

Compensation and Performance Evaluations

FLSA Employment Status

In accordance with the overtime provisions of the Fair Labor Standards Act (FLSA), UHD designates the following employment categories::

- **Exempt Employees:** Employees in positions that are not subject to the overtime provisions of the FLSA. Exempt employees are paid on a monthly basis and include employees who are employed in a bona fide executive, administrative, or professional capacity, including certain computer employees.
- **Non-Exempt Employees:** Employees who are paid hourly according to FLSA and who are subject to receive overtime compensation (pay or compensatory time at a rate of 1.5 times) when they work over forty (40) hours in a given workweek.

Please visit FLSA on HR's website and see UHS policy 02.B.07, Fair Labor Standards Act, for additional information.

Staff Pay Plan

UHD's policy and objective is to establish and maintain a salary administration program that is structured to be externally competitive, internally equitable, and fairly administered. In order to provide fair and competitive compensation, UHD utilizes a competitive approach by analyzing market salary data from within and outside the university environment, as available. External competitiveness of UHD salaries for jobs is determined by comparing its pay rates and practices with local, regional, and national market survey data reflecting salaries paid to positions by other comparable employers. Factors such as recruiting locale, availability of relevant market data, and market demand for position typically determine source of market data.

The basic compensation objectives of the University's pay plan are to assist in attracting, retaining, and motivating qualified staff employees through the annual review of salaries and the salary adjustment process. This mechanism is based primarily on the University's goal of providing career incentives, motivating top performance, and insuring equity in all positions.

UHD has established and maintains salary ranges for all positions that fairly reflects the value of each position, relative to all other positions at UHD. The University shall also conduct a pay grade structure review every five years.

Please visit Salary Structures and Job Descriptions on HR's website for the University's current pay grades and associated job descriptions and see UHD policy PS 02.B.08, Staff Salary Compensation Program and Salary Guidelines, for additional information.

Career Ladders

UHD's Career Ladder Program assists employees and managers in the development of individualized career plans and goals. The career ladder program provides staff career opportunities and advancements to improve staff retention, recognize high performance, and aid in the development of training programs aimed at addressing competency gaps in UHD's succession efforts.

While the Career Ladder Program does not guarantee job promotions, reclassifications, or salary adjustments, career ladders provide employees a clear path on how they can advance their career goals and move to a higher-level job within their department, division, or the University.

HR is responsible for administering the Career Ladder Program in compliance with compensation rules and regulations.

Please visit Career Ladder Program on HR's website and see UHD policy PS 02.B.08, Staff Salary Compensation Program and Salary Guidelines, for additional information.

Personnel Actions

New Hires

Staff new to UHD and whose knowledge, skills, abilities, and experience meet the minimum requirements of the job should be hired at the minimum of the pay grade for the job for which they are being hired. An employee may be hired at a higher starting salary based on years of directly

related and documented work experience and/or additional education that may be "value added" to the job. However, the starting salary may not exceed the midpoint for the expected position or exceed that of an incumbent in the same position within the same department.

Any exception for a new employee's salary must be based on the recommendation of the hiring manager and department head and approval by the Vice President for HR.

Please see UHD policy PS 02.B.08, Staff Salary Compensation Program and Salary Guidelines, for additional information.

Promotion

A promotion is the movement of an employee from one pay grade to a higher pay grade within the same pay grade structure. If moving to a different pay structure (i.e., from staff pay structure to IT (Information Technology) pay structure), the move will be considered a promotion when the new grade has a higher midpoint.

To be considered for a promotion, the employee must meet the minimum qualifications for the new position. The resulting salary should fall between the minimum and midpoint of the new grade and should not exceed the salary of an incumbent in the same position within the same department. Salaries above the midpoint require approval from the designated Vice President and the Office of Human Resources' Compensation team. Promotion salaries may not exceed the salary of an incumbent in the same position within the same department unless justification is submitted. In isolated situations, if an individual's base pay is at a higher level than rates paid to incumbents, or above maximum of the new grade, an individual may be granted a promotion with no change in pay. All promotions must be approved in advance by Human Resources (HR).

For more information on promotions, please visit uhd.edu/hr/resources/ps-02b08-staff-salary-compensation-program-and-salary-guidelines.aspx

Demotion

A demotion is the movement of an employee to a position in a lower pay grade. A demotion shall result in a reduction in the employee's base pay when an administrative action is taken against the employee for poor performance in the current position, or when a job is evaluated as a result of management initiative and reassigned to a lower job classification and pay grade.

Any UHD employee demoted to a new position at a lower grade shall receive a pay reduction not to exceed 20% of their current base pay. All demotions must be approved in advance by HR.

Please see UHD policy PS 02.B.08, Staff Salary Compensation Program and Salary Guidelines, for additional information.

Transfer

A lateral transfer is the movement of an employee to a position within the same pay grade. Typically, there is no change in pay associated with a lateral transfer. Hiring managers who believe circumstances warrant additional compensation above that which is outlined may seek review and approval for an exception to the policy from the Vice President for HR.

Please see UHD policy PS 02.B.08, Staff Salary Compensation Program and Salary Guidelines, for additional information.

Reclassification

A reclassification occurs when a job is placed in a different pay grade because a job evaluation indicates the major duties and responsibilities have increased significantly. The job's title and/or pay grade may change. If a salary increase is in order, the resulting salary shall fall between the minimum and midpoint of the new grade, and may not exceed the salary of an incumbent in the same position within the same department, unless an exception is granted approval by HR-Compensation of a request from the employee's manager outlining how the employee's knowledge and experience in the job-related field, and/or education exceeds the incumbent's.

Help Desk, multimedia services, computer discounts available to employees, training/ seminars, and other IT topics of interest, visit the Information Technology website.

Staff Council

The Staff Council at the University of Houston-Downtown acts as an advisory body to the President of the University. The Staff Council's purpose is to promote a positive and meaningful exchange among staff, faculty, and students, and to formulate and recommend policies that affect staff. It also promotes recognition of staff contributions to the mission of the University of Houston-Downtown, and recommends individuals to serve on committees where policies and procedures affecting staff will be discussed.

The Staff Council coordinates the annual staff awards ceremony and sponsors the Edge award, a grant available to full-time staff members interested in attending seminars, training and other professional development courses. The Staff Council meets once a month and meetings are open to all staff. For more information, visit the Staff Council website.

Health Services

Student Health Services provides medical information and limited healthcare services at low cost to faculty and staff. Advanced practice nurse practitioners and registered nurses staff the health facility. For further information, visit the Student Health Services website.

University of Houston Optometry Clinic

The University of Houston Eye Institute provides a variety of optical services to employees of the University of Houston System universities, such as UHD, at reduced fees. Employees and their families can schedule complete vision exams, fill contact lens and eyeglass prescriptions, and seek medical and surgical help with eye disorders. The clinic accepts Medicare, Medicaid, personal checks, cash, major credit cards, and most insurance plans. To take advantage of this great opportunity, visit the University of Houston Eye Institute or call 713-743-2020.

University of Houston Speech. Language, and Hearing Clinic

The University of Houston Speech, Language, and Hearing Clinic is available to all UHD employees and their families, and offers services to infants, children, and adults with speech, language, and/or hearing impairments. These services include testing and treatment. The clinic also offers assistance with the fitting and sales of hearing aids.

This agency is partially funded by the United Way of Greater Houston and is staffed by professionals certified in the fields of audiology and speech-language pathology. Visit the University of Houston Speech, Language, and Hearing Clinic website or call 713-743-0915 for additional information or to schedule an appointment.

Fitness and Wellness

The University of Houston-Downtown's Employee Wellness Program strives to increase the well-being and productivity of all employees, through enhancement of all aspects of health.

Employees who are approved to participate in the Employee Wellness Program may be eligible to receive up to thirty (30) minutes, three times per week) of Fitness Release Time (FRT) to participate in a fitness activity offered in The Wellness and Success Center (WSC) or other physical fitness activities on campus (i.e., walking, climbing stairs, etc.). The Fitness Release Time program is available to full-time benefits-eligible staff members with supervisor approval. For more information, please see PS-02.B.13 - Employee Wellness Program Policy (uhd.edu).

UHD employees can purchase a membership to Tthe Wellness and Success Center (WSC), formerly The Jesse H Jones Student Life Center, is a the new 75,000 square-foot facility that was created to offers physical fitness and recreation opportunities to support student successs, and provides employees, and community members full-time benefits-eligible staff members the opportunity to adopt healthier behaviors.

The features of this new facility are:

- Large weight training and cardio training areas with dramatic views of downtown Houston
- Indoor training area
- Outdoor training area
- Bouldering wall
- 3 group fitnessexercise class studios
- Indoor running track
- Massage therapy
- Personal trainers
- Demonstration kitchen room
- 3 courts for basketball/volleyball/badminton
- Various group exercise classes such as aerobics, Zumba, Yoga, martial arts, and more
- Health and nutrition workshops
- Large locker rooms with showers including single occupancy changing areasfor students and employees
- The A Sports Field is available on campus for scheduled intramural sports events and club sports team practices.

The University of Houston-Downtown's Employee Wellness Program strives to increase the well-being and productivity of all employees, through enhancement of all aspects of health. The program seeks to increase awareness of positive health behaviors, motivate employees to voluntarily adopt healthier behaviors and, and provide opportunities and a supportive environment to foster positive lifestyle changes.

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For more information regarding Wellness Leave and FRT, please see PS-02.B.13 - Employee Wellness Program Policy (uhd.edu)

For more information on the Wellness and Success Center please visit Facilities | University of Houston-Downtown (uhd.edu).

Food Services

The University Food Court provides students and employees with a wide selection of healthy food choices at reasonable rates.

The Food Court is located on the third floor of the Academic Building and features Starbucks, Chick-fil-A, salad bar and other food concepts. The Shea Street Cafe is located in the Shea Street Building and SciTech Café located in the Science and Technology Building both offer a variety of quick grab-and-go selections including gourmet coffees, cold drinks, and snacks. In addition, one of several local food trucks park outside the Shea Street Building, Tuesdays and Thursdays to offer lunch service. For more information on the complete dining experience, visit the Dining Services website.

Check-Cashing Services

The Cashier's Office provides check-cashing services to benefits-eligible employees at no cost. Employees may cash personal checks up to \$50 per day at the check-cashing window located in the One Main Building, Room S-310. A valid driver's license and UHD identification card are required at the time of service. For more information, contact the Cashier's Office at 713-221-8196.

Continuing Education

Continuing Education provides employees with professional and personal development opportunities through the Applied Business and Technology Center and Criminal Justice Training Center.

The Applied Business and Technology Center is a self-sustaining, non-credit granting center of the University of Houston-Downtown. The center offers courses at various levels, from entry to advanced. Courses include Computer Aided Design, Microsoft Desktop Applications, and Project Management, just to name a few. For those seeking a more self-directed, flexible schedule, eLearning classes are also provided; however, in addition to eLearning, many courses are available in the traditional classroom setting.