

University of Houston-Downtown

UNIVERSITY OF HOUSTON-DOWNTOWN

REPORT ON INFORMATION REGARDING STAFF COMPENSATION

In compliance with *Texas Government Code* Sec. 659.026. INFORMATION REGARDING STAFF COMPENSATIONS, the University of Houston-Downtown administration is making available the following information:

- I. the number of full-time equivalent employees employed by the agency;

Full-time equivalent employees	Fiscal Year 2018
	1,175.20

Source: Quarterly FTE reports filed with the Texas State Auditor's Office and based on four-quarter average.

- II. the amount of legislative appropriations to the agency for each fiscal year of the current state fiscal biennium;

Total Appropriation All Funds	Fiscal Year 2018	Fiscal Year 2019
	\$42,058,695	\$42,172,515

Source: 83rd Legislative Session, *General Appropriations Act*, Article III. The amounts shown include direct appropriations from all funds.

- III. the agency's methodology, including any employment market analysis, for determining the compensation of executive staff employed by the agency, along with the name and position of the person who selected the methodology;

UHD has established and maintains a salary administration program, which 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.

UHD has established and maintains salary ranges for all positions that fairly reflect the value of each position, relative to all other positions at UHD.

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.

UHD conducts a pay grade structure review every five years. Recommended changes to the pay grade structures are submitted to the University President for approval.

This methodology was recommended by Deloitte Consulting LLP in August 2006, approved by then University President Max Castillo, and adopted by Ivonne Montalbano, Vice President for Employment Services and Operations.

IV. whether executive staff are eligible for a salary supplement;

The President is the only individual receiving a salary supplement meeting the requirements of the *General Appropriations Act (GAA)*, Article IX, Section 3.02 The President is eligible for a salary supplement per the *GAA*, Article III, Special Provisions, Section 5, Paragraph 2. It is not the current policy of the UH System to accept gifts, grants, donations, or other consideration designated by a donor for salary supplements.

V. the market average for compensation of similar executive staff in the private and public sectors;

Based on the market analysis performed the salary paid to staff, including executive staff, were adjusted to within 88% of the market.

VI. the average compensation paid to employees employed by the agency who are not executive staff; and

Average compensation paid to staff	Fiscal Year 2018
	\$59,995.64

VII. the percentage increase in executive staff for each fiscal year of the five preceding fiscal years and the percentage increase in legislative appropriations to the agency each fiscal year of the five preceding fiscal years.

VIII.

Executive Staff	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
President	3%	0%	0%		8.33%
Interim Sr. Vice President and Provost	0%	0%	0%		4.91%
Vice President, Administration and Finance	2.5%	4.5%	0%	2.63%	4.61%
Vice President, Advancement and External Relations	2.5%	2.3%	1%	3.19%	4.45%
Vice President, Employment Services and Operations	2.5%	4.5%	1%	3.26%	4.54%
Vice President, Student Affairs and Enrollment Management	N/A	N/A	N/A	8.88%	4.23%

Note: Percentage of salary increases are based on salaries for positions on September 1st of each year.
 *One-time stipends for FY14 and FY15

Legislative Appropriations	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Percent Increase in Total Appropriation All Funds	13.74%	.33%	6.1%	.35%	1.82%

Source: *General Appropriations Act* from each biennium's and includes direct appropriations from all funds net of legislatively mandated reductions.