

STANDARD ADMINISTRATIVE PROCEDURE

31.01.01.M7.06 Temporary Salary Increases

Approved February 25, 1997

Revised July 29, 2003

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Standard Administrative Procedure Statement

This procedure is set forth to provide guidance on Temporary Salary Increases. Temporary Salary Increases is an increase that on occasion, may be given to employees who take on a temporary assignment for positions vital to an organization that must be filled on a temporary basis involving additional workload or responsibility. This may require an employee to be placed in an acting or interim status requiring the employee to assume significant additional responsibilities for an extended period of time. [System Regulation 31.01.01, Compensation Administration](#) section 3.10 allows an employee to be given a salary increase for a temporary assignment. Once the assignment is complete, the salary will be reduced by a like amount.

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. Dean of Faculties is responsible for faculty 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.

Procedure and Responsibilities

1. GENERAL

- 1.1 Internal equity with other positions in the department should be considered when implementing a Temporary Salary Increase.
- 1.2 Simply assuming additional responsibilities does not in itself constitute the basis for a salary increase. For example, a Temporary Salary Increase would not be warranted if one or more of the following is met:

- 1.2.1 The assignment is short-term (less than thirty (30) days), the work is of a backup nature that is already expected of the employee, the responsibilities are distributed among a number of employees in such a manner as to not significantly impact the total workload of the employees assuming the temporary additional duties, or if the employee receiving the temporary assignment is already adequately compensated relative to the vacant position and/or role.
- 1.3 A Temporary Salary Increase represents compensation that does not become part of the employee's base salary indefinitely. When the temporary assignment ends, the employee's temporary salary increase is withdrawn. It is the responsibility of the employing department to ensure temporary salary increases are withdrawn when the temporary duties are no longer performed.
- 1.4 The requesting unit must recertify the need to continue any temporary assignment which exceeds one (1) year.
- 1.5 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 Temporary Salary Increase may be approved for an employee if all of the following criteria are applied when determining if a Temporary Salary Increase is appropriate:
 - 2.1.1 The new duties to be performed are clearly differentiated from the duties normally performed by the employee.
 - 2.1.2 The new duties are not to be performed on a permanent basis and
 - 2.1.3 the new duties are to be performed for more than thirty (30) days, but typically not more than one (1) year.
 - 2.1.4 The appropriate amount to propose for a Temporary Salary Increase is dependent on multiple factors including but not limited to the appropriate pay grade in the System-wide Pay Plan (SWPP) or pay rate (Excluded Titles) for the vacant position or role and associated duties, the amount of new duties being taken on temporarily, and the qualifications of the employee taking on the temporary assignment compared to the minimum qualifications for the vacant position and/or role.

2.1.4.1 For example, if the employee taking on interim duties meets the minimum qualifications for the position or role, it may be appropriate to offer a salary within the lower band of the position or role, rather than the pay rate of the prior incumbent.

2.1.5 The appropriate Human Resources unit can provide guidance on Temporary Salary Increase amounts.

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, current salary, proposed salary and percentage increase, proposed effective date of salary adjustment, estimated duration of assignment and a justification statement indicating that the criteria has been met in accordance with section 2 as stated above.

3.2 Texas A&M and Division of Research positions: Approval must be obtained from the appropriate Human Resources unit and the appropriate Vice President, or Provost and Executive Vice President or designee before an employee receives a Temporary Salary Increase.

3.2.1 Texas A&M positions: Requests for rates in the upper band or above the pay plan maximum for the vacant position or role, must have the approval of the appropriate Vice President and the Vice President for HROE or designee. HROE will review the request for compliance in accordance with the instructions provided in the [Temporary Salary Increase Memorandum](#).

3.2.2 Division of Research positions: The Division of Research will review the request for compliance in accordance with the instructions provided in the [Temporary Salary Adjustment Memo](#). Requests for rates above the upper band will require approval of the Vice President for HROE and the Vice President for Research.

3.2.3 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.

3.3 TAMUG positions: Request for Temporary Salary 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. Approval documentation as stated in section 3 shall be submitted as an attachment or a comment within the request. For guidance, refer to [Request Compensation Change business process in Workday](#).
- 4.1.1 For monthly paid employees, it is recommended that the Temporary Salary Increase be set up as a “Temporary/Interim Increase” allowance instead of an increase to monthly base salary.
- 4.1.2 For hourly paid positions, the Temporary Salary Increase will be added to the current hourly rate.
- 4.2 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 Procedure 31.01.01.M7.01: Retroactive Pay Increases](#)

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.

For information regarding Faculty titles, please contact the Dean of Faculties at (979)845-4724 or by email at dof@tamu.edu

OFFICE OF RESPONSIBILITY: [Human Resources and Organizational Effectiveness](#)