STANDARD ADMINISTRATIVE PROCEDURE

31.01.01.M0.02 Staff Counteroffer

Approved October 1, 2025
Next scheduled review: October 1, 2030

Standard Administrative Procedure Statement

This standard administrative procedure (SAP) is set forth to provide guidance on making a counteroffer to a budgeted staff employee of Texas A&M University, including all associated regional and branch campuses (i.e., Texas A&M University at Galveston and Texas A&M University at Qatar), and Texas A&M University Health Science Center. All will be referred to as TAMU for the purposes of this SAP. For Staff counteroffers, contact the Division of Human Resources and Organizational Effectiveness (HROE). For Faculty counteroffers the requesting department should contact University Faculty Affairs for assistance.

Procedures and Responsibilities

1. GENERAL

1.1 A counteroffer is an offer to increase an employee's base pay in exchange for remaining with the organization after receiving a credible offer of employment from outside of the employee's current college/school/division.

1.1.1 Counteroffer is not a change in a job profile, and

1.1.2 Cannot be processed as a one-time payment.

1.2 The earliest effective date for the new rate of pay will be on the day the final written approval is obtained (see section 3 below).

1.3 No pay increase may be retroactive, in accordance with Article III, Section 53 of the Texas Constitution which prohibits the payment of retroactive increases to State employees. Retroactive pay refers to compensation for work that has already been performed but was not approved and paid at the appropriate time. Such actions without proper documentation are prohibited under the Texas Constitution, Article III, Section 53.

1.4 Verbal agreements or promises regarding counteroffers are not valid.

1.5 A counteroffer should not exceed the maximum of the employee's current job profile assigned pay grade.

2. CRITERIA

2.1 A counteroffer may be approved for an employee if all the following criteria are met:

2.1.1 Has been continuously employed in a staff position with TAMU for the preceding 90 days of the requested effective date as calculated in Workday. If the employee has a performance evaluation on file, the overall rating must be "meets expectations" or greater; and

2.1.2 Possesses specialized knowledge, skills, and abilities that are critical to the position, are not easily replaceable and their function is crucial to the success of the college/school/division; and

2.1.3 Has not received a counteroffer within 2 years from the requested effective date.

3. APPROVAL

3.1 Approval must be obtained utilizing the HROE Staff Compensation Change form (CCF04).

3.1.1 Counteroffers must be approved by the appropriate Dean/Vice President or designee.

3.1.2 Evidence of an offer must accompany the HROE Staff Compensation Change form (CCF04). This may take the form of a copy of the outside job offer, an email from the outside employer, or a written statement from the employee's immediate supervisor attesting to the details of the job offer to include the offered salary and benefits.

3.1.3 Request to offer above the current job profile's assigned pay grade also requires approval of the Dean/Vice President or designee and, through HROE Classification and Compensation, the President or designee.

3.1.4 Requests for offering a counteroffer to an employee who reports directly to the Dean/Vice President will require approval by the Dean/Vice President's higher authority.

Related Statutes, Policies, or Requirements

Texas Constitution, *Art. III, § 53*

University SAP *31.01.01.M0.01, Employee Compensation Administration*

Contact Office

For information or clarification on this SAP, contact
Human Resources and Organizational Effectiveness, Classification & Compensation

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Office of Responsibility

Human Resources and Organizational Effectiveness