HR Forum Meeting Minutes
2/2/05


Agenda:

1. Discussion – Topics of Interest from the Membership
2. Changes for the EASY Process
3. The Texas State Staff Compensation System/Process (From Survey to Pay Plan to President’s Cabinet Approval)

Mr. John McBride welcomed everyone to the meeting. The following information was presented to the membership.

Discussion – Topics of Interest from the Membership

- PCRs – The format and process for using PCRs are not the same as when RBCs were used. It is important to adhere to the cut off dates. A memo will be out soon to clarify the PCR process and timelines. Please adhere to deadline dates.
- Evaluation Forms – As of October, 2004 UPPS 04.04.20 was revised. The new CY05 evaluation forms will be available 3/1/05 on the web. There is a link to use the old forms for CY04 evaluation period. The new forms reflect changes recommended by the Texas Commission on Human Rights (TCHR) which include:
  ✓ A yes/no check off box indicating whether the employee followed university and office procedures and a line for an explanation.
  ✓ If an employee is ranked above 300 or below 300 an explanation is required.

A question was asked which forms to use for this evaluation cycle. McBride replied that the old forms should be used for the CY04 evaluations. There was no change to the Performance Expectation process.

Changes for the EASY Process: Presented by John McBride

- The “Yes/No” Screening questions will no longer be used.
- The KSAs in postings must match the KSAs in the GOJA by Sept. 1, 2005.
- The Hiring Matrix will no longer be required PRIOR to the job posting, and departments may use their own matrix style.
- Supplemental questions, when used, should be answered by all applicants, but applicants may not be disqualified for failure to do so.

Q: What happens if I have 12 KSAs in my posting but there are only 10 KSAs in the GOJA?
A: That is acceptable as long as the 10 KSAs are in the GOJA.
Q: Can the GOJAs be sent electronically?
A: No, because a signature is required.

Q: Can we submit a GOJA along with the posting?
A: Yes.

Key points to remember:

If the duties have changed, you need to update the GOJA.
As postings come up, update the GOJA if it has not been brought up-to-date.
September 1, 2005 is the date when the KSAs in the posting must match with the GOJA
KSA’s before a vacancy can be posted.
The department is responsible for establishing the minimum KSAs in the posting.
The university is committed to increasing equity and access in the hiring process.

The Texas State Compensation System Salary Survey Process (From Survey to Pay Plan
to President’s Cabinet Approval)

Texas State University- Staff Compensation Philosophy—History

• 2001- Work/Research Begins
• 4/7/02- First Draft to PC
• 7/15/02- PC approves Staff Comp Philosophy with changes
• 7/15/02- Development of Faculty Comp Philosophy Assigned to VPAA
• 9/10/02- Final Staff Draft to PC with changes from 7/15 meeting
• 8/7/02- New President

Texas State University- Comp Philosophy

• Texas State is committed to providing a compensation program that enables the
  institution to attract and retain the highly skilled and talented employees
  necessary to meet its operational needs and priorities.

Comp Philosophy

This includes:

• To establish compensation levels for positions on the basis of their duties and
  responsibilities, external competitiveness within relative labor markets, and
  relative internal worth.
• To reward employees on the basis of work performance and longevity.
• To administer pay equitably and consistently.
• To administer the compensation program in a judicious manner within funding
  availability, the Rules and Regulations of the TSUS, and federal and state
  statutory requirements.

Implementation Policies and Procedures
• The compensation program will be well communicated to all faculty and staff.
• The compensation program under the Texas State Philosophy does not include benefits or other amenities outside of pay.
• Salary surveys of relative labor markets will be conducted in the fall of odd-numbered fiscal years. Data collected includes both minimum and actual salaries.

Survey Participants

• University Market
  • Defined by PC and determined by schools of similar student size.
  • UT-Austin, UT-Arlington, UT-Dallas, UT-San Antonio, UT- Pan Am, UT-El Paso, University of Houston, Texas A&M, Texas Tech, University of North Texas
  • University Market positions identified by PC- approximately 200 titles.

• Local Market
  • Approximately 90 survey titles.
  • Data from purchased surveys from local human resources management groups in conjunction with national consulting firms.
  • Represents over 300 local employers in benchmark jobs.

• Southland Conference Market
  • For certain athletic positions, Texas State compares to schools in the Southland Conference.
  • Nicholls State, Northwestern La., McNeese State, SHSU, SFA, Lamar, UT-Arlington, UTSA, Southeastern La., University of LA.-Monroe

Market Information

• “Market rate” is pay plan minimum
• Local and University market positions = 100% average of all reported minimum salaries for jobs matched to Tx State.
• Athletics positions= Top quartile of minimum salaries for Southland Conference.
• Single incumbent positions in other universities may not have a pay plan minimum.
• In such instances, the incumbent’s actual salary is used in the calculation of the Tx State pay plan minimum.
• “Target” is the weighted average of the actual salaries for individuals in the job matched to the Tx State position.
• Pay plan minimum-placed on pay grade
• “Target”- Flat $$$ amount (formerly on step)
• System level positions are not included as matches for Tx State positions in the university market.
• Job matches from a minimum of 3 universities are required. If less than 3 matches, appropriate VP will determine pay plan min or methodology.
HR Forum - Salary Survey Presentation

- Timing
- Survey Participants
- Position Descriptions
- Survey Document
- Survey Data
- Plugs
- Final Survey Report

Timing

- Survey completed every odd numbered year- next one in 2005.
- Begin process in July 2005
- Send out survey in August
- Meet with counterparts in other universities to compare data-Sept.-Oct.
- Analyze data Oct.-Nov.
- Enter data- Dec.-Jan.
- Present data to PC in Feb.

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- Local Market
  - Approximately 90 survey titles.
  - Data from purchased surveys from local human resources management groups in conjunction with national consulting firms.
  - Represents over 300 local employers in benchmark jobs.
  - Benchmark jobs- representative positions which are commonly found in most participating employers. This means that not all jobs/positions are surveyed.
  - Our primary local market survey data comes from purchased Aon and Werling surveys for the Austin/San Antonio area.

Q: How can we tell which of our positions are affected by which market?
A: Come by the HR office and we will identify them for you.
Q: Why does HR go “out on the road” for University Market information?
A: We are trying to ensure correct job markets.

Position Descriptions

- Texas State does not collect or use survey data based upon titles or credentials.
- Only duties are used to compare positions.
- Based upon survey descriptions drafted by HR.
- Descriptions are reviewed and approved by appropriate divisional VP’s.
- Pay plan relationships are reviewed and approved by the appropriate VP.
- Represent a summary of the most important duties, not all duties.
- Represents duties performed by a class of employees, not individual employees.

Survey Document

- Comprised of brief survey descriptions.
- Requests the following information:
  - Participant’s matching position to Texas State duties
  - FLSA Status (Exempt/Non-exempt)
  - Pay Range: Minimum and Maximum
  - Number of incumbents
  - Average Salary
  - Reporting Relationships

Survey Data

- Averages
  - Texas State uses a simple average when calculating the base rate for a position.
  - Base rate = Pay Plan Minimum
  - Texas State uses a weighted average when calculating the salary target.
  - Target = Weighted Average Actual Salary

  **Example (base rate):**
  - Head Child Care Teacher
    - Base Rate # of Cos.
    - $27,405 1
    - $23,351 1
    - $20,808 1
    - Average Salary: $23,855 (base)

  **The base rate is placed on nearest pay grade.**

  **Example (Target):**
  - Head Child Care Teacher
    - Actual Salary # of EEs
    - $28,000 2
- Average Salary: $25,250 (target)

- Local market data from purchased surveys:
  - Comparisons are based on job duties only
  - Texas State uses the P50 (50% percentile) of reported salary range minimums to establish base rates.
  - Texas State uses the weighted average when determining target levels.

**Plugs**

- Commonly used by all organizations to assign appropriate base (entry) rates to positions which are not found in survey documentation.
- Can be set at any rate acceptable by management (PC).
- Shows the relative value of one job to another in a hierarchy.

- Example:
  - Duplicating Equipment Operator- market
  - Printer I, Bindery Operator, Phototypesetter, Camera Operator- 90% Printer II.

- VPs approve plugs.

**Survey Report**

- Final report with recommended base rates and targets are presented to PC.
- PC considers data and makes final approval/decision on base target rates.

**Closing Remarks:**

McBride encouraged Forum Members to post questions or suggestions to him. The next HR Forum meeting will be on March 2, 2005, Alkek 105/106 from 10-11:30 a.m.