STANDARD ADMINISTRATIVE PROCEDURE

31.01.01.M0.06 Staff Temporary Salary Increase

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Standard Administrative Procedure Statement

This standard administrative procedure (SAP) is set forth to provide guidance on Temporary Salary Increases to budgeted staff employees 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.

A Temporary Salary Increase is a base pay/rate increase that on occasion, may be given to an employee who takes on additional responsibilities vital to the organization that are outside of their regular job duties. This may require an employee to be placed in an acting or interim status.

Procedure 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 organizational impact (e.g., staffing and salary) should be considered before implementing a Temporary Salary Increase.

1.2 Taking on additional responsibilities does not in itself constitute the basis for a Temporary Salary Increase. For example, a Temporary Salary Increase would not be warranted if any of the following criteria are met:

1.2.1 The assignment is short-term (less than thirty (30) days); or

1.2.2 The responsibilities are of a backup nature that is already expected of the employee; or

1.2.3 The responsibilities are distributed among a number of employees in such a manner as not to significantly impact the total workload of the employees assuming the additional responsibilities.

1.3 Covering an absence or vacancy within an individual's area of oversight is typically considered a fundamental part of managerial duties and not eligible for a Temporary Salary Increase. However, in these situations a Temporary Salary Increase may be awarded with written documentation explaining why section 1.2.3 is not feasible.

1.4 A Temporary Salary Increase represents compensation that does not become part of the employee's base pay/rate. When the temporary responsibilities end, the employee's Temporary Salary Increase is withdrawn.

1.4.1 For potential overtime calculations for nonexempt employees, the Temporary Salary Increase will be added to the employee's base rate when initiated, but removed once temporary responsibilities end.

1.4.2 The employee's manager is to notify the appropriate HROE Hub when the temporary responsibilities are no longer being performed.

1.4.3 If at the end of the temporary increase period it is determined the responsibilities will become permanent and does not warrant a promotion, refer to University SAP *31.01.01.M0.08, Non-Faculty Other Salary Adjustments*.

1.5 The earliest effective date for a Temporary Salary Increase will be on the day the final written approval is obtained as indicated in section 4 below.

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 Temporary Salary Increase may be approved for a budgeted staff employee if all of the following criteria are met:

2.1.1 The temporary responsibilities to be performed are clearly differentiated from the job duties normally performed by the employee; and

2.1.2 The temporary responsibilities are to be performed for more than thirty (30) days, but not more than one (1) year.

2.1.2.1 If the Temporary Salary Increase needs to be extended beyond one (1) year from the initial effective date, a new Temporary Salary Increase request with approvals is required.

2.2 The HROE Hub can provide guidance on Temporary Salary Increase amounts.

2.2.1 The temporary increase amount associated with a vacancy should range between five percent (5%) and fifteen percent (15%) of the vacant position's monthly base pay/rate.

2.2.2 The temporary increase amount associated with taking on new responsibilities which are not associated with a vacancy, should not exceed the maximum of the employee's current job profile pay grade.

2.2.3 Factors such as the scope of additional responsibilities, duration of the assignment, internal salary considerations, and budget constraints should be considered when determining an appropriate temporary increase amount.

3. INTERIM STATUS

3.1 If an interim status is needed for supervisory or Human Resource Information System (HRIS) security reasons, the HROE Hub should consult with HROE Continuous Improvement and Service Quality (CISQ) to facilitate this temporary status.

4. APPROVAL

4.1 Approval for a Temporary Salary Increase shall be obtained utilizing the HROE Staff Compensation Change form (CCF04).

4.2 A Temporary Salary Increase must be approved, in writing, by the Dean/Vice President or designee.

4.3 A request for a Temporary Salary Increase for a nonexempt employee that exceeds the current job profile's assigned pay grade will require approval of the Dean/Vice President or designee and, through HROE Classification and Compensation, the President or designee.

4.4 A request for a Temporary Salary Increase for 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*

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