UT TYLER EMPLOYEE HANDBOOK

SALARY INCREASES

When budgetary sources permit, salary increases may be awarded when significant responsibilities outside the routine tasks indicated on the Job Description are added to a position, and the addition of these duties does not warrant reclassification. Significant responsibilities are defined as additional duties requiring at least 10% of an employee’s work schedule. Salary increases may also be given due to the competitive job market. All salary increase recommendations must have a detailed justification. Salary increases are NOT to be used for merit purposes. Exceptions to Wage and Salary Policies: any exceptions to the above policies require the advance approval of the Director of Human Resources and/or the Vice President for Academic Affairs, the Vice President for Business Affairs, or the President.

Return to the Table of Contents