



## 4.6.2 Administrative and Professional Employees

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.6 Classification and Compensation Administration	Date Last Reviewed: December 2004
Responsible Entity: Vice President and Chief Human Resources Officer	Date Last Revised: December 2004

### I. Purpose

To establish the employee classification of Administrative and Professional Employees.

### II. Scope

This policy applies to all individuals involved in the classification and salary administration for Administrative and Professional (A&P) employees.

### III. Policy

At the direction of the executive officers, the Office of Human Resources oversees the classification and salary administration for Administrative and Professional (A&P) employees of UT Health San Antonio.

### IV. Definitions

*There are no defined terms used in this Policy.*

### V. Related References

*There are no related documents associated with this Policy.*

### VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

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<b>Effective Date</b>	<b>Action Taken</b>	<b>Approved By</b>	<b>Date Approved</b>
<b>11/2000</b>	Policy Origination		
<b>12/2004</b>	Policy Revision		