

UNIVERSITY PROCEDURES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

31.01.01.C2.02 Temporary Salary Increases

Approved November 15, 2010

Supplements System Regulation 31.01.01 and System Policy 31.01

1. GENERAL

Occasionally, positions vital to an organization must be filled immediately on a temporary basis. In such instances, another current employee may be temporarily assigned to the vacant position or asked to assume some or all of the responsibilities of the position for lengthy periods of time. An employee placed in an acting or interim status or who is required to assume significant additional responsibilities for an extended period of time may be considered for a temporary salary increase.

2. ELIGIBILITY

2.1 Simply assuming additional responsibilities does not in itself constitute the basis for a salary increase. The following are reasons that would disqualify an employee from eligibility for a salary adjustment:

2.1.1 If the assignment is brief (less than thirty (30) days).

2.1.2 If the work is of a backup nature already expected of the employee.

2.1.3 If 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 additional duties.

2.1.4 If the person receiving the temporary assignment is already adequately compensated relative to the vacant position.

2.2. An employee recommended for a temporary salary increase must be an above average performer with the required knowledge, skills and abilities. The employing department should consult with Human Resources to determine an appropriate amount of the temporary increase. The department must have a fund source for the temporary salary increase.

2.3 The following guidelines should be applied when determining if a temporary salary increase is appropriate.

2.3.1 The new duties to be performed are clearly differentiated from the duties normally performed by the employee.

2.3.2 The new duties are not to be performed on a permanent basis.

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- 2.3.3 The new duties are to be performed for more than thirty (30) days, but typically not more than one year.

3. PROCESS

- 3.1 A memorandum or electronic communication explaining the circumstances and requesting the increase will be submitted, through the chain of command, to the appropriate division vice president or to the president for those units reporting directly to the president.
- 3.2 Approval will be obtained before an employee receives a temporary salary increase. State law prohibits retroactive salary increases. When a document approving a salary increase is signed by an individual authorized to approve salary increases, the increase may be effective on the first day of the pay period in which the authorizing document was signed.
- 3.3 An Electronic Personnel Action form must be submitted by the employing unit upon notification that a salary increase has been approved. A copy of the approval must be attached to the Electronic Personnel Action form.
- 3.4 The temporary salary increase represents a payment that does not become part of the employee's base salary. 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 vacant position is filled or eliminated.
- 3.5 The requesting unit must recertify the need to continue any temporary assignment which exceeds one (1) year. Approvals must be obtained as described in 3.1.

Contact for Interpretation: Human Resources

Office of Responsibility: Executive Vice President, Finance & Administration