

STANDARD ADMINISTRATIVE PROCEDURE

31.01.01.M0.05 Staff Job-Related Skill Enhancement Pay

Approved July 6, 2001

Revised April 8, 2009

Revised March 4, 2012

Revised January 12, 2021

Revised 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 Job-Related Skill Enhancement Pay 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.

Job-Related Skill Enhancement Pay is an increase that may be given for obtaining a degree, certification, or license to recognize and reward budgeted staff employees who take the initiative through their own efforts to increase their job worth and significantly enhance their value to the organization.

Definitions

Certification - designated credential awarded by a professional organization or educational institution after passing specific assessments. Certificates of completion are not considered a certification.

Degree - academic title awarded by accredited colleges and universities upon completion of a course of study. A degree may include but is not limited to the following: Associates, Bachelors, Masters, PhD.

License - a credential awarded by a state agency that is legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession.

Procedures and Responsibilities

1. GENERAL

- 1.1 In collaboration with the appropriate Division of Human Resources and Organizational Effectiveness (HROE) Hub and Classification and Compensation, internal salary reviews with other similar positions in the department should be considered before implementing Job-Related Skill Enhancement Pay.
- 1.2 Departmental use of Job-Related Skill Enhancement Pay is at the discretion of the respective Dean/Vice President and is not considered to be an entitlement.
- 1.3 Job-Related Skill Enhancement Pay is an increase to base pay/rate.
- 1.4 Once eligible, the earliest effective date of the new rate of pay will be on the first day of the next available pay period after final written approval is obtained as outlined in section 3 below.
- 1.5 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.

2. CRITERIA

- 2.1 A Job-Related Skill Enhancement Pay increase may be approved for a budgeted staff employee if all the following criteria are met:
 - 2.1.1 Request for Job-Related Skill Enhancement Pay must be submitted to the appropriate HROE Hub no later than three (3) months after completion of the degree, certification, or license; and
 - 2.1.2 The employee has a "meets expectations" or higher overall rating on the most recent performance evaluation; and
 - 2.1.3 The employee has not received a Job-Related Skill Enhancement Pay increase within the previous six (6) months of effective date of increase.

3. APPROVAL

- 3.1 Verification of degree completion through the established HROE degree verification process or evidence of certification or license awarded must be obtained by the HROE Hub prior to seeking final approval.
- 3.2 Approvals will be obtained utilizing the HROE Staff Compensation Change form (CCF04).
- 3.3 Job-Related Skill Enhancement Pay increases:

- 3.3.1 Must not exceed ten percent (10%) of the employee's current base pay/rate.
- 3.3.2 Will require, in writing, the Dean/Vice President or designee approval.
 - 3.3.2.1 Requests for employees who report directly to the Dean/Vice President will require approval by the Dean/Vice President's higher authority.
- 3.3.3 Requests that exceed the job profile's pay grade will require approval of the Dean/Vice President or designee and, through HROE Classification and Compensation, the President or designee.

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](#)

(979) 845-4170
hrcomp@tamu.edu

OFFICE OF RESPONSIBILITY

[Human Resources and Organizational Effectiveness](#)