1.) When is the System-Wide Pay Plan being implemented and old titles codes and pay grades going away?

December 1st, 2016 is the effective date for the new titles and pay grades. Existing title codes and pay grades will no longer be active after 11/30/2016. Existing title codes and pay grades will however, be kept on file for reference purposes to ensure history is maintained if reference is ever needed.

2.) Does the System-Wide Pay Plan impact all positions throughout the university?

Yes and no. All position types (students, GA's, faculty, temporary wage, and staff) will have brand new title codes. Title codes are the 4 digit identification numbers for each position type throughout the university. However, only the staff positions may have a new title name and will be using the new pay grade system (formally referred to as Salary Zones).

A list of the new title codes for all positions, as well as, the new pay grades for staff will be available online on the HR Website under Compensation.

3.) Will employee position title names change as a result of the new System-Wide Pay Plan?

Our University will maintain most of our current position title names and use them as “working titles”. Working titles are titles that we use on job postings, position descriptions, business cards and email signatures. Working titles may match the master pay plan title name or it may not. It’s important to know however, that HR will be working with departments to determine what will be updated and what will remain in place.
A very small handful of positions may appear as having a lower level master pay plan title name in the new system-wide pay plan. However, it’s important to know that existing employees will be grandfathered in and will maintain their existing title name. The HR staff cannot stress enough that if this appears to be what has occurred with your title name, you will maintain your existing working title, staff level and will not be negatively impacted. The new title name will only be what HR sees in the backend but position descriptions, email signatures, business cards, organizational charts and other communications will remain with the higher level title. Example:

- Assistant Director of Marketing = Marketing Coordinator
- Director of Research Administration = Senior Research Administrator

4.) Will my salary change?

Most staff employee salaries will not change. Any Texas A&M University employee making below the new minimum pay grade salary as of December 1st 2016 will receive an increase. _There will NOT be any pay decreases as a result of implementing the new pay grades, even if an employee’s pay is above the maximum of the title’s pay grade._

5.) When will I find out my title and pay range?

The HR Staff have been meeting with VPs to review detailed employee changes for possible questions or concerns. HR will be sending letter notifications to employees who will have a salary increase due to the new pay grade salary minimum within the system-wide pay plan. Letters will be issued approximately November 15th 2016.

6.) If my title changes, will I experience a promotion, or a demotion? Will I need to wait a certain length of time before my title can change again?

Even if the new title has different minimum qualifications or a modified title description, title changes as part of the implementation are not considered promotions or demotions or even reclassifications. A strong effort has been made by HR to match positions to titles with similar minimum education and experience requirements as well
as job level. Therefore, most title changes are lateral moves, even those that are requiring a pay increase to a new minimum rate. HR also considered hierarchy as a final review.

HR will start accepting request to review positions in Spring 2017.

7.) Will my position description change and when can I get an updated copy?

All staff master position descriptions will need to be updated to reflect new title codes, pay grades, title names and minimum qualifications. HR will start the updates after December 1st, 2016 and will provide copies to each employee to sign and send back. This process could take between 90 – 120 days to complete due to holiday season and winter weather. This particular position update process will not require the standard job description review form and approval steps. This will help HR push out updates quicker and eliminate administrative tasks on all departments.

A new position description template is being created to clearly identify updated positions.

8.) Do any of these changes cause my pay cycle to change?

No. At this time, all staff and faculty positions will remain on the monthly pay cycle. All students, GA’s and temporary wage workers will remain on the bi-weekly pay cycle.