



## Using the Compensation Program

### **Background:**

Executive administration approved the implementation of new pay range structures effective March 1, 2009. The UH Compensation Program is now aligned to the Houston metro market. A market-based job classification methodology was recommended because of its simplicity and straightforward approach.

### **Compensation Philosophy:**

The University of Houston Total Compensation Package consists of salary and many monetary and non-monetary benefits. The actual value of UH benefits varies from 20% to 35% above salary depending on the options an employee chooses. Compensation is committed to providing a total compensation program to assist the university in achieving its goal to attract, retain, motivate and reward a highly competent workforce. Accordingly, jobs are assigned to pay ranges using the midpoint that is closest to 90% of the market value.

### **Compensation Program Details:**

UH benefits eligible staff jobs are classified into grades within one of three salary structures:

- UH Staff (UHE and UHN) – Most staff jobs use this structure.
- Information Technology Staff (ITE and ITN) – Information technology staff jobs.
- Research Staff (RSE and RSN) – Research staff jobs including Post Doctoral Fellows and Researchers.

All structures use the same grades for both Monthly (FLSA exempt) and Hourly (FLSA non-exempt) jobs, except the grades that are marked for Hourly only.

Compensation reviews established benchmarks and compares our structures to the market annually. Pay structure adjustment proposals are submitted to A&F leadership on a biennial schedule in preparation for the budget process.

## **How to use the Compensation Program...in your hiring and promotion decisions**

Market value is the going rate for an employee in that job at that level for approximately five years. All candidates must have at least the minimum qualifications listed on the job description.

The following guidelines apply to new hires and promotions for current employees:

- The majority of qualified candidates should be hired between Minimum and 1st Quartile of the range.
- Candidates with less than average documented experience and/or education and those that require significant training should be hired closer to the Minimum.
- Candidates that have above average experience and/or education can be hired between 1st Quartile and Midpoint of the range.
- Since Midpoint is close to market, candidates hired above Midpoint need at least five years above the required minimum qualifications. Hires above Midpoint require prior Human Resources and Vice Presidential approval through the Request for Offer (RFO) process before making the offer.
- A position change is considered a lateral move if the new job is in the same pay grade as the employee's current job. Increases for lateral moves require prior Human Resources and Vice Presidential approval through the Request for Offer (RFO) process before making the offer.
- A position change is considered a demotion if the new job is in a lower pay grade than the employee's current job. All demotions require prior Human Resources and Vice Presidential approval through the Request for Offer (RFO) process before making the offer.

## **How to use the Compensation Program...in your performance process**

The Compensation Program is also intended to assist you with the Performance Communication and Development (PCD) process by providing Career Ladders to enhance your employee development conversations. Using the Career Ladders, you can help your employees identify the skills necessary to achieve their career goals.

## **How to use the Compensation Program...in your salary decisions**

Compensation can provide employee rosters and comparison reports to assist you with making salary decisions including merit, equity, and other salary adjustments.

Equity decisions may also be guided by the salary structures. Employees performing well in the same job for a lengthy period of time should be higher in the salary range than new hires with modest experience.

Outstanding performers in the lower quadrants of the salary range should receive higher merit increase percentages than employees with lower performance ratings and employees with salaries already above the midpoint.

University of Houston  
 FY 2010 Salary Structure  
 UH Staff  
 (Monthly - UHE and Hourly - UHN)

Pay Grade	Standard Hiring Range														
	Minimum			1st Quartile			Midpoint			3rd Quartile			Maximum		
	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual
116	48.43	8,394.53	100,734.40	56.85	9,854.00	118,248.00	65.38	11,332.53	135,990.40	73.88	12,805.87	153,670.40	82.38	14,279.20	171,350.40
115	42.91	7,437.73	89,252.80	49.87	8,644.13	103,729.60	56.85	9,854.00	118,248.00	63.68	11,037.87	132,454.40	71.01	12,308.40	147,700.80
114	37.31	6,467.07	77,604.80	43.37	7,517.47	90,209.60	49.44	8,569.60	102,835.20	55.37	9,597.47	115,169.60	61.75	10,703.33	128,440.00
113	32.44	5,622.93	67,475.20	37.71	6,536.40	78,436.80	42.99	7,451.60	89,419.20	48.15	8,346.00	100,152.00	53.69	9,306.27	111,675.20
112	28.76	4,985.07	59,820.80	33.08	5,733.87	68,806.40	37.38	6,479.20	77,750.40	41.87	7,257.47	87,089.60	45.98	7,969.87	95,638.40
111	25.00	4,333.33	52,000.00	28.77	4,986.80	59,841.60	32.51	5,635.07	67,620.80	36.41	6,311.07	75,732.80	39.98	6,929.87	83,158.40
110	21.74	3,768.27	45,219.20	25.01	4,335.07	52,020.80	28.27	4,900.13	58,801.60	31.66	5,487.73	65,852.80	34.77	6,026.80	72,321.60
109	19.28	3,341.87	40,102.40	21.95	3,804.67	45,656.00	24.58	4,260.53	51,126.40	27.28	4,728.53	56,742.40	29.86	5,175.73	62,108.80
108	16.76	2,905.07	34,860.80	19.08	3,307.20	39,686.40	21.37	3,704.13	44,449.60	23.72	4,111.47	49,337.60	25.97	4,501.47	54,017.60
107	14.58	2,527.20	30,326.40	16.59	2,875.60	34,507.20	18.59	3,222.27	38,667.20	20.63	3,575.87	42,910.40	22.58	3,913.87	46,966.40
106	12.93	2,241.20	26,894.40	14.56	2,523.73	30,284.80	16.16	2,801.07	33,612.80	17.78	3,081.87	36,982.40	19.39	3,360.93	40,331.20
105	11.24		23,379.20	12.66		26,332.80	14.05		29,224.00	15.46		32,156.80	16.86		35,068.80
104	9.78		20,342.40	11.01		22,900.80	12.22		25,417.60	13.44		27,955.20	14.66		30,492.80
103	8.67		18,033.60	9.66		20,092.80	10.63		22,110.40	11.58		24,086.40	12.54		26,083.20
102	7.54		15,683.20	8.40		17,472.00	9.24		19,219.20	10.07		20,945.60	10.90		22,672.00
101	7.25		15,080.00	7.81		16,244.80	8.37		17,409.60	8.92		18,553.60	9.48		19,718.40

Grades 101 through 105 are hourly (FLSA Non-Exempt) only.

Other Grades may be Exempt or Non-Exempt according to FLSA regulations.

**University of Houston**  
**FY 2010 Salary Structure**  
**Information Technology Staff**  
**(Monthly - ITE and Hourly - ITN)**

Pay Grade	Standard Hiring Range														
	Minimum			1st Quartile			Midpoint			3rd Quartile			Maximum		
	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual
314	64.05	11,102.00	133,224.00	75.19	13,032.93	156,395.20	86.47	14,988.13	179,857.60	97.71	16,936.40	203,236.80	111.54	19,333.60	232,003.20
313	55.70	9,654.67	115,856.00	65.38	11,332.53	135,990.40	75.19	13,032.93	156,395.20	84.96	14,726.40	176,716.80	94.74	16,421.60	197,059.20
312	48.43	8,394.53	100,734.40	56.85	9,854.00	118,248.00	65.38	11,332.53	135,990.40	73.88	12,805.87	153,670.40	82.38	14,279.20	171,350.40
311	42.91	7,437.73	89,252.80	49.87	8,644.13	103,729.60	56.85	9,854.00	118,248.00	63.68	11,037.87	132,454.40	71.01	12,308.40	147,700.80
310	37.31	6,467.07	77,604.80	43.37	7,517.47	90,209.60	49.44	8,569.60	102,835.20	55.37	9,597.47	115,169.60	61.75	10,703.33	128,440.00
309	32.44	5,622.93	67,475.20	37.71	6,536.40	78,436.80	42.99	7,451.60	89,419.20	48.15	8,346.00	100,152.00	53.69	9,306.27	111,675.20
308	28.76	4,985.07	59,820.80	33.08	5,733.87	68,806.40	37.38	6,479.20	77,750.40	41.87	7,257.47	87,089.60	45.98	7,969.87	95,638.40
307	25.00	4,333.33	52,000.00	28.77	4,986.80	59,841.60	32.51	5,635.07	67,620.80	36.41	6,311.07	75,732.80	39.98	6,929.87	83,158.40
306	21.74	3,768.27	45,219.20	25.01	4,335.07	52,020.80	28.27	4,900.13	58,801.60	31.66	5,487.73	65,852.80	34.77	6,026.80	72,321.60
305	19.28	3,341.87	40,102.40	21.95	3,804.67	45,656.00	24.58	4,260.53	51,126.40	27.28	4,728.53	56,742.40	29.86	5,175.73	62,108.80
304	16.76	2,905.07	34,860.80	19.08	3,307.20	39,686.40	21.37	3,704.13	44,449.60	23.72	4,111.47	49,337.60	25.97	4,501.47	54,017.60
303	14.58	2,527.20	30,326.40	16.59	2,875.60	34,507.20	18.59	3,222.27	38,667.20	20.63	3,575.87	42,910.40	22.58	3,913.87	46,966.40
302	12.93		26,894.40	14.56		30,284.80	16.16		33,612.80	17.78		36,982.40	19.39		40,331.20
301	11.24		23,379.20	12.66		26,332.80	14.05		29,224.00	15.46		32,156.80	16.86		35,068.80

Grades 302 and 301 are hourly (FLSA Non-Exempt) only.

Other Grades may be Exempt or Non-Exempt according to FLSA regulations.

**University of Houston**  
**FY 2010 Salary Structure**  
**Research Staff**  
**(Monthly - RSE and Hourly - RSN)**

Open Hiring Range															
Pay Grade	Minimum			1st Quartile			Midpoint			3rd Quartile			Maximum		
	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual
210	31.57	5,472.13	65,665.60	39.46	6,839.73	82,076.80	47.36	8,209.07	98,508.80	55.25	9,576.67	114,920.00	63.14	10,944.27	131,331.20
209	27.45	4,758.00	57,096.00	34.32	5,948.80	71,385.60	41.18	7,137.87	85,654.40	48.04	8,326.93	99,923.20	54.91	9,517.73	114,212.80
208	23.87	4,137.47	49,649.60	29.84	5,172.27	62,067.20	35.81	6,207.07	74,484.80	41.78	7,241.87	86,902.40	47.74	8,274.93	99,299.20
207	20.76	3,598.40	43,180.80	25.95	4,498.00	53,976.00	31.14	5,397.60	64,771.20	36.33	6,297.20	75,566.40	41.52	7,196.80	86,361.60
206	18.05	3,128.67	37,544.00	22.56	3,910.40	46,924.80	27.08	4,693.87	56,326.40	31.59	5,475.60	65,707.20	36.10	6,257.33	75,088.00
205	15.70	2,721.33	32,656.00	19.62	3,400.80	40,809.60	23.54	4,080.27	48,963.20	27.47	4,761.47	57,137.60	31.39	5,440.93	65,291.20
204	13.88	2,405.87	28,870.40	17.18	2,977.87	35,734.40	20.47	3,548.13	42,577.60	23.77	4,120.13	49,441.60	27.07	4,692.13	56,305.60
203	12.07	2,092.13	25,105.60	14.94	2,589.60	31,075.20	17.80	3,085.33	37,024.00	20.67	3,582.80	42,993.60	23.54	4,080.27	48,963.20
202	10.50		21,840.00	12.99		27,019.20	15.48		32,198.40	17.97		37,377.60	20.47		42,577.60
201	9.13		18,990.40	11.29		23,483.20	13.46		27,996.80	15.63		32,510.40	17.80		37,024.00

Grades 201 and 202 are hourly (FLSA Non-Exempt) only

Other Grades may be Exempt or Non-Exempt according to FLSA regulations.