Reason Code Definitions, Restrictions and Salary Schedules for State Agencies

Fiscal 2018-2019

This document reflects additions and changes to salary administration provisions of the General Appropriations Act (GAA) made by the 85th Legislature.
Fiscal Year-End Codes

001 Legislative increase or decrease for line-item exempt employees.
FXX Fiscal year conversion record.

Legislative Reallocation Codes – Effective Date must be September

002 Reallocation to a higher or lower minimum salary group. No change unless below minimum or above the maximum of the new group.
003 Reallocation to a higher minimum salary group with an increase of not more than 6.8 percent on Schedule A or B.

September Reclassification Codes – Effective Date must be Sept. 1

Note: The following reason codes are not to be used during FY 2018-2019

008 Reclassification to a classified position from a line-item exempt/unclassified position through legislative action.
009 Reclassification to a line-item exempt/unclassified position from a classified position.

Employee Acquisition Codes

010 Newly hired or rehired after a break in state service.
012 Interagency transfer in.
LEG Interagency transfer in – legislatively mandated transfer.

Intra-Agency Multiple Employment Codes

032 Intra-agency multiple employment start – for classified and line-item exempt or unclassified employees.
033 Intra-agency multiple employment stop – for classified and line-item exempt or unclassified employees.

SSN Change Code

037 SSN change – for classified and line-item exempt or unclassified employees.

Employee Information Change Codes

038 Update employee descriptive data. No change in salary rate.
041 Move to a temporary assignment. Classified employee may move to a salary group with the same or higher minimum salary, with or without a salary increase. Line-item exempt must remain line-item exempt and unclassified must remain unclassified.
042 Return from a temporary assignment to former classification and salary rate.
043 Leave without pay (LWOP) status change for all employee types.
050 Hourly position moving to a salaried position or vice versa. No change in salary rate.
**Employee Termination Codes for State and Legislative Agencies**

057 Resignation in lieu of involuntary separation.
060 Voluntary separation from agency.
063 Termination at will.
064 Reduction in force.
065 Transfer to a different state agency or institution of higher education with no break in service.
067 Dismissal for cause.
068 Retirement.
069 Death.

**Other Codes**

070 HRIS entitlement maintenance for all employee types.
099 Conversion to HRIS, SPRS, or USPS for all agency and employee types.

**Salary Action Codes**

020 Promotion of classified employee to a higher minimum salary group with an increase of at least $30 on Schedule A or at least 3.4 percent on Schedule B.
021 Demotion of classified employee to a lower minimum salary group with a decrease of at least $30 on Schedule A or at least 3.4 percent on Schedule B.
023 Change of classified employee to a lower minimum salary group, in lieu of reduction in force. Salary may decrease or remain the same within the range.
A23 Change of classified employee to a lower minimum salary group, for which the employee has applied and been selected. Salary may increase, decrease or remain the same within the range.
025 Merit increase for classified employees on salary schedules A and B only. A minimum increase of at least $30 on Schedule A, no maximum increase on Schedule A or B. Salary may not exceed the maximum in the range.
027 Salary rate reduction for disciplinary reasons for classified employee.
028 Salary rate restored when employee's performance improves.
029 Salary, classification code, or work hour change for line-item exempt/unclassified position.
030 Status change for an employee moving from a line-item exempt/unclassified position to a classified position. No change in salary unless above the minimum on Schedule A or B.
031 Status change for employee moving from a classified position to a line-item exempt/unclassified position.
034 Salary adjustment upward for certain classified employees. Only applies to TDCJ, TJJD and OAG (requires GAA authority).
035 One time merit payment for classified employees.
036 Performance reward for classified employees of eligible agencies.
039 Emergency one time merit for work performed during a natural disaster or other extraordinary circumstance.
040 Equity Adjustment for classified employees. Salary must increase within the same pay group and job classification.
046 Lateral move to a different job class in the same minimum salary group. Salary may increase up to 3.4 percent, decrease, or remain the same.
047 Governor's not-to-exceed increase for line-item exempt employees.
048 Language interpreter services pay (requires GAA authority).
049 Step-level adjustment upward for Schedule C to record an increase in pay or a higher step for length of service.

**Monthly Reclassification Codes**

022 Reclassification to a higher minimum salary group. No change in salary unless below minimum.
024 Reclassification to a higher minimum salary group with an increase of not more than 6.8 percent on Schedule A or B.
026 Reclassification to a class in a group with the same minimum salary. No change in salary.
044 Reclassification to a lower minimum salary group. No change in salary unless above the maximum.
### Classification Salary Schedules for Fiscal Year 2018-2019

#### Salary Schedule A

<table>
<thead>
<tr>
<th>Pay Group</th>
<th>Min Sal</th>
<th>Max Sal</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4</td>
<td>18,893.00</td>
<td>27,525.00</td>
</tr>
<tr>
<td>A5</td>
<td>19,777.00</td>
<td>28,840.00</td>
</tr>
<tr>
<td>A6</td>
<td>20,706.00</td>
<td>30,221.00</td>
</tr>
<tr>
<td>A7</td>
<td>21,681.00</td>
<td>31,677.00</td>
</tr>
<tr>
<td>A8</td>
<td>22,705.00</td>
<td>32,229.00</td>
</tr>
<tr>
<td>A9</td>
<td>23,781.00</td>
<td>34,859.00</td>
</tr>
</tbody>
</table>

#### Salary Schedule B

<table>
<thead>
<tr>
<th>Pay Group</th>
<th>Min Sal</th>
<th>Max Sal</th>
</tr>
</thead>
<tbody>
<tr>
<td>B10</td>
<td>24,910.00</td>
<td>36,571.00</td>
</tr>
<tr>
<td>B11</td>
<td>26,303.00</td>
<td>41,555.00</td>
</tr>
<tr>
<td>B12</td>
<td>27,840.00</td>
<td>43,798.00</td>
</tr>
<tr>
<td>B13</td>
<td>29,439.00</td>
<td>46,388.00</td>
</tr>
<tr>
<td>B14</td>
<td>31,144.00</td>
<td>49,134.00</td>
</tr>
<tr>
<td>B15</td>
<td>32,748.00</td>
<td>52,057.00</td>
</tr>
<tr>
<td>B16</td>
<td>34,918.00</td>
<td>55,130.00</td>
</tr>
<tr>
<td>B17</td>
<td>36,976.00</td>
<td>58,399.00</td>
</tr>
<tr>
<td>B18</td>
<td>39,521.00</td>
<td>64,449.00</td>
</tr>
</tbody>
</table>

#### Salary Schedule C

<table>
<thead>
<tr>
<th>Pay Group</th>
<th>&lt; 4</th>
<th>≥ 4</th>
<th>≥ 8</th>
<th>≥ 12</th>
<th>≥ 16</th>
<th>≥ 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>40,350.00</td>
<td>3,362.50</td>
<td>599.04</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C2</td>
<td>44,082.00</td>
<td>3,673.50</td>
<td>21,393.27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C3</td>
<td>53,342.00</td>
<td>4,436.83</td>
<td>25,597.12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C4</td>
<td>64,919.00</td>
<td>5,409.91</td>
<td>5,311.06</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C5</td>
<td>80,582.00</td>
<td>7,615.16</td>
<td>38,743.19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C6</td>
<td>98,903.00</td>
<td>8,241.91</td>
<td>47,594.92</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C7</td>
<td>102,828.00</td>
<td>8,569.00</td>
<td>49,436.54</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C8</td>
<td>116,352.00</td>
<td>9,696.00</td>
<td>55,938.46</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>