

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 2015
1,063.1

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 2016	Fiscal Year 2017
\$41,155,992	\$41,300,153

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;

Beginning in 1994, the University of Houston-Downtown adopted a plan to conduct a comprehensive survey and analysis of compensation of all staff employees, including executive staff, at least every two (2) years. The Office of Human Resources is charged with this endeavor. This study includes gathering current, reliable market data on total compensation of positions at peer institutions, including public and private, and other sources from professional organizations, comparable survey data related to specific trades and technical positions, and state compensation data where appropriate.

In the spring of 2013, a market analysis was conducted of all the positions at the university. As a result of the findings, the Executive Director of Human Resources made a recommendation to UHD administration to adjust 132 (25%) of all staff employees positions. The recommendation was accepted resulting in the identified employees, including the Chief Financial Officer, and three associate Vice Presidents, receiving some increase to bring the salary to within 96% of the market. The market data used for this study included the following sources:

- 2013 CUPA-HR
- 2013 Economic Research Institute
- 2013 Educomp by Western Management Group
- PayScale National Market Data
- Texas Higher Education Institutions' Database

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 2015
	51,937.18

VII. the percentage increase in compensation of 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 2011	FY 2012	FY 2013	FY 2014	FY 2015
President	3%	0%	0%	3%	0%
Interim Sr. Vice President and Provost	N/A	N/A	4%	0%	0%
Vice President, Administration and Finance	4.3%	0%	0%	2.5%	4.5%
Vice President, Advancement and External Relations	2%	0%	0%	2.5%	2.3%
Vice President, Employment Services and Operations	4.9%	0%	0%	2.5%	4.5%

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 2011	FY 2012	FY 2013	FY 2014	FY 2015
Percent Increase in Total Appropriation All Funds	-4.53%	-7.07%	.33%	13.74%	.33%

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