

STANDARD ADMINISTRATIVE PROCEDURE

31.01.01.M5.03 Job-Related Skill Enhancement Pay

Approved July 6, 2001

Revised April 8, 2009

Revised March 4, 2012

Next scheduled review: May 4, 2017

Standard Administrative Procedure Statement

The Job-Related Skill Enhancement Pay Program is a management tool that offers the ability to recognize and reward staff employees who take the initiative through their own efforts to increase their job worth and significantly enhance their value to their organization by achieving a higher level of skill through a prescribed course of study in their job field.

Procedures and Responsibilities

1. GENERAL

- 1.1 Certificates, diplomas or other evidence of completion of a prescribed program must be conferred before the effective date of the increase and meet all the criteria listed below in order to qualify under the provisions of this procedure. Job-Related Skill Enhancement Pay is not an entitlement and may not be awarded retroactive to approval.

2. CRITERIA

A Job-Related Skill Enhancement Pay increase may be approved for an employee if all of the following criteria are met:

- 2.1 the employee presents a degree, certificate, license or other evidence of mastering a body of knowledge obtained through a prescribed program of study that is directly related to the position held; when presented the department must exercise due diligence to verify the authenticity of the document presented and can request additional documentation if necessary;
- 2.2 the employee has an overall performance appraisal rating of "achieves" or higher (or equivalent language in modified performance evaluation forms approved by Human Resources) on the most recent performance evaluation; and
- 2.3 the employee has not received a Job-Related Skill Enhancement Pay increase within the last twelve (12) months.

3. PROCEDURES AND RECORDKEEPING

- 3.1 Vice Presidents for each division are authorized to approve Job-Related Skill Enhancement Pay increases up to ten (10) percent of the employee's current salary. This authority may be further delegated.
- 3.2 Requests for Job-Related Skill Enhancement Pay may be approved at any time during the fiscal year but should be submitted within three (3) months of the date the certification is completed. The effective date for the new rate of pay will be on or after the beginning of the pay period in which the request receives final written approval from the Vice President. No pay increases may be retroactive.
- 3.3 A copy of the approval will be attached to the Electronic Payroll Action (EPA) and routed to Payroll Services. The comments section of the EPA will contain a confirmation or statement that the award is job related.
- 3.4 In any division where the approval of Job-Related Skill Enhancement Pay has been delegated, a copy of the approving memorandum will be forwarded to the office of the appropriate Vice President.
- 3.5 A copy of the approved documents will be placed in the employee's personnel file.

Related Statutes, Policies, Regulations, and Rules

Policy *31.01: Compensation*

<http://policies.tamus.edu/31-01.pdf>

Regulation *31.01.01: Compensation Administration*

<http://policies.tamus.edu/31-01-01.pdf>

Rule *31.01.01.M5: Flexible Compensation Programs*

<http://rules-saps.tamu.edu/PDFs/31.01.01.M5.pdf>

Contact Office

For information on clarification on this SAP contact Human Resources, Classification & Compensation at (979) 845-4170 or by email at hrcomp@tamu.edu.

OFFICE OF RESPONSIBILITY: [Human Resources](#)