Human Resources Office for initial screening. Only applications meeting the basic qualifications for the position are sent to the hiring department or search committee for further consideration. Applicant screening is used to objectively compare applicants to the announced job qualifications. Equivalencies are as follows:

4 years of work experience equals Associate's Degree
8 years of work experience equals Bachelor's Degree
10 years of work experience equals Master's Degree

30 college credit hours completed equals 2 years of work experience
60 college credit hours completed equals 4 years of work experience (Associate's Degree)
90 college credit hours completed equals 6 years of work experience
120 college credit hours completed equals 8 years of work experience (Bachelor's Degree)

Testing

Any tests required by the hiring department must be administered under the same conditions for all finalists.

Applicant Pool

Required statistical records are maintained for two years in the Human Resources Office for each position filled. Only applications received and screened are considered as candidates for the position.

Equal Employment Opportunity

Sul Ross State University (SRSU or University) is committed to an educational and work environment that provides equal opportunity and access to all qualified persons. SRSU in accordance with applicable federal and state law (including Title VII and Title IX) and institutional values, prohibits discrimination or harassment on the basis of race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, or veteran's status in employment, educational programs, activities, and admissions. Each supervisor, faculty member, employee, and student are responsible for maintaining an environment that is free of discrimination and for addressing behaviors that violate this obligation in accordance with this policy.

Search Committees

Unless otherwise determined in advance, the search committee (if one is appointed) or department chair conducting the search should present a short list of names of acceptable applicants, unranked, to the Vice President in charge of the division for authorization to schedule interviews.

References

Before any decisions are made the hiring department should contact all references and past employers. All positions are considered security sensitive and will require a criminal background check. The hiring department will ask Human Resources to conduct a criminal history check for the finalists after interviews are conducted but before making an offer.

Interviews

The hiring department and/or search committee for the position conduct interviews. Only legal job-related questions may be asked. Questions or statements related to gender, age, religion,

minority status, marital status, health or disability are <u>strictly</u> prohibited. Interview questions will cover objective, job related criteria and seek information on the applicant's knowledge and competencies to perform the job. Interview questions asked and notes on candidate answers for faculty and staff positions will be maintained for each interview conducted and submitted to Human Resources before a job offer may be extended.

Candidate Selection

The hiring department or search committee will carefully and impartially evaluate all candidates for the position based on bona fide job-related qualifications. The Applicant Interview Evaluation and Selection form will be completed by the hiring department to document interview results for each candidate interviewed. The results of the interviews with all supporting documentation will be submitted to two levels of supervision above the position being offered for approval. The Applicant Interview Evaluation and Selection form must be submitted to Human Resources once the applicant accepts the job offer.

Interview Expenses

Prospective employees may be reimbursed for interview travel expense on the hiring department's account through the same travel procedures as employees. A signed travel voucher and original copies of receipts are required. Travel advances and hotel tax exemptions are not permitted.

Veteran's Preference

All other qualifications being equal, preference will be given to Veteran's, Widows and Orphans of Veterans. Any Veteran's Preference given must be documented in the Other Factors section of the Applicant Interview Evaluation and Selection form.

Credentials Verification

The hiring department will complete the Verification of Candidate's Credentials form for a candidate who is recommended for hire. It is necessary to verify credentials required and/or relevant to the job on the application, resume or other credentials submitted by the applicant. This form is available on each employment posting on the applicant tracking portal. The completed verification form must be returned to the Human Resources Department before a job offer may be extended.

Evaluations

The hiring department must complete the Applicant Interview Evaluation and Selection form for each candidate interviewed for a position. This form is available on the Human Resources webpage. The completed forms must be returned to the Human Resources Department before a job offer may be extended.

Job Offer

The hiring department will make all job offers for classified and unclassified staff positions. The President's Office will extend contract letters for all faculty positions. Human Resources determines when the position is closed. The President has final approval authority for all personnel actions.

Rejections

Human Resources will notify unsuccessful candidates of non-selection. Department heads may send a brief letter thanking interviewed applicants for their time and interest and stating that the

position has been filled, without providing any further details. Reasons for non-selection must not be discussed.

Personnel Action

The Human Resources Office will initiate a personnel action form to document two levels of supervisory approval of appointments for advertised staff and faculty positions, reclassifications and transfers. The signed personnel action form is maintained on file in the Human Resources Office to document the appointment or personnel status change and support payroll records.

Orientation

On or before the first day of employment, the new employee must complete employment eligibility forms in the Human Resources Office as required by Federal law. New employee orientation will be conducted in the Human Resources Office.

Social Security Numbers

All potential employees must have a Social Security Number on record at the Human Resources Office before they may begin work. The number is required for payment of wages to any employee. Per Internal Revenue Service instructions, an employee's name and social security number will be recorded as shown on their Social Security Card. An individual who does not have a Social Security Card must apply through the Social Security Administration. A valid receipt from the Social Security Administration that indicates the name and number that will be printed on the card when received will be sufficient to verify the information.

Records

The original application forms and all documentation for all candidates including the finalists and the individual hired will be returned to the Human Resources Department before a job offer will be extended. The hiring department may wish to keep a photocopy of the application for the individual hired. The Interview Evaluation and Selection form, Verification of Candidate's Credentials form, and interview questions and answers must be sent to the Human Resources Department before a job offer will be extended.

SALARY AND WAGE ADMINISTRATION POLICIES

Hiring Rates
Hiring Rates are determined by the pay ranges in the pay plan, market value and the qualifications of the candidate being hired. These rates are reviewed and approved by HR and are approved by the VP of the hiring department. Rates must stay within budget. Under some circumstances if the rate is determined to be an amount higher than the budgeted amount, the VP for Finance and Operation's approval is required. A proposal for budget savings to support the increase will need to be submitted. Vacant positions need to be reviewed by the department and the job description should be updated as needed. The department can propose a salary change based on market value and it will be reviewed by HR with the updated job description.

New employees are hired at the minimum rate of pay for the classification to which they have been assigned. If the selected candidate has additional qualifications that can justify an increase from the minimum but within the salary range, HR will review. Change in title or scope and possible the rate of pay above minimum in some circumstances will not be approved without a new announcement ad search. The salary in the job postings can be posted as a range or commensurate with experience.

Maximum Rates
In no case will an appointment or change in salary be made to a rate above the maximum for the classification approved in the appropriate pay plan.

Partial Month
All full-time or part-time salaried employees (except faculty) who work less than a full month are paid on a partial month basis for the affected month. A partial month hourly rate is determined by dividing the number of working hours in the affected month into the monthly salary. The rate is then applied to the actual days worked, plus any approved holidays, to determine the partial month salary. The partial month rate is applicable if an employee starts to work on any day other than the first day of the month or if an employee separates from the University on any day other than the last day of the month.

When a full-time or regular part-time employee is on leave without pay, compensation for that particular pay period is reduced at the average hourly rate based on the annual salary rate for the number of hours lost by leave without pay. The average hourly rate based on the annual salary is used for employees who receive a lump sum payment for leave upon separation from employment.

New Positions
In the event a department finds it necessary to employ a person in a new position, the Director of Human Resources must be contacted in order to determine a tentative classification and salary range. All new positions are subject to prior Presidential approval.

Promotions
A promotion means a change of assignment involving increased duties and responsibilities and may, but is not required to include, a title change. An employee who is promoted shall have his or her salary increased to a rate at least one salary group above the rate before promotion.

To be considered for promotion, an employee must meet the minimum job qualifications for the new position. All promotions and salary adjustments must receive prior approval from the President.

Reclassification
Employees may be reclassified only under circumstances involving a significant change of tasks

or work responsibilities. In determining the proper classification title assignment, the position is evaluated independent of the person performing the job. Documentation should be submitted to the Director of Human Resources for analysis and review as to the position's relationship to all other jobs within the institution. Reclassification is subject to Presidential approval.

Demotions
A reassignment to a position having a lesser level of duties and responsibilities than the present one is a demotion. The employee's salary shall be reduced to an appropriate rate in the new range recommended by the Department Head and approved by the President. An employee who is demoted shall have his or her salary reduced to a rate at least one salary group below the rate before demotion.

Transfers
A transfer is a change of assignment encompassing the same level of responsibilities within the university. Employees transfer at the same classification and salary rate. Employees who apply and are hired in a different department on campus at the same classification start at the advertised rate, usually the minimum of the salary group range in the pay plan. The President must approve any exceptions.

Salary Range
All full-time salaries must be in a salary group range listed on the appropriate pay plan.

Overtime Provisions
Regular, full-time employees in non-exempt classified positions are subject to the overtime provisions of the Fair Labor Standards Act (FLSA) and entitled to compensation for overtime. Employees must obtain written approval in advance from their immediate supervisor before they will be permitted to work any overtime.

The State may allow or require an employee to take time off at the rate of one and one-half times the overtime hours worked during the twelve month period following the end of the work week the overtime occurred, with the additional provision that such overtime balance may not exceed 240 or 480 hours as applicable. (In the case of employees involved in public safety, emergency response, or seasonal work, the maximum hour limit is 480.) At the discretion of the employing agency in cases where the granting of time off is impractical or the employee is transferring to another state agency without a break in state employment overtime hours may be paid. When the twelve-month period for granting time off has expired or the employee has reached the maximum balance permitted (240 or 480), overtime compensation will be paid for one and one-half times the overtime hours worked. Overtime compensation is based on the regular hourly rate earned by the employee at the time of payment using the weekly methodology of calculation prescribed by FLSA. The regular rate includes any salary supplements such as longevity, hazardous duty pay or benefit replacement pay.

The workweek for non-law enforcement staff is defined as a fixed and regularly recurring period of 168 hours - seven consecutive 24-hour periods beginning on Monday and ending on Sunday of each week. Any paid leave or holidays taken are not counted as hours worked in determining the overtime hours accrued. When the hours actually worked in the workweek exceed 40 hours, the overtime hours are "banked" at one and one-half times the hours actually worked and are then controlled by the instructions in the preceding paragraph. In situations where the employee has not worked more than 40 hours in the work week, but the total number of hours worked, paid leave taken and holidays, exceed 40 hours, the employee shall be allowed equivalent time off during the twelve month period following the end of the work week. Hours accrued as "equivalent" hours must be accounted for separately from banked overtime hours and such equivalent hours cannot be paid if unused at the end of the twelve months and/or termination of state employment. Equivalent compensatory time will be dropped from the books if not used within 12 months of the date earned. Overtime or equivalent time will not be accrued by any employee whose total of hours worked and paid leave hours do not exceed 40 hours in the workweek.

Law enforcement employees accrue compensatory time on a work period basis as allowed by the U.S. Department of Labor, Fair Labor Standards Act, Section 7(k). A work period is 28 consecutive days in length. Compensatory time is accrued at one and one-half hours for each hour worked in excess of 171 hours.

All positions budgeted within the Faculty Salaries; Graduate Teaching Assistants who are instructors of record; and Unclassified Salaries categories are "exempt" positions. Overtime accruals do not apply to these positions. Positions within the University Pay Plan, which are budgeted under Classified Salaries, may be either "exempt" or "non-exempt." To assist in determining which positions the overtime provisions cover, the University Pay Plan reflects the exempt or non-exempt status of each classification based on regulations of the Fair Labor Standards Act. This determination is located in the right-hand column under the heading of "Wage/Hour Status" on the schedule entitled: Classified Positions. Special exemptions to the workweek and overtime provisions for law enforcement personnel are made in accordance with the Fair Labor Standards Act, Section 207(k).

Timesheets
Monthly timesheets must be completed by all non-faculty employees in classified positions designated as non-exempt. Temporary hourly employees, undergraduate and graduate student employees, must complete timesheets according to their pay schedule. Hourly student employees are limited to fifteen hours per week when school is in session and 40 hours per week during breaks. Students may not work over 40 hours per week under any circumstance.

Non-Exempt staff, graduate teaching, and graduate research assistant timesheets must reflect hours as actually worked each day. Hours may not be averaged. The employee's and supervisor's signature or electronic approval is a certification that it is a correct account of the time worked. Timesheets are due in Human Resources on the last working day of the month or the first day of the following month. Late submission of hourly timesheets will adversely affect the payroll processing and may result in a delay or missed check for the month.

Timesheets are submitted online for the Hourly Payroll through Banner Self Service. The time period for the hourly payroll begins on the 16th of a month through the 15th of the following month. Hourly employees submit their hours worked for approval by the 16th of the month and supervisors

approve time submitted by the 17th of the month. When the submission or approval dates fall on a weekend, each deadline is extended.

Contract Labor
The key to determining whether or not services performed constitute employment or contract labor is the existence of an employer-employee relationship. That relationship is present when a person works under the <u>direction</u> and <u>control</u> of the University; i.e., the University has the right to direct and control the result to be accomplished, as well as the means by which it is achieved. A contract labor agreement exists when an agent outside the University agrees to provide services meeting set specifications. Contract labor is generally provided by persons who provide similar services to other companies, individuals, or institutions; and who are responsible for their own Social Security and IRS contributions and reports.

Contract labor is procured through a University- approved bid process or negotiated contract, processed through University Purchasing Office procedures and payment is awarded in accordance with such approved University Purchasing Office procedures.

By definition, a University employee cannot contract with the University. A regular full-time employee in a Non-Exempt classified position who performs work beyond the regular forty-hour week at the request of the University shall be compensated as prescribed under the <u>Overtime Provisions</u>, listed above. Payment to an exempt employee who performs special services outside the normal duties will be considered supplemental salary.

All salary payments to University employees are made through the Payroll Office based on an approved Personnel Action form and appropriate time sheets, and are subject to withholding for income tax, Social Security, Medicare, and any applicable retirement and insurance benefits.

Equal Pay Provisions
The federal Equal Pay Act stipulates that an employer may not discriminate on the basis of sex by paying employees of one sex at rates lower than employees of the opposite sex for doing equal work on jobs requiring equal skill, effort, and responsibility which are performed under similar working conditions. This provision applies to all employees within the institution.

Student Employment
Within the framework of institutional need and availability of funds, it is the policy of Sul Ross State University to provide students with as many job opportunities as possible. To be eligible to work on campus students must be in good academic and disciplinary standing and enrolled at least half time. International students must be enrolled full-time and be in good academic and disciplinary standing to be eligible to work on campus. Students on academic probation or disciplinary may not be employed.

Students must apply for Work Study through Financial Assistance and receive eligibility award. Departments post student job announcements through the University approved employment portal. Students complete application for employment for placement.

Before offering employment to any student, the hiring department must request a criminal background check for the prospective student employee from Human Resources.

When placed the student employee should report to Human Resources to complete employment eligibility forms as required by Federal law prior to employment. When all required forms are completed Human Resources will enter the individual as an eligible employee in Banner.

Student employees are hired on an electronic personnel action form EPAF that is prepared by the hiring department and approved online by the designated levels of supervision. The EPAF cannot be initiated online until the prospective employee is established in banner as an eligible employee. After final approval of the EPAF, the new employee is automatically added to payroll in Banner. EPAF Instructions are available on the Human Resources webpage.

Students will normally be hired for twenty hours or less per week. The workweek is defined as seven consecutive 24-hour periods beginning on Monday and ending on Sunday of each week. Wages for students enrolled at least halftime and working in positions that require student status are exempt from Social Security and Medicare withholding.

Temporary Employment
Temporary employment (Non-Student) is defined as any part-time or full-time, hourly or monthly, employment for a period of 4.0 months or less. Temporary employment is intended to meet the special needs of the hiring department for a brief period of time.

Before offering employment to any individual in a security sensitive area the hiring department must request a criminal background check for the prospective employee from Human Resources. The security sensitive designation includes any areas that have access to student records, financial records, computer systems, keys, cash or work with minor students. Department must receive background check clearance before an offer can be extended.

When selected the department sends the prospective employee to Human Resources to complete employment eligibility forms as required by Federal law prior to employment. When all required forms are completed Human Resources will enter the individual as an eligible employee in Banner. Human Resources will notify the department that the prospective employee has completed all forms and is eligible for hire.

Temporary employees are hired on an electronic personnel action form EPAF that is prepared by the hiring department and approved online by the designated levels of supervision. The EPAF cannot be initiated online until the prospective employee is established in banner as an eligible employee. After final approval of the EPAF the new employee is automatically added to payroll in Banner. EPAF Instructions are available on the Human Resources webpage.

The Teacher Retirement System and Employee Retirement System of Texas rules exclude temporary employees from retirement and health insurance eligibility. Employees exceeding the limitation in the paragraph below and working more than 20 hours per week for four and one-half months or 90 work days become eligible for benefits.

Temporary employment may only be extended beyond four months with Executive Cabinet approval. When continued employment needs exist, the hiring department head will prepare a written justification to be presented to the Executive Cabinet by the vice president.

<u>Retirement</u>
Temporary employees are not eligible for retirement or insurance benefits.

Optional Retirement Plan eligibility is defined in the Texas Administrative Code. In general, Sul Ross State University considers full-time faculty and executive/administrative staff as ORP eligible.

<u>Full Time Equivalent (FTE)</u>
Full Time Equivalent is defined by the Texas Administrative Code equivalent (FTE) as 100 percent effort. APM 5.22 states that "State regulations prohibit the appointment of university employees for more than 100 percent time for services considered to be regularly assigned duties associated with an individual's full-time responsibility".

MERIT PAY GUIDELINES
CLASSIFIED AND UNCLASSIFIED EMPLOYEES

Merit Defined

A merit pay increase is defined as an increase in salary granted to an employee in recognition of supported/documented meritorious performance over a sustained period of time. Merit pay increases are meant to reward an employee's performance while doing the same job and should not be confused with promotions or reclassifications. A merit pay increase is in addition to any across-the-board salary increases, promotions or reclassifications.

Merit Criteria

According to published state guidelines, to be eligible for a merit salary increase, the employee must meet the following minimum criteria: the employee must have been employed for at least six continuous months prior to the award, excluding any full months of leave without pay; six months must have elapsed since the last promotion or merit increase; and agency criteria for granting merit salary increases must include specific criteria and documentation to substantiate the granting of a merit increase. Each agency has the authority to develop its own merit pay system using these state guidelines as a minimum. For the purpose of determining eligibility for merit pay, Sul Ross State University requires that the classified or unclassified employee must have been employed a minimum of two years. To actually receive a merit pay, the employee must have adequate performance documentation on file to support the rationale for the merit increase; be recommended by all appropriate supervisors and be approved for the merit increase by the appropriate vice president.

Merit Cycle

Merit pay may be granted during the budget cycle to become effective at the beginning of the next fiscal year if funds are determined to be available. Merit increases may also be awarded and become effective at any other time with the approval of the University President.

Merit Pool

A merit pool will be established as a percentage of the total non-faculty, non-student salaries of all employees eligible for merit pay increases. This pool will be allocated among all division vice presidents for further allocations to departments based on each department's eligible employees and related salaries.

Merit Procedures

A list of eligible employees and the total merit pool amount will be prepared by Human Resources for each department within each division. The Executive Cabinet will provide general guidelines to be followed for each merit pay cycle. The division vice president will then direct the supervisors and department heads in preparation of the merit recommendations for their division. The merit recommendation must be based on documented performance, preferably through the performance appraisal system.

This performance should regularly exceed the requirements for the position. Recommendations for merit salary increases must be made on the Merit Recommendation form for staff employees by the employee's immediate supervisor, with each intermediate supervisor's approval up to the appropriate vice president. Merit increases may only be final with the approval of the appropriate vice president and the Executive Cabinet.

The vice president will make the final recommendations on the merit awards for each department within his division. The total of each department's awards cannot exceed the amount of funding available for that department. These awards will be approved by the Executive Cabinet and forwarded to Human Resources for implementation through the payroll system. The Vice President for Finance and Operations will then also implement them in the next budget.

FRINGE BENEFITS
2024-2025

Traditional State of Texas fringe benefits are provided for eligible employees. All non-student employees, working twenty hours or more per week for a period of four and a half months or more are eligible for fringe benefits, which include Social Security, insurance, retirement, and sick leave. Classified and unclassified (non-faculty) employees are also eligible for annual leave and longevity pay. Graduate Teaching and Research Assistants are eligible for insurance benefits.

The Human Resources Office coordinates benefit programs. The following is a brief summary based on local interpretation of benefits. All employees should familiarize themselves with supporting documents (e.g., group insurance policies) and/or consult the applicable agency or organization (e.g., the United States Social Security Administration) for a full statement and/or explanation of their benefits.

Social Security
All non-student employees participate in the Social Security program as a condition of employment. The tax rates set by federal law are 6.2% for Social Security and 1.45% for Medicare for the employer and 6.2% for Social Security and 1.45% for Medicare for the employee.

Teacher Retirement
The Teacher Retirement System of Texas serves higher education and public education. Members of TRS contribute 8.25% of salary before taxes and the State contributes 8.25%. Contribution rates are subject to change by the Legislature. An employee, who leaves service, other than through retirement, may withdraw only the employee's contributions plus interest in the TRS account. The State's contributions always remain with TRS, with the exception of retirement.

A TRS account is vested for retirement after five years of service. If an employee becomes a member of TRS prior to September 1, 2007 and maintains their membership until retirement, the employee will meet the age and service requirements for normal-age service retirement when the employee is age 65 with five years of service credit or the employee's age and years of service credit total 80 and have at least five years of service credit. If the employee first becomes a member of TRS or returned to membership on or after September 1, 2007, the employee will meet the age and service requirements of normal-age service retirement when the employee is age 65 with five or more years of service credit or the employee is at least age 60 and the employee's age and years of service credit total 80 and the employee has at least five years of service credit. Members who are not vested as of August 31, 2014 and new members on or after September 1, 2014 normal age retirement age is 62 with the Rule of 80 and at least five years of service credit. The service credit must be currently credited with TRS as of August 31, 2014. Withdrawn service credit and unreported service credit that has not been reinstated or purchased in full by August 31, 2014 will not be used to determine a member's vested status.

See Retiree Insurance for insurance vesting rules.

The retirement formula provides 2.3% for each year of total service on the average of the highest five years of salary. An individual who was a member of TRS for 30 years would receive 69% of the average of their best five years of salary as an annual retirement income. Retiring employees select from a number of retirement pay out options which may include a single standard annuity, 100% joint life, 75% joint life, 50% joint life, 5 years certain, or 10 years certain annuity.

Retiree survivor benefits under TRS include the choice of a lump sum payment of $10,000 to the beneficiary or a lump sum payment of $2,500 to the beneficiary plus $250 per month if the beneficiary is a spouse or dependent parent age 65 or older. Other monthly payments to the beneficiary are based on the payout plan selected by the retiree. Information concerning TRS benefits is available in the Human Resources Office and the TRS website at www.trs.state.tx.us

Optional Retirement
An Optional Retirement Program is available to full-time faculty and administrators. The ORP plan is governed by federal 403(b) retirement plan regulations. Participation in ORP involves the purchase of a tax-sheltered annuity. The State contributes 6.60% and 6.65% is withheld from the employee's salary before taxes. Employees participating in ORP as of fiscal year 1995 are grandfathered at a 6.60% State contribution rate and 1.90% institutional contribution rate. Contribution rates are subject to change by the Legislature. The State's contribution to ORP is vested after the employee enters the second year of employment. After this point an individual who leaves employment with the State may withdraw the full account subject to federal regulations. Vesting in the ORP Plan shall be governed by the Texas ORP Law, Section 830.205 and the ORP Rules, Texas Administrative Code §Rules 25.5(a) through (c) and 25.5 (e).

New employees have 90 days from their first active duty date to make an irrevocable choice between ORP and TRS. Employees who do not make an election before 90 days of their first active duty date are required by State regulations to participate in TRS. New employees are automatically enrolled in TRS on their first active duty date until an ORP election is made. The employee's contribution to TRS will be refunded upon enrollment in ORP; however, the State's contribution will remain with TRS.

There are a number of ORP companies from which to choose. The companies offer a wide variety of features to consider. All carriers will charge some type of fees, which may include administration, purchase (load), or surrender charges. The annuity account will earn a fixed or variable income based on the type of investment. Choices may include fixed interest, money market, stock market, bond, mutual funds, or managed accounts. Retirement benefits are dependent upon the value of the account at the time of retirement based on individual investment decisions. The University accepts no fiduciary responsibility for ORP accounts. A list of companies and further information is available in the Human Resources Office.

See Retiree Insurance for insurance vesting rules.

Supplemental Tax-Sheltered Annuity
All employees may purchase a supplemental tax-sheltered annuity in addition to retirement and a Texa$aver plan. This program offers the same type of investment found in the ORP plan. The program is also governed by federal 403(b) retirement plan regulations. Deposits to supplemental tax-sheltered annuities are based only on employee payroll deductions. The employee selects the

monthly contribution level in a salary reduction agreement, which is limited by federal regulations. The maximum contributions and catch-up allowances per calendar year are as follows:

Year	Maximum contribution	Over Age 50 Catch-up
2022	20,500	6,500
2023	22,500	7,500
2024	23,000	7,500

Texa$aver

All employees may participate in the Texa$aver plan in addition to retirement and a tax-sheltered annuity. This tax-deferred program is administered by Great-West Retirement Services and governed by federal 457 plan regulations. Deposits to Texa$aver are based only on employee payroll deductions. The employee selects the monthly contribution level in a salary reduction agreement, which is limited by federal regulations. The maximum contributions and catch-up allowances per calendar year are as follows:

Year	Maximum contribution	Over Age 50 Catch-up
2022	20,500	6,500
2023	22,500	7,500
2024	23,000	7,500

Group Insurance

The Employees Retirement System of Texas administers state employee insurance. Group insurance is provided for eligible employees. Employees may select coverage for themselves and eligible dependents from medical, dental, vision, life, and accidental death and dismemberment (AD&D) insurance. A dependent may be a spouse or a child in a normal parent/child relationship. A child must be under the age of 26. Long term disability (LTD) and short-term disability (STD) are also available for employees.

The State pays the full cost of medical insurance and $5,000 term life and AD&D for full-time and three quarter time employees. The State also contributes 50% toward medical insurance premiums for the full-time and three quarter time employee's family. The State will pay 50% of the cost of medical insurance and $5,000 term life and AD&D for part-time employees working less than 30 hours per week and 25% of the medical insurance premiums for their dependents. The State's contribution will be available only for medical insurance for the employee or dependent. The monthly premiums in excess of the State's contribution are deducted from salary.

New employees will have a 60-day waiting period after their first active duty date before medical insurance and $5,000 term life and AD&D will be effective. The effective date of coverage will be the first of the month following the 61st day of employment for the new employee and their dependents.

Optional insurance coverage must be elected during open enrollment within the first month of employment. Coverage applied for after the open enrollment period will normally require evidence of insurability and may be denied. New dependents acquired through marriage, birth, or adoption may be added within 30 days of the date of acquisition. Beneficiaries may be changed at any time.

The plan year for coverage and rates is September 1 to August 31. The deductible year is January 1 to December 31. Information on insurance coverage and claim forms is available from the Employees Retirement System on the ERS website at www.ers.state.tx.us .

<u>Health Insurance</u>
Health and other insurance benefits for members are subject to change based on available State funding. The Texas Legislature determines the level of funding for such benefits and has no continuing obligation to provide those benefits beyond each fiscal year.

Health coverage is available through the HealthSelect of Texas and the Consumer Directed HealthSelect plans administered by Blue Cross Blue Shield of Texas. There is no Health Maintenance Organization (HMO) available.

Employees are required to self-report tobacco use by themselves and dependents and will be charged an additional $30 per person up to a maximum of $90 per month for each tobacco user covered on the health insurance.

Employees with HealthSelect of Texas have in-area benefits. Employees must select a Primary Care Physician (PCP) in the HealthSelect of Texas In-Area Network of providers to receive full benefits. In- area network participants pay $25 per visit to the PCP and the plan pays 80% of most other services and participants pay 20% coinsurance. There is no deductible and after $2,000 coinsurance, the plan pays 100%, the maximum inpatient copayment annually for an individual will be $2,250.00 with a total out of pocket maximum for copayments and coinsurance for the year of $7,500.00, maximum for copayments and coinsurance for family is $15,000.00. For non-network services, the plan pays 60% and participants pay 40% coinsurance. There is a $500 per person per year deductible and coinsurance is $7,000 per person for non-network services, the maximum inpatient copayment annually for an individual will be $2,250.00 with a total out of pocket maximum for copayments and coinsurance for the year of $7,500.00.

HealthSelect of Texas referrals to specialists must be made by the PCP to obtain network benefits. The co-pay for specialists is $40 for HealthSelect of Texas In-Area if a referral is obtained.

The Consumer Directed HealthSelect is available to employees and retirees not eligible for Medicare. Employees with Consumer Directed HealthSelect have "in-area" benefits but are not required to select a Primary Care Physician to receive full benefits. In- area network participants pay full cost for services until the deductible is met. There is $2,100 per person and $4,200 per family in-network deductible and the inpatient copayment annually for an individual will be 20%. The coinsurance for the year is $7,500.00, maximum for copayments and coinsurance for family is $15,000.00.

Referrals to specialists are not necessary for network benefits. The co-pay for specialists is 20% of services after the deductible is met. Covered employees receive insurance booklets describing coverage and billfold cards are given to each covered employee.

In addition, every eligible participant can contribute to a tax-free Health Spending Account (HSA) administered through Optum Bank. Each participant is responsible for opening an HSA account.

Members can contribute to their own account as well as receive State contributions. The HSA maximum contribution amounts for calendar year 2024 are $3,760 for an individual account and $7,470 for a family account. The State will make a monthly pre-tax contribution to an eligible employee's HSA of $45 for individual coverage ($540 per year) and $90 for family coverage ($1,080 per year). The maximums are set by the Internal Revenue Service (IRS) and could change in the future years. It is the participant's responsibility to make sure all HSA contributions do not go over the annual maximum set by the IRS.

Employees and eligible dependents are automatically enrolled in a comprehensive prescription drug program. Each plan, except Consumer Directed HealthSelect, has **a** $50 annual prescription drug deductible that must be paid before the plan pays anything for prescriptions. The annual deductible for Consumer Directed HealthSelect is higher and applies to both medical care and prescription drugs. The deductibles are based on a calendar year, which is from January 1 to December 31. A list of maintenance medications is identified at www.ers.state.tx.us.

Continued group insurance with the State contribution is available upon retirement from TRS or ORP with at least ten years state service in an institution or agency participating in the Uniform Group Insurance Program through the Employees Retirement System. See Retiree's Insurance for Insurance vesting rules.

Health Insurance Opt-Out Credit
Opt-Out Credit enables employees and retirees to give up their state-provided health insurance and get money toward optional coverage including dental, vision, and/or voluntary Accidental Death and Dismemberment (AD&D) that do not require evidence of insurability (EOI) to enroll.

To use the Opt-Out Credit, you must be eligible for the state contribution toward your GBP health insurance and able to certify that you have comparable health insurance coverage. Full- time employees can use a credit of up to $60 and part-time employees can use up to $30.

You cannot participate in the Opt-Out Credit if you are not eligible for the state contribution toward your health insurance premium. You should carefully consider any decision to decline health insurance coverage. You may never be able to enroll in the state plan again, depending on your health condition. Participants who waive health coverage and later wish to enroll in HealthSelect must prove insurability, also called proof of good health or evidence of insurability (EOI), and acceptance is not guaranteed.

Dental Insurance
Dental coverage is available through Delta Dental for the DHMO plan and for the State of Texas Dental Choice plan. The Dental Choice is a preferred provider organization (PPO) insurance plan. The plan allows claims from any dentist and offers a higher level of benefits by using their network of dentists. The DHMO is a dental health maintenance organization (DHMO) insurance plan. The plan requires services by a participating network dentist. Under the DHMO plan, rates are set by contract with the participating dentist and no claims are filed.

Vision
You and your eligible dependents can enroll in State of Texas Vision plan. When using a network provider plan benefits will include access to thousands of optometrists and ophthalmologists in

Texas and nationwide, retail providers, and many additional discounts for eyewear purchases and LASIK. Please note that the vision plan does not cover injuries or illnesses associated with your eye health.

Life Insurance
Employees may purchase term life insurance for themselves. Employees may elect one or two times their annual salary during the initial enrollment period. Evidence of insurability is required for insurance three or four times the annual salary. Spouses and dependent children may be covered for $5,000 dependent term life.

Accidental Death and Dismemberment
Voluntary accidental death and dismemberment (AD&D) insurance is available for individual employees or family coverage. Employees may take from $10,000 to $200,000 in additional accidental death and dismemberment insurance. AD&D pays only in event of accidental death or pays a proportional amount in case of an accident resulting in loss of sight or limb. Employees may cover their spouse for 50% of the employee's coverage amount. Eligible children are covered at a lower percentage.

Long Term and Short Term Disability
Long term disability or income protection insurance provides a maximum benefit of 60% of insured monthly salary for lost work time due to a disability after a 180-day elimination period and all sick leave is exhausted. Benefits coordinate with Social Security, Workers' Compensation, Teacher Retirement, and other sources of disability income benefits.

Short-term disability provides a maximum benefit of 66% of your monthly salary (up to $10,000) for a maximum benefit period ~~is~~ of five months. Benefits coordinate with Social Security, Workers' Compensation, Teacher Retirement, and other sources of disability income benefits.

Retirees' Insurance
Health and other insurance benefits for members and retirees are subject to change based on available State funding. The Texas Legislature determines the level of funding for such benefits and has no continuing obligation to provide those benefits beyond each fiscal year.

You are eligible to enroll in the State's insurance program as a retiree if you fulfill all five of the following requirements:

1. **Service Credit - General Requirement**
You have at least 10 years of service credit in ERS, TRS, the Optional Retirement Program (ORP), or any entity that participates in the state retirement program. You may also apply service credit from the Texas Municipal Retirement System (TMRS), the Texas County and District Retirement System (TCDRS), Judicial Retirement System Plans I & II, City of Austin Retirement System, El Paso Fireman & Policeman's Pension Fund or the El Paso City Employees' Pension Fund as part of your 10 years, if you are eligible for a proportionate retirement with these systems and ERS or TRS.

2. **Service Credit - Group Benefits Program Participation Requirement**
Of the required 10 years service credit in #1 above, employees hired after August 31, 2001 must

have 10 years of actual service in a GBP-participating agency or institution to qualify for retiree health insurance. Employees hired prior to September 1, 2001 are grandfathered under the old rule, which required 10 years of service, but only three years of actual service with a GBP-participating agency.

There are two exceptions: (1) If the member was working for a GBP participating agency or institution on August 31, 2001 or (2) If the member already had three years of service at a GBP participating agency or institution by August 31, 2001. (The University of Texas and Texas A&M University Systems and all public independent school districts do not participate in the program).

In addition, once a member has at least five years of ERS service credit, he or she can use the military service credit to:

       *satisfy requirements for retirement, including retirement under the Rule of 80,
       *satisfy requirements for GBP insurance as a retiree.

3. **Age or Rule of 80 Requirement**
You are at least age 65 or retire under the Rule of 80. If you do not retire under the Rule of 80 and are less than age 65 with at least 10 years service credit at the time of retirement, you will not be eligible for GBP health insurance until you reach age 65. For details, see our webpage on How Insurance Works for Retirees Less Than Age 65. If you retire under the CPO/CO program, you must meet the age and service requirements for retirement in the program from which you are eligible to receive a retirement annuity.

4. **Employment Status I**
You have terminated employment from all state agencies and institutions that participate in the state insurance program or are no longer eligible for the program as an employee.

5. **Employment Status II**
Your last place of public employment prior to retirement was with an agency or institution participating in the State's insurance program. This is not required if you are eligible to receive an ERS retirement annuity.

For full time and three quarter time members with less than five years of GBP insurance participation as of August 31, 2014, the contribution for retiree health insurance will be 100% after 20 years of service, 75% after 15 years of service and 50% after 10 years of service.

Flexible Benefits Plan
Participating in one or more of the TexFlex flexible spending accounts (FSAs) allows you to set aside pre-tax dollars from your paycheck to cover eligible out-of-pocket health care and dependent care expenses. Your TexFlex contribution is automatically withdrawn from your paycheck and deposited in your account each month.

Unspent money of more than $25.00 and up to $640.00 left in the account on August 31 will be carried over for use into the next plan year; thus, it is important to plan the use of these accounts carefully. Expenses paid for through the flexible benefits plan are items, which could otherwise be deducted from an income tax return. If the flexible benefits plan is used, the same deductions cannot be duplicated on the income tax return. Tax and Social Security savings can be great for

the employee by using the flexible benefits plan.
Consumer Directed HealthSelect participants cannot have a health care FSA.

Longevity Pay
Non-academic full-time employees of the University receive longevity pay in addition to their base salaries in accordance with State statutes. A full-time employee is defined as one who is employed to work forty hours per week for a period of at least four and one-half months, excluding students employed in positions that require student status as a condition of employment.

Longevity pay starts at the end of the second year of service and increases at the end of each two years up to and including 42 years of service. The rate is based on $20 per month for each two years of service as follows:

Years of Service	Longevity Pay Per Month
2 but less than 4	$ 20
4 but less than 6	40
6 but less than 8	60
8 but less than 10	80
10 but less than 12	100
12 but less than 14	120
14 but less than 16	140
16 but less than 18	160
18 but less than 20	180
22 but less than 24	220
24 but less than 26	240
26 but less than 28	260
28 but less than 30	280
30 but less than 32	300
32 but less than 34	320
34 but less than 36	340
36 but less than 38	360
38 but less than 40	380
40 but less than 42	400
42 and above	420

The rate is determined by the employee's status on the first day of the month. Should an employee change status or terminate during the month, longevity is not prorated. The new status will be effective the following month.

All service to the State including part-time, faculty, or legislative service can be counted. Time need not be continuous. Creditable service does not include employment in public schools or in junior colleges. An employee, who becomes eligible to receive longevity pay by changing status; i.e., a faculty member who becomes a full-time administrator, will be entitled to count all previous creditable service.

Law enforcement personnel are eligible for hazardous duty pay of $10 per month for each year of service in a hazardous duty position after completion of the initial year. Hazardous duty pay ceases upon transfer to a non-hazardous position.

Employees are responsible for notifying the Human Resources Office of any creditable prior State service. The Human Resources Office will obtain documentation of prior service through use of an inter-agency employment verification form.

Sick Leave

All regular non-student employees are eligible for sick leave with pay. Full time employees accrue 8 hours of sick leave per month and part-time employees accrue proportionate to the percent of employment. An unlimited amount of sick leave may be accrued. For additional information see the *Administrative Policy Manual* Section 5.04 Employee Leave and Overtime, Subsection C. Sick Leave.

Vacation Leave

All regular non-student and non-faculty employees are eligible for vacation leave with pay. New state employees have a waiting period of six months before using vacation leave. Full-time staff employees accrue vacation based on years of service and part-time employees accrue proportionate to the percent of employment. A limited amount of vacation leave may be carried over to the next fiscal year. Excess vacation converts to sick leave.

Years of Service	Hours Accrued Monthly	Days Earned Annually	Maximum Hours Carried
0 but less than 2	8	12	180
2 but less than 5	9	13.5	244
5 but less than 10	10	15	268
10 but less than 15	11	16.5	292
15 but less than 20	13	19.5	340
20 but less than 25	15	22.5	388
25 but less than 30	17	25.5	436
30 but less than 35	19	28.5	484
35 years and over	21	31.5	532

For additional information see the *Administrative Policy Manual* Section 5.04 Employee Leave and Overtime, Subsection B. Annual Leave.

Employee Assistance Program

An employee who believes that a personal problem may be affecting job performance is encouraged to use the Employee Assistance Program (EAP). Sul Ross State University offers short-term counseling and referral services to an employee or an employee's immediate family member (as defined in Sick Leave). Short-term counseling services (when appropriate) are provided at no cost to the employee. Additional costs to the employee may result from referral. Some costs may be covered by the employee's health insurance.

Staff Development

Sul Ross State University (University) is committed to supporting and providing professional development training to promote professional growth in support of life-long learning. It is also the policy of the University that no person shall be discriminated against in opportunities for professional development activities on the bases of race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, or veteran status. Personnel actions are reviewed

to ensure Equal Employment Opportunity (EEO) compliance.

Family Medical Leave Act
State employees who have been employed for 12 continuous months by the state and who have worked at least 1,250 hours during that period are hereby entitled to leave pursuant to the Federal Family and Medical Leave Act. An employee may take up to 12 weeks of FMLA leave per year for a serious medical condition affecting the employee, their spouse, their child, or their parent. The year cycle for FMLA is designated as a 12-month floating period beginning with the first FMLA time used by the employee for any purpose. FMLA provides for no additional paid time beyond accrued sick leave or annual leave. Paid compensatory time or overtime may not count as a part of the 12-week FMLA period.

Holidays
National and state holidays observed by the state agencies are specified by the Texas Legislature. Institutions of higher education may establish their own holidays in accordance with academic schedules. However, the number of observed holidays may not exceed the number of holidays allowed for state agencies. The University holiday schedule must be approved each year by the Board of Regents.

Non-student employees who work 20 hours per week or more and are employed for a period of at least four and one-half months are eligible for paid holidays proportional to scheduled work hours.

An employee who is on leave without pay for an entire workday immediately before or after a holiday is not eligible for holiday pay. If a holiday falls in mid-month, the employee must be in a paid status on the day before and the day after the holiday to be paid for the holiday. If the holiday falls on the first workday of a month, the employee must be in a paid status on the day immediately after the holiday to be paid for the holiday. If the holiday falls on the last workday of the month, the employee must be in a paid status on the day immediately before the holiday to be paid for the holiday.

An employee is eligible to receive the holiday if the holiday does not fall on a weekend. An employee who is a commissioned peace officer is entitled to earn holiday compensatory time when the employee is required to work on a national or state holiday that falls on a Saturday or Sunday.

Nursing Mothers Accommodations
Sul Ross State University recognizes that maintaining a balance between work and family is necessary for optimized employee work performance. The university is committed to supporting employees who choose to breastfeed. To assist employees with challenges associated with workplace milk expression, and to comply with the Texas State Health and Safety Code Chapter 165.003 which recognizes that a mother is entitled to breastfeed her baby in any location in which the mother is entitles to be, the university has implemented a Workplace Lactation Program.

State Employee Discount Purchase Program
The Discount Purchase Program is an employee discount program offering savings on hundreds of products and services from local and national merchants and service providers. The Discount Purchase Program is administered by Beneplace. ERS does not endorse or sponsor any Discount

Purchase Program service or service provider and it does not benefit from employees' or retirees' participation in the program.

Workers' Compensation

Workers' Compensation Insurance is provided for all State employees at no cost to the employee. An accident or illness, which occurs as a direct result of employment, should be reported immediately to the employee's supervisor. The supervisor is responsible for completing and submitting an "Accident/Injury Report" form to the Human Resources Office. The Workers' Compensation Division of the State Office of Risk Management administers benefits, which may include medical expenses and/or compensation for lost wages.

Unemployment Insurance

Unemployment insurance is available for State employees without cost to the employee. Claims for unemployment benefits should be filed with a Texas Workforce Commission office. If an employee leaves employment, he/she may be eligible for unemployment benefits dependent upon the circumstances. Faculty members are not eligible for unemployment benefits between academic sessions or during the summer sessions.

CLASSIFIED POSITIONS

Job Code	Position Title	Salary Group	Wage/Hour Status
EEO-3	PROFESSIONAL NON-FACULTY		
3208	Career Services and Testing Assistant	1	Non-Exempt
3209	Enrollment Specialist	12	Non-Exempt
3210	Senior Enrollment Specialist	12	Non-Exempt
3211	Media & Video Coordinator	13	Non-Exempt
3215	Talent Search Outreach Coordinator	12	Non-Exempt
3216	Academic Retention Coordinator	13	Non-Exempt
3220	Enrollment Services Representative	10	Non-Exempt
3231	Data Tracking Specialist	10	Non-Exempt
3232	Data Coordinator	13	Non-Exempt
3240	Archeologist II	10	Non-Exempt
3241	Archeologist I	6	Non-Exempt
3243	Articulation Pipeline Coordinator	13	Non-Exempt
3245	Museum Activities Coordinator	12	Non-Exempt
3246	Academic Coordinator	11	Non-Exempt
3248	Assistant Baseball Coach	5	Exempt
3249	Assistant Soccer Coach	5	Exempt
3258	Head Women's Soccer Coach	12	Exempt
3264	Head Men's Soccer Coach	12	Exempt
3267	Head Cross Country Coach	12	Exempt
3269	Research & Sponsored Program Coordinator	13	Non-Exempt
3274	Head Tennis Coach	5	Exempt
3346	Assistant Men's Basketball Coach	5	Exempt
3348	Assistant Women's Basketball Coach	5	Exempt
3349	Assistant Softball Coach	5	Exempt
3350	Assistant Football Coach	5	Exempt
3617	Retention Specialist (Student Support Services)	12	Non-Exempt
3907	Academic Affairs Coordinator	12	Non-Exempt
3911	University Police Dept Office Manager	13	Non-Exempt
EEO-4	CLERICAL/SECRETARIAL		
4011	Administrative Assistant	8	Non-Exempt
4012	Records Administrator	10	Non-Exempt
4013	Administrative Specialist	6	Non-Exempt
4017	Business Services Assistant	8	Non-Exempt
4018	Academic Retention Administrator	10	Non-Exempt
4022	Admissions Assistant RGC	10	Non-Exempt
4025	Office Assistant	4	Non-Exempt
4029	Admissions/Financial Aid Assistant	6	Non-Exempt

Job Code	Position Title	Salary Group	Wage/Hour Status
4042	Accounting Assistant	7	Non-Exempt
4043	Property & Inventory Control Coordinator	9	Non-Exempt
4046	Cashier Part-time	7	Non-Exempt
4052	Payroll Specialist	8	Non-Exempt
4335	Mail Services Supervisor	6	Non-Exempt
4336	Mailroom Assistant	6	Non-Exempt
4510	Receiving and Supply Supervisor	9	Non-Exempt
4512	Receiving and Supply Assistant	4	Non-Exempt

EEO-5   TECHNICAL PARAPROFESSIONAL

Job Code	Position Title	Salary Group	Wage/Hour Status
5211	Assistant Meats Manager	11	Non-Exempt
5233	Research Associate (BRI)	9	Non-Exempt
5233	Research Associate (IR)	9	Non-Exempt
5234	GIS Specialist (BRI)	13	Non-Exempt
5235	Research Technician	6	Non-Exempt
5236	Research Associate and Black Bear Field Coordinator	9	Non-Exempt
5300	Library Assistant Circulation	13	Non-Exempt
5305	Library Assistant Cataloging	13	Non-Exempt
5310	Library Assistant Serials and ILL	13	Non-Exempt
5315	Library Assistant Digital Imaging	13	Non-Exempt
5320	Library Assistant Archives	13	Non-Exempt

EEO-6   SKILLED CRAFTS

Job Code	Position Title	Salary Group	Wage/Hour Status
6512	Electrician	11	Non-Exempt
6517	Plumber	11	Non-Exempt
6518	Assistant Plumber	9	Non-Exempt
6521	Building Maintenance Supervisor	13	Non-Exempt
6522	Carpenter	8	Non-Exempt
6527	Painter	7	Non-Exempt
6530	Utilities Plant Supervisor	13	Non-Exempt
6537	Heating and Refrigeration Mechanic	11	Non-Exempt
6540	Vehicle Maintenance Supervisor	10	Non-Exempt
6542	Vehicle Mechanic	8	Non-Exempt

EEO 7   SERVICE/MAINTENANCE

Job Code	Position Title	Salary Group	Wage/Hour Status
7210	ANRS Equipment and Facility Manager	12	Non-Exempt
7211	ANRS Livestock and Equine Manager	12	Non-Exempt
7212	Ranch Worker	1	Non-Exempt
7213	Assistant Ranch Manager	12	Non-Exempt

Job Code	Position Title	Salary Group	Wage/Hour Status
7512	Custodial Services Supervisor	9	Non-Exempt
7514	Custodial Worker	1	Non-Exempt
7532	Utilities Maintenance Worker	6	Non-Exempt
7532	Building Maintenance Worker	6	Non-Exempt
7551	Grounds Maintenance Supervisor	7	Non-Exempt
7553	Grounds Keeper	1	Non-Exempt

MISCELLANEOUS JOB CODES

Job Code	Position Title	Salary Group	Wage/Hour Status
9100	Student Assistant		Non-Exempt
9200	Apartment or Residence Hall Director		Non-Exempt
9300	Graduate Research Assistant		Non-Exempt
9400	Temporary Hourly Employee		Non-Exempt
9500	Graduate Assistant		Non-Exempt
9700	Temporary Monthly Employee		Non-Exempt

CLASSIFIED PERSONNEL SALARY SCHEDULE
2024-2025

Salary Group	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
1	20,029	23,435	26,840	1,669	1,953	2,207	9.63	11.27	12.73
2	20,840	24,496	28,152	1,737	2,041	2,346	10.02	11.78	13.53
3	21,727	25,631	29,535	1,811	2,136	2,461	10.45	12.32	14.20
4	22,679	26,837	30,995	1,890	2,236	2,583	10.90	12.90	14.90
5	23,445	27,864	32,284	1,954	2,322	2,690	11.27	13.40	15.52
6	24,275	28,967	33,659	2,023	2,414	2,805	11.67	13.93	16.18
7	25,196	30,159	35,123	2,100	2,513	2,927	12.11	14.50	16.89
8	25,930	31,180	36,430	2,161	2,598	3,036	12.47	14.99	17.51
9	27,005	32,546	38,087	2,250	2,712	3,174	12.98	15.65	18.31
10	28,157	34,003	39,850	2,346	2,834	3,321	13.54	16.35	19.16
11	29,662	35,817	41,972	2,472	2,981	3,498	14.26	17.22	20.18
12	31,045	37,504	43,962	2,587	3,125	3,664	14.93	18.03	21.14
13	32,781	39,553	46,326	2,732	3,296	3,861	15.76	19.02	22.27
14	35,156	41,987	48,819	2,930	3,499	4,068	16.90	20.19	23.47

UNCLASSIFIED POSITIONS

Job Code	Position Title	Salary Group	ORP Eligible
EEO-1	EXECUTIVE, ADMINISTRATIVE AND MANAGERIAL		
1100	President	NA	Y
1102	Executive Vice President and Provost	14	Y
1103	Director of Administration	6	Y
1104	Executive Vice President	14	Y
1106	Associate Provost of Graduate Studies & Research	14	Y
1107	Associate Vice President of Student Engagement	12	Y
1108 (2220)	Associate Provost of Research and Development	14	Y
1109	Director of Alumni Relations	7	Y
1110	Chief Information Officer	12	Y
1112	Head Football Coach	13	Y
1200	Special Assistant to the President	14	Y
1203	Assistant Vice President for Institutional Effectiveness	10	Y
1204	Director of Institutional Research	10	Y
1205	Special Assistant to the Provost	14	Y
1207	Director of Upward Bound	5	N
1226	Director of Law Enforcement Academy	4	Y
1231	Director of the Museum of the Big Bend	8	Y
1236	Director of Library and Research Technologies	10	Y
1242	Registrar	8	Y
1244	Director of Admissions	7	N
1250	Athletic Director	7	Y
1270	Director of the Center for Big Bend Studies	10	Y
1280	Director of Networking Services	12	N
1283	Director of RGC OIT Operations	6	Y
1285	Assistant Vice President of Operations and Economic Development	14	Y
1286	Vice President for Student Affairs	14	Y
1287	Vice President for Administrative Services and Chief Operating Officer RGC	14	Y
1288	Vice President for University Advancement	14	Y
1300	Associate Athletic Director in Sports Health	6	N
1330	Director of University Communications	6	N
1332	Director of Publicity, Media Relations, and Outreach – RGC	6	N
1401	Vice President for Finance and Operations	14	Y
1402	Associate VP for Finance and Operations	12	Y
1420	Executive Director for Enrollment Services And Director of Financial Aid	12	N
1424	Director of Content Management	7	Y
1425	Director of Financial Aid	7	Y

Job Code	Position Title	Salary Group	ORP Eligible
1427	Director of Institutional Assessment and Planning	4	N
1430	Director of Human Resources....................................	8	Y
1440	Director of Facilities Planning, Design & Const	12	Y
1450	University Bursar ………………………………..	12	Y
1460	Executive Director of Physical Plant………………	10	Y
1480	Director of Academic Affairs	8	N
1500	Director of Physical Plant …………………………	7	N
1502	Assistant Director of Physical Plant (build maintenance)	5	N
1503	Assistant Director of Physical Plant (services) ……..	5	N
1510	General Services Superintendent	2	N
1520	Building Maintenance Superintendent......................	4	N
1550	Grounds Maintenance Superintendent	2	N
1551	Executive Director of Development & Alumni	12	N
1600	Dean of Students	14	Y
1601	Dean of Online Learning and Distance Education	14	Y
1605	Assistant Dean for Student Success	12	Y
1610	Executive Director of Title V & Title III Grants	10	N
1611	Executive Director of University Communications...	8	N
1612	Director of Lobo Den…………………………….	6	N
1614	Director of Student Support Services	5	N
1615	Director of Enrollment Services and Technology	12	N
1616	Director of Career Services and Testing	2	N
1617	Director of New Student Programs …………………	5	N
1618	Director of Gear Up	8	N
1619	Director of Talent Search...	8	N
1620	Director of Residential Living	4	Y
1621	Director of McNair Project	8	N
1622	Director of Recreational Programs	6	Y
1623	Director of Student Services	8	Y
1631	Director of Frontier Student Experience……………	5	N
1632	Director of Online Programs & Distance Education .	12	Y
1633	Director of Graduate Studies and PPOHA AAO.......	10	N
1700	Title V Director of Student Achievement…………..	13	Y
1800	Director of Accounting Services (Controller)...........	14	Y
1802	Director of Business Services	10	Y
1805	Associate Director of Stewardship Services BRI	14	Y
1806	Print Shop and Brand Manager	5	N

EEO-3   PROFESSIONAL NON-FACULTY

Job Code	Position Title	Salary Group	ORP Eligible
3100	Associate Director of Operations (BRI)	13	Y
3108	Associate Director of Gear Up.................................	5	N
3110	Coordinator for Enrollment Outreach and Events	4	N

Job Code	Position Title	Salary Group	ORP Eligible
3111	Graduate and International Student Admissions Liaison	4	N
3200	Accountant IV	10	N
3205	Budget and Reporting Analyst Senior	8	N
3207	Title V Career Services Coordinator	5	N
3212	Media Specialist Enrollment Services	3	N
3213	Graduate Student Center Media Support Specialist	3	N
3214	Outreach Coordinator	2	N
3217	Social Media Coordinator	3	N
3218	FYE Retention Coordinator	13	N
3219	Project Assessment Manager – Gear Up	3	N
3221	Training Coordinator / SBDC (UTSA - contract base $42,000)	3	N
3225	Publicist	2	N
3228	Curriculum Assessment Coordinator	2	N
3229	Coordinator of Institutional Effectiveness	2	N
3234	Education Outreach Librarian	5	Y
3235	Technical Services Librarian	5	Y
3238	Librarian, Head of Technical Services & Collection Development	7	Y
3239	Archeologist III	2	N
3242	Research Scientist	3	N
3244	Associate Registrar	2	N
3247	Librarian, Head of Systems & Access	7	Y
3250	Head of Archivist	7	Y
3251	Curator of Temp Exhibits & Adult Public Prog	4	N
3251	Curator of Collections & Youth Programming	4	N
3252	Rodeo Coach	11	Y
3253	Student Success Librarian	5	Y
3254	Museum Office and Gift Shop Coordinator	2	N
3256	Head Athletic Trainer/Head of Athletic Training Program	6	N
3257	Environmental Lab Manager	2	N
3259	Assistant Athletic Director for Internal Operations	8	Y
3260	Business Development Advisor	4	N
3261	Senior Business Development Advisor (UTSA – contract base $59,000)	6	N
3262	Business Support Advisor	2	N
3263	Senior Bus Advisor and Special Projects Manager (UTSA – contract base $73,000)	6	N
3265	Assistant Football Coach/Defensive Coordinator	3	Y
3266	Assistant Football Coach/Offensive Coordinator	3	Y
3268	Strategic Projects Coordinator	2	N
3270	Associate Athletic Trainer	3	N
3272	Project Archeologist	5	N

Job Code	Position Title	Salary Group	ORP Eligible
3276	Webmaster	4	N
3277	Cultural Resources Management Coordinator (CBBS)	5	N
3334	Sports Information Director	2	N
3335	Assist Sports Information Director	2	N
3351	Assistant Athletic Trainer	2	N
3352	Head Softball Coach	9	Y
3354	Head Baseball Coach	9	Y
3355	Head Basketball Coach	9	Y
3357	Head Baseball Coach	10	Y
3353	Head Volleyball Coach	9	Y
3356	Assistant Rodeo Coach	4	Y
3400	Senior Library Operations Supervisor	7	N
3250	Head of Archives	7	N
3430	Compliance Assessment Officer	6	N
3432	Budget Analyst	2	N
3433	Purchasing Analyst	3	N
3434	Travel Analyst	3	N
3435	Sponsored Projects Accountant II	4	N
3437	Human Resource Coordinator	2	N
3438	Business Services HR Coordinator	2	N
3605	Academic Advisor	2	N
3610	Health Services Coordinator	2	N
3611	Testing and Certification Coordinator	2	N
3616	Counselor/Accessibility Services Coordinator	2	N
3618	Associate Director of Lobo Den	2	N
3620	Assistant Director Residential Living	2	N
3621	Behavioral Health Program Coordinator	3	N
3623	Assistant Director of Gear Up	4	N
3630	Campus Activities Coordinator	2	N
3631	Alumni Coordinator	2	N
3632	Advancement Coordinator	2	N
3640	University Center Services Coordinator	2	N
3690	Assistant Director for Admissions for Recruiting	2	N
3700	Assistant Director for Financial Aid	7	N
3701	Financial Aid Counselor I	2	N
3702	Financial Aid Counselor II	3	N
3703	Admissions Counselor I	2	N
3704	Admissions Counselor II	3	N
3714	Retention Specialist Advisor (Lobo Den)	2	N
3714	Retention Specialist Advisor (Student Support Services)	2	N
3714	Retention Specialist Advisor (Culture of Care)	2	N

Job Code	Position Title	Salary Group	ORP Eligible
3800	Help Desk Coordinator	4	N
3801	Information Security Officer	4	N
3802	Systems Administrator	3	N
3803	Network Systems Administrator	5	N
3807	Help Desk Technician	2	N
3808	Technical Support Specialist II	2	N
3809	Portal Programmer	4	N
3810	Accountant	2	N
3812	Applications and Systems Security Analyst	3	N
3815	Professional Bus Driver/Mechanic	5	N
3816	Senior Admin & Publications Coordinator (BRI)	4	N
3816	Senior Admin & Publications Coordinator (CBBS)	4	N
3817	Associate Director of Univ Communications	4	N
3819	Simulation Technology and Instruction Specialist	2	N
3820	Control Systems Technician	5	N
3821	Senior Financial Aid Counselor	4	N
3822	Writing Center Coordinator Title V FSE	3	N
3823	Graduate Studies Retention and Thesis Coordinator	5	N
3830	Assistant Director of Outreach and Preservation Initiatives (CBBS)	9	N
3831	Project Coordinator Alamito Creek Conservation Initiatives (BRI)	9	N
3832	Trans-Pecos Grassland and Riparian Conservation Initiative Coordinator (BRI)	9	N
3901	Transfer Enrollment Specialist	2	N
3902	Assistant Director of Transfer Initiatives	7	N
3903	Training Coord/Program Support Spec	4	N
3904	Degree Audit Coordinator	2	N
3905	Coordinator of New Student Enrollment	4	N
3906	Admissions Operations Manager	6	N
3908	Web Developer	4	N
3909	Director of Student and Civic Engagement	9	N
3910	Director Title III Lobo Track	8	N
3912	Coordinator of Tutoring Services	3	N
3913	Project Dir. Graduate Programs en la Frontera (1/2)	3	N
3913	Project Dir. Accelerating Access and Opportunity (1/2)	3	N
3914	Grad Student Support Coordinator & Administrator	3	N
3915	Head Strength and Conditioning Coach	2	N
3916	PPHOA – Accelerating Access Opportunity Graduate Instructional Technology Specialist	4	N
3917	Coordinator for Academic Affairs	3	N
3918	Director of RGC Title V DHSI	8	N
3919	Native Seed Production Associate	2	N
3920	GIS and Database Specialist	10	N
3921	Project Director Title V DHSI DTM	8	N

Job Code	Position Title	Salary Group	ORP Eligible
3922	Museum Event Coordinator	5	N
3930	Title III Internship Coordinator	4	N

CLERICAL/SECRETARIAL

Job Code	Position Title	Salary Group	ORP Eligible
4004	Executive Assistant to the President	3	N
4004	Executive Vice President and Provost	3	N
4004	Executive Assistant to the Executive Vice President and Dean/Assistant Provost	3	N
4005	Executive Assistant VP Administrative Services..…	2	N
4005	Executive Assistant Assist VP Student Affairs …….	2	N
4005	Executive Assistant Assist VP Enrollment Man …….	2	N
4005	Executive Assistant to Exec Dir of Physical Plant ...	2	N
4005	Executive Assistant for Enrollment Management	2	N
4006	Administrative Associate ………………………………	2	N
4008	Business Services Manager (Athletics)	2	N
4008	Business Services Manager (Res Living)	2	N
4010	Administrative Coordinator (BRI)……………..………	2	N
4010	Administrative Coordinator (CBBS)…………..………	2	N
4010	Administrative Coordinator (Academic Dean)	2	N
4010	Library Operations Supervisor..................................	3	N
4014	Program Support Specialist SBDC	2	N
4015	Athletic Business Coordinator	2	N
4020	Coordinator for Academic Affairs	3	N
4021	Admissions Operations Specialist…………………...	2	N
4039	Accounts Receivable Coordinator	5	N
4040	USAS Specialist..	2	N
4044	Head Cashier	2	N
4333	BRI Communications Coordinator	4	N

TECHNICAL PARAPROFESSIONAL

Job Code	Position Title	Salary Group	ORP Eligible
5251	Lab Equipment and Instrumentation Technician	5	N
5400	Director of Academic Technology.............................	8	N
5418	Thesis/Student Support Coordinator……………......	2	N
5500	Meats Lab Manager	2	N
5811	Information Security Specialist ………………………	2	N
5812	Academic Technology and Technology Coord……. .	5	N

Job Code	Position Title	Salary Group	ORP Eligible
EEO-6	SKILLED CRAFTS		
6510	Electrical Supervisor	2	N
EEO 7	SERVICE/MAINTENANCE		
7209	Ranch Manager	2	N

UNCLASSIFIED PERSONNEL SALARY SCHEDULE
2024-2025

Salary	Annual			Monthly			Hourly		
Group	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
2	36,568	47,671	56,522	23,047	3,889	4,710	17.58	22.44	27.17
3	39,315	49,852	60,388	3,276	4,154	5,032	18.90	23.97	29.03
4	41,727	52,996	64,265	3,477	4,416	5,355	20.06	25.48	30.90
5	44,596	56,653	68,711	3,716	4,721	5,726	21.44	27.24	33.03
6	47,721	61,812	75,904	3,977	5,151	6,325	22.94	29.72	36.49
7	50,329	65,427	80,526	4,194	5,452	6,710	24.20	31.46	38.71
8	53,968	70,159	86,349	4,497	5,847	7,196	25.95	33.73	41.51
9	57,866	75,226	92,585	4,822	6,269	7,715	27.82	36.17	44.51
10	62,032	80,642	99,252	5,169	6,720	8,271	29.82	38.77	47.72
11	66,496	88,107	109,718	5,541	7,342	9,143	31.97	42.36	52.75
12	71,281	94,447	117,613	5,940	7,871	9,801	34.27	45.41	56.54
13	76,412	101,246	126,080	6,368	8,437	10,507	36.74	48.68	60.62
14	81,917	121,539	161,160	6,826	10,128	13,430	39.38	58.43	77.48

HAZARDOUS DUTY POSITIONS

Job Code	Position Title	ORP Eligible
EEO-7	SERVICE/MAINTENANCE	
7313	Police Officer ………………………………………..	N
7314	Sergeant ……………………………………………	N
7315	First Sergeant …………………………………	N
7316	Lieutenant ………………………………….	N
1310	Director of Public Safety ………………………..	Y

HAZARDOUS DUTY SALARY SCHEDULE

<u>Salaries</u>
Full-time law enforcement salaries are allocated on the basis of experience, merit and performance. There are five salary ranks as follows:

7313	Police Officer	$39,000
7314	Sergeant...	$41,000
7315	First Sergeant	$43,000
7316	Lieutenant	$45,000
1310	Public Safety Director..................................	$63,000

FACULTY POSITIONS

Job Code	Position Title	ORP Eligible
EEO-2	INSTRUCTIONAL FACULTY	
	Faculty Positions	
1108 (2220)	Associate Provost of Research and Development	Y
2221	Professor	Y
2222	Associate Professor.......................................	Y
2223	Assistant Professor..	Y
2224	Assistant Professor (without terminal degree)...........	Y
2225	Instructor	Y
2226	Lecturer	Y
	Dean with Faculty Rank	
1221	Dean and Professor	Y
1222	Dean and Associate Professor.......................	Y
1223	Dean and Assistant Professor........................	Y

Job Code	Position Title	ORP Eligible
	Director with Faculty Rank	
2121	Director and Professor	Y
2122	Director and Associate Professor..............................	Y
2123	Director and Assistant Professor...............................	Y
2124	Director and Assistant Professor (without terminal degree)	Y
2125	Director and Instructor...	Y
2126	Director and Lecturer	Y
	Chair with Faculty Rank	
2111	Chair and Professor..	Y
2112	Chair and Associate Professor	Y
2113	Chair and Assistant Professor	Y
2114	Chair and Assistant Professor (without terminal degree)	Y
2115	Chair and Instructor	Y
2116	Chair and Lecturer	Y
	Miscellaneous Faculty Positions	
2250	Part-Time Faculty	N
2270	Visiting Faculty (full-time).......................................	Y
2290	Graduate Teaching Assistant	N

FACULTY SALARY SCHEDULE

<u>Salaries</u>
Full-time faculty salaries are allocated on the basis of rank, experience, merit and performance. There are five salary ranks with nine month's rates, which range as follows:

Professor ....$65,000 to $104,000
Associate Professor............................$60,000 to $94,000
Assistant Professor.............................$50,000 to $67,500
Instructor (Master's Degree)..............$36,000 to $60,000
Lecturer (Bachelor's Degree) ....$30,000 to $60,000

The salary schedules with semester rates for adjunct, teaching overloads, and course pilot:
Faculty with a master's degree (unless it's a terminal degree): $850 per credit ($2,550 per 3 SCH) and $500 extra stipend for classes with an enrollment of 20 students or greater.

Faculty with a Ph.D. or terminal degree: $900 per credit ($2,700 per 3 SCH) and $500 extra stipend for classes with an enrollment of 20 students or greater.

Full-Time Summer Faculty………... $4,200 (Per 3 SCH) max 6 SCH per session. Any summer courses above the max are paid at the overload rate of $2,700. Any summer class with less than 10 students will be prorated accordingly.

Course Development …………… $3,200 (Per 3 SCH). The course will be developed through

Blackboard. The course will include a syllabus, modules for each section as per the template provided by Sul Ross. The course will include exams, assignments, quizzes, and all other materials deemed necessary for the delivery of the course. The course will not include lectures.

<u>New Appointments</u>
The base salary of a faculty member upon initial appointment normally will be at a rate comparable to current faculty members who hold the rank proposed and who possess approximately the same educational preparation and professional experience. Highly competitive and technical fields, however, may necessitate higher salary rates in order to attract well qualified faculty, and academic administrators may, upon the submission of written statements of justification and providing funds are available, recommend higher salary rates providing the rates do not exceed the funds available for the maximum in the range of the appointment rank. Also, a special or visiting professor with an outstanding reputation may, on occasion, be appointed temporarily at a rate which exceeds that of current faculty; the rate, however, may not exceed the maximum in the range of the rank to which the professor is appointed.

Credit for previous professional experience and the educational background of an individual is determined at the time of employment by the applicable department chair or head, the dean or director, and the Vice President for Academic Affairs in consultation with the individual. Normally only full time teaching, research, or professional level experience in accredited educational institutions is recognized. However, full time work experience in certain professions and educationally related organizations, which has a direct relationship to the subjects to be taught, may be considered at the time of employment. Upon employment, the faculty member's personnel file, which is maintained in the office of the Vice President for Academic Affairs, will be documented indicating the person's educational background and the total work experience, which is recognized.

<u>Merit and Performance Increments</u>
Salary increments for merit and/or performance are based on university policies and procedures for recognizing teaching, research, and service. The deans or directors will make recommendations to the Vice President for Academic Affairs who will make recommendations to the President of the University. Increments for merit and/or performance will be added to the base salary of the previous year and become part of the base salary for the succeeding years.

<u>Promotions</u>
Increments for promotions are as follows:
        From Associate Professor to Professor $3,390

Promotion increments are in addition to, and not in lieu of, other increases in salary that may be made for merit or performance. Faculty who are promoted from Instructor to Assistant Professor will receive $50,000 base pay or a $3,390 annual increment. Faculty who are promoted from Assistant to Associate Professor will receive $60,000 base pay or a $3,390 annual increment. Faculty who are promoted from Associate Professor to Professor will receive $65,000 base pay or a $3,390 annual increment.

Consideration for promotion will be in accordance with the policy on "Appointment of Faculty to the Academic Ranks" as printed in the <u>Faculty Handbook</u>. Faculty members who believe they have met all the minimum requirements for consideration of promotion to the next rank must submit an application with supporting documentation. The appropriate academic committees, chairs, and deans review these materials where the applicants for promotion are ranked. The recommendations will be submitted to the Vice President for Academic Affairs by the deans or directors.

The Vice President for Academic Affairs will recommend to the President the promotions for the following year. If a promotion is not granted for which a faculty member is eligible during the first year of eligibility, the faculty member may apply for consideration each subsequent year until the promotion is granted or until the individual is no longer employed by the University.

<u>Increments for Faculty Administrative Duties</u>

Increments for performing administrative duties are as follows:
Department Chair ………………………………………… $5,000 (for 9 months)
Course Discipline Program Director ………………..…. $2,700 (for 9 months)
Academic Accreditation …………………………….…. $2,500 (for 9 months)
SACSCOC Faculty Liaison …………………………..…$12,000 (for 12 months)
THECB Faculty Liaison ……………………………….. $12,000 (for 12 months)

Changes in these increments are subject to the availability of funds each year and will be determined by the President and Vice President for Academic Affairs.

<u>Other</u>
The Legislature may from time to time enact legislation relating to faculty salaries, which will require a modification of this plan. For example, a mandated across the board increase in salaries could possibly preclude separate allocations for experience, merit, and performance; or a reduction in appropriated funds might occur if there was a decrease in the total semester credit hours generated during a base period. The academic administration, therefore, will maintain the flexibility to recommend each year such adjustments in the plan as may be required to implement it and to meet legislative requirements.

<u>Implementation</u>
This plan is effective for the academic year beginning September 1, 2024 and supersedes all previous plans. The implementation of the plan in any year is subject to the availability of funds and enactment of the Texas Legislature and is contingent on the approval of the President of the University and the Board of Regents, Texas State University System.

FY 2024-2025

The following schedule shows our paydays and holidays for the upcoming fiscal year. Payday for state employees is always the first working day of the following month. Paydays, which fall on days other than the first of the month due to weekends or holidays, are designated through bold print on the Payday Schedule below:

MONTH	PAYDAY	DATE
September	Tuesday	10-01-24
October	Friday	11-01-24
November	Monday	**12-02-24**
December	Thursday	**01-02-25**
January	Monday	**02-03-25**
February	Monday	**03-03-25**
March	Tuesday	04-01-25
April	Thursday	05-01-25
May	Monday	**06-02-25**
June	Tuesday	07-01-25
July	Friday	08-01-25
August	Tuesday	**09-02-25**

There are fifteen State holidays plus six Administrative Days this year. We have the same number of holidays as other State agencies. The State allows Universities to schedule holidays at different times of the year. The Sul Ross State University Holiday Schedule for non-faculty employees is as follows:

HOLIDAY OBSERVED	HOLIDAY PERIOD	DAYS OFF
Labor Day	September 2	1 Holiday
Thanksgiving	November 27	1 Administrative Day
Thanksgiving	November 28-29	2 Holidays
Winter Break	December 23-31	7 Holidays
New Year Day	January 1	1 Holiday
Martin Luther King Day	January 20	1 Holiday
Spring Break	March 17-20	4 Administrative Days
Spring Break	March 21	1 Holiday
Memorial Day	May 26	1 Holiday
Emancipation Day	June 19	1 Administrative Day
Independence Day	July 4	1 Holiday
	Total	**21 Days**

SRSU is following the anticipated State Holiday Schedule for Fiscal Year 2025 with the option, under the Texas Government Code § 662.011 to group many holidays near the winter break. Per the state controller, the number of available weekday holidays for FY25 is fifteen with six Administrative Days. The following alternative days may be observed in lieu of a university holiday:

Rosh Hashanah	October 3-4
Cesar Chavez Day	March 31
Good Friday	April 18

Due to university closure during scheduled holidays, employees observing alternative days shall be charged available vacation, compensatory time, or unpaid leave to account for the alternative day. The total number of holidays in a year to which an employee is entitled is not changed by use of alternative holidays.

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