



STANDARD ADMINISTRATIVE PROCEDURE

31.01.01.M7.05 Job-Related Skill Enhancement Pay

Approved July 6, 2001

Revised April 8, 2009

Revised March 4, 2012

Revised January 12, 2021

Next scheduled review: January 12, 2026

Standard Administrative Procedure Statement

This procedure is set forth to provide guidance on Job-Related Skill Enhancement Pay. Job-Related Skill Enhancement Pay is an increase that may be given within six (6) months 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 obtaining a degree, certificate, license or other evidence of completion of a prescribed program.

The responsible Human Resources unit is based on the type of position: The Division of Human Resources and Organizational Effectiveness (HROE) is responsible for staff positions. The Division of Research is responsible for non-faculty research positions (including TAMUG). Texas A&M University at Galveston (TAMUG) Human Resources is responsible for TAMUG staff positions.

Procedures and Responsibilities

1. GENERAL

- 1.1 Internal equity with other positions in the department should be considered before implementing a Job-Related Skill Enhancement Pay increase.
- 1.2 Use of Job-Related Skill Enhancement Pay increases within each division of the University is at the discretion of the respective Vice President or designee and is not considered to be an entitlement.

- 1.2.1 The Provost and Executive Vice President serves as the approver for academic units and others within the authority of the Provost that do not have a Vice President. The President serves as the approver for units reporting directly to the President that do not have a Vice President. The Vice President for Research serves as the approver for non-faculty research positions. This approval authority may be delegated further.
- 1.3 The effective date for the new rate of pay will be on or after the beginning of the pay period in which the employee is paid and the request receives final approval from the appropriate Human Resources unit. No pay increase may be retroactive, in accordance with [Standard Administrative Procedure 31.01.01.M7.01, Retroactive Pay Increases](#), Article III, Section 53 of the Texas Constitution prohibits the payment of retroactive increases to State employees.

2. CRITERIA

- 2.1 A Job-Related Skill Enhancement Pay increase may be approved for an employee if all of the following criteria are met:
 - 2.1.1 The employee presents a degree, certificate, license or other evidence of completion of a prescribed program.
 - 2.1.1.1 When presented to the department, the department is responsible for verifying the authenticity of the document presented and can request additional documentation if necessary.
 - 2.1.2 The employee has a "meets expectations" or higher overall rating on the most recent Performance Review (for guidance, see [Standard Administrative Procedure 33.99.03.M0.01, Performance Management and Review Procedure for Non-Faculty Employees](#)); and
 - 2.1.3 the employee has not received a Job-Related Skill Enhancement Pay increase within the last twelve (12) months.
- 2.2 Requests for a Job-Related Skill Enhancement Pay increase must be submitted to the appropriate Human Resources unit within six (6) months of the date the certification is awarded.
 - 2.2.1 A Job-Related Skill Enhancement Pay increase cannot be combined with another increase due to the criteria stated in section 2.1.3. If an employee is receiving concurrent increases, the increases should be processed separately.

2.2.2 Texas A&M positions: The appropriate Human Resources unit will review the request for compliance in Workday with the instructions provided in the [Job-Related Skill Enhancement Comment Template](#).

2.2.3 Division of Research positions: The Division of Research will review the request for compliance in accordance with the instructions provided in the [Job-Related Skill Enhancement Memo](#).

3. APPROVAL

3.1 Approval documentation shall be submitted through administrative channels to the appropriate approvers and contain the Position ID and Title, the employee's name and UIN, date of certification, current salary, proposed salary, proposed effective date of salary adjustment and a justification statement. The justification statement will indicate that the employee took the initiative through their own efforts to increase their job worth and significantly enhance their value to their organization by obtaining a degree, certificate, license or other evidence of completion of a prescribed program.

3.2 System Wide Pay Plan Positions (SWPP):

3.2.1 Up to 10% not to exceed the pay plan maximum – Texas A&M and Division of Research positions: Vice Presidents or designees may approve requests for Job-Related Skill Enhancement Pay increases up to 10%, not to exceed the pay plan maximum.

3.2.2 Rates above the pay plan maximum:

3.2.2.1 Texas A&M positions: Requests for rates exceeding the pay plan maximum, must have the approval of the appropriate Vice President or designee and the Vice President for HROE or designee.

3.2.2.2 Division of Research positions: Requests for rates exceeding the pay plan maximum, must have the approval of the appropriate Vice President or designee, the Vice President for HROE or designee and the Vice President for Research or designee.

3.2.3 TAMUG positions: Request for Job-Related Skill Enhancement Pay increases must have the approval of TAMUG Human Resources and the COO of TAMUG. TAMUG research position rates that exceed the pay plan maximum, must also have the approval of the Vice President for Research or designee.

3.3 Excluded Positions:

3.3.1 Texas A&M and Division of Research positions: Vice Presidents or designees may approve requests for Job-Related Skill Enhancement Pay increases up to 10%.

3.3.2 TAMUG Positions: Request for Job-Related Skill Enhancement Pay increases must have the approval of TAMUG Human Resources and the COO of TAMUG. TAMUG research position rates must also have the approval of the Vice President for Research or designee.

4. PROCESSING

4.1 In Workday, the department will submit a Request Compensation Change and select “Skill Enhancement Increase” as the reason. Approval documentation shall be submitted as an attachment or a comment within the request.

4.1.1 For guidance refer to:

4.1.1.1 The [Request Compensation Change business process in Workday](#) located on the HROE Website under Compensation. Or,

4.1.1.2 visit "[Workday Help](#)" in your Single Sign On (SSO) menu for a Request Compensation Job Aid.

4.2 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.

4.3 A copy of the approval documents will be placed in the employee’s personnel file.

Related Statutes, Policies

[System Policy 31.01: Compensation](#)

[System Regulation 31.01.01: Compensation Administration](#)

[University Rule 31.01.01. M7: Employee Compensation Administration](#)

[Standard Administrative Policy 31.01.01.M7.01 Retroactive Pay Increases](#)

[Standard Administrative Procedure 33.99.03.M0.01, Performance Management and Review Procedure for Non-Faculty Employees](#)

Contact Office

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

For information on Research Titles, please refer to the [Research Titles and Staffing webpage](#) or contact the Division of Research at (979) 458-4956 or by email at ResearchStaffing@tamu.edu.

For information regarding Health Science Center positions contact: [Human Resources](#) by email at hschr@tamu.edu

For information regarding Texas A&M at Galveston positions contact: [Human Resources](#) at (409) 740-4532 or by email at hr@tamug.edu

OFFICE OF RESPONSIBILITY:

[Human Resources and Organizational Effectiveness](#)