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## Glossary – HR Classification & Compensation

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**Budgeted Staff Employee** – A non-faculty employee whose position is specifically identified in the budget with a unique identifier called a Position Identification Number (PIN). Budgeted staff positions are 50% or more effort (20 or more hours per week) for 4 ½ months or more and are benefits-eligible.

**Career Ladder** – A series of defined levels within a job family where the nature of work is similar and the levels represent requirements for increased skill, knowledge and responsibility as an employee moves through a career.

**Classified Position** – Positions, administered through the TAMU Classified Pay Plan, that are sufficiently similar so that the same descriptive title can be used for each, with a typical set of duties that are generally encompassed by all positions in that classification.

**Classified Personnel Pay Plan** – The salary structure, administered by the Classification and Compensation Office, which establishes the assigned salary range and minimum rate for each Classified title, as well as the title code and exemption status.

**Exempt Employee** – An employee who is exempt under the Fair Labor Standards Act and does not have to be paid overtime when they work more than 40 hours in a workweek. The three major general exemptions relate to executives, administrative and professional employees and are based on actual job duties and responsibilities.

**External Salary Market** – The comparison of a position’s worth relative to the “going market rates” of its competitors in the prevailing market outside the university.

**Fair Labor Standards Act (FLSA)** – A federal law governing minimum wage, overtime pay, child labor and recordkeeping requirements.

**Hiring Manager** – An employee that makes hiring decisions for budgeted employees.

**Hiring Salary Adjustment** – A salary adjustment that may be given to newly hired or promoted employees, after six months of service, who have specific skills and experience above the minimum qualifications for the position.

**ES Liaison/ES Liaison Coordinator** – A Texas A&M University employee administering or managing human resource related critical functions for employees within a division or department of TAMU.

**Internal Salary Market** – The comparison of a position’s worth relative to its value within the organization.

**Job Analysis** – The formal study of the duties and responsibilities that comprise a job, taking into consideration the nature and level of work performed and the specifications required for an incumbent to perform the job competently.

**Nonclassified Position** – Positions that are often one of a kind, have negotiable salaries, are widely recruited, and carry a degree and/or special training requirement. These positions are grouped into executive, faculty, research, extension, professional and administrative categories.

**Nonexempt Employee** – An employee entitled to overtime pay under the Fair Labor Standards Act at a rate of one and one-half the employee's regular rate of pay for each hour worked in excess of 40 hours per week. For public institutions, compensatory time may be granted in lieu of overtime at the rate of 1 ½ hours for each hour of overtime worked.

**Online Position Description Services** – An enhancement to the TAMU Online Employment Services system that allows departments the ability to create, store and update position descriptions online in a paperless environment.

**Overtime Exemption Designations** – Positions designated under the Fair Labor Standards Act as either exempt or nonexempt from the overtime provisions of the law. See definitions for exempt employee and nonexempt employee.

**Position Description** – The form used to record the duties, responsibilities, qualifications sought, and fiscal impact of staff positions that serves as the basis for determining title, salary and exemption status.

**Reclassification** – Assignment to a new position classification when job duties of a former position are re-evaluated.

**U.S. Patriot Act** – A federal law passed in 2001 that makes it illegal for restricted individuals to work with certain biological agents, toxins or delivery systems.

**Wage and Salary Surveys** – Salary information collected to compare internal salaries to those in the same geographical, industry or other specific area in which an organization competes for labor.

**Wage Position** – Temporary staff position paid on an hourly basis, not eligible for benefits and restricted in duration and percent effort based on state law.