



STANDARD ADMINISTRATIVE PROCEDURE

31.01.01.M0.08 Non-Faculty Other Salary Adjustments

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 other salary adjustments for non-faculty 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.

The following units are identified as the responsible parties for guidance on other salary adjustments: The Division of Human Resources and Organizational Effectiveness (HROE) is responsible for staff, student, and temporary/casual positions; University Faculty Affairs is responsible for faculty positions; and the Graduate and Professional School is responsible for graduate assistant positions.

Other salary adjustments allow flexibility for compensation changes not addressed in other HROE SAPs.

Definitions

Base Pay - a fixed amount of money an employee receives for their work, excluding additional compensation such as supplemental compensation or allowances. This can be expressed as either an hourly wage or an annual salary and is determined by the agreed-upon terms between the employer and employee prior to starting work.

Compa-Ratio – a calculated metric reflecting where an employee’s salary aligns with the market median in relation to their individual competency within the job profile.

Pay Compression - the unintended outcome when implementing a new market strategy that erodes or removes the established pay differences for employees within the same job profile and supervisory organization, based on their previously recognized performance.

Procedures and Responsibilities

1. GENERAL

- 1.1 Pay increases as described within this SAP are considered an increase to an employee's base pay.
- 1.2 Verbal agreements or promises regarding compensation are not valid. Personnel actions are only effective upon completion of the appropriate approval process outlined in the corresponding SAP.
- 1.3 Compensation changes should be effective at the start of the next available pay period after documented final approval has been obtained. In situations where an alternative effective date is needed for a business reason, see [University SAP 31.01.01.M0.01, Employee Compensation Administration](#).
- 1.4 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.
- 1.5 The base pay of a full-time employee is not to be increased by virtue of funding from a grant or contract. In such cases, the salary is funded in accordance with the portion of time spent on assigned duties. Contact the Division of Research for additional guidance.
- 1.6 As outlined in [University SAP 31.01.01.M0.01, Employee Compensation Administration](#), approvals may be delegated in writing. This delegation must be on file with the appropriate HROE Hub.

2. REASONS FOR OTHER SALARY ADJUSTMENTS

- 2.1 Significant Expansion of Work Role/Duties
 - 2.1.1 An expansion of job duties should be reviewed by the HROE Hub in collaboration with HROE Classification and Compensation to determine if the additional duties are significant enough to warrant a job change.
 - 2.1.2 When it is determined that a job change is not warranted, an other salary adjustment may be appropriate to compensate the employee for the additional duties.
- 2.2 Pay Compression

2.2.1 Pay compression adjustments ensure salary relationships remain appropriate as the workforce evolves, taking into account differing levels of experience, skill sets, or qualifications within an applicable hierarchy. This is done with the Compa-Ratio tool, following market implementation.

2.2.2 When Compa-Ratio adjustments are not completed at the time of market implementation, a Compa-Ratio analysis to address pay compression may be conducted at a later date. For additional information contact the appropriate HROE Hub.

2.3 Approved Contract

2.3.1 Adjustment to base pay due to a written contractual agreement that has been approved by Texas A&M University System (TAMUS) Office of General Counsel and/or Board of Regents.

2.3.2 A copy of the signed contract must be on file with the appropriate HROE Hub.

2.3.3 Any changes to the contract will require a signed written addendum which will be on file with the appropriate HROE Hub.

2.3.4 Requested compensation adjustments must align with the contract parameters.

2.4 Pay Alignment

2.4.1 A pay adjustment intended to address competitive compensation trends, unforeseen situations or those not addressed in other SAPs. Such requested adjustments will be reviewed on a case-by-case scenario by HROE Classification and Compensation to ensure compliance with all federal and state laws, Texas A&M University System (TAMUS) regulations and TAMU Rules and SAPs. In addition, HROE Classification and Compensation will review the requested alignment for unintended negative outcomes. All such requests will require strong evidence that alignment is imperative to the proper functioning of the group or continued engagement or availability of employees.

3. APPROVAL

3.1 Approvals for other salary adjustments, excluding actions as outlined in section 2.3 (Approved Contract) must be submitted using the HROE Staff Compensation Change form (CCF04).

3.2 Other salary adjustments must be approved by the Dean/Vice President or designee.

- 3.2.1 Other salary adjustments for employees who report directly to the Dean/Vice President will require approval by the Dean/Vice President's higher authority.
- 3.3 Other salary adjustments that cause the employee's new rate of pay to exceed the current job profile's assigned pay grade requires approval of the Dean/Vice President or designee and, through HROE Classification and Compensation, the President or designee.
- 3.4 Other salary adjustments due to a contract which contain approval from TAMUS Office of General Counsel and/or Board of Regents does not require additional approvals.

Related Statutes, Policies, or Requirements

[Texas Constitution, Art. III, § 53](#)

[System Regulation 31.01.01, Compensation Administration](#)

[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

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