

TEXAS A&M
INTERNATIONAL
UNIVERSITY™
STANDARD ADMINISTRATIVE PROCEDURE (SAP)

31.01.01.L1.01 Compensation Administration

First Approved: *September 1, 1998*
(formerly TAMIU Rules 31.01.01.L1, Salary and Wage Administration, 31.01.01.L2, Salary Increases Not Awarded Through the Regular Budget Cycle, and 31.01.01.L4, Temporary Salary Increases)

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Standard Administrative Procedure Statement

The purpose of this SAP is to establish compensation administration procedures that are consistent, competitive, fair, equitable, and in compliance with state and federal laws.

It is the practice of Texas A&M International University (TAMIU) to award salary increases through the regular budget cycle. As with all practices, however, some flexibility is needed to respond to exceptional circumstances. Listed in this SAP are the types of salary increases which may be considered outside the regular budget cycle. With all requests for salary increases, a compelling argument must be made as to why the increase could not have been made during the previous, regular budget cycle or cannot wait to be made during the next, regular budget cycle.

These procedures apply to all TAMIU employees (also see *TAMIU Rule 31.01.01.L1, Compensation Administration*). This SAP does not consider out-of-cycle salary increases occasioned by promotion, change in position, or mandated, across-the-board salary increases.

Procedures and Responsibilities

1. BASE SALARY DEFINITION AND DETERMINATION

The base salary of all TAMIU employees will be a fixed amount, and no employee will receive any additional base salary without specific approval from the president or designee. The annual operating budget and personnel actions initiated during the year must be prepared and processed in accordance with this requirement.

1.1 Classified Positions (Positions on the Pay Scale):

Salaries for classified positions listed in the TAMIU Pay Plan will be set in accordance with that plan. The TAMIU Pay Plan is maintained and published by the TAMIU Office of Human Resources. The Office of Human Resources shall obtain and review relevant market data to determine competitive and equitable compensation for classified positions. That

information, along with internal salary data, shall be used to determine the appropriate pay grade for each classified position. Additional information is presented in *TAMIU Rule 31.01.01.L2, Employee Position Classification and Pay Plan*.

1.2 Non-Classified Positions (Positions Not on the Pay Scale):

1.2.1 Existing Non-Classified Positions: Salaries for existing non-classified positions will be determined through negotiation (subject to the availability of funds in the budget), normally between the employing department or unit and the prospective employee. The vice presidents, deans, and department heads shall be responsible for salary administration of faculty members and other non-classified positions within their respective areas.

1.2.2 New, Non-Classified Positions: Salaries for new, non-classified professional and administrative positions shall be determined by the Office of Human Resources at the time the position is established. The Office of Human Resources will conduct a job study to determine the appropriate salary for the position.

1.3 Student Worker:

Student worker titles and corresponding pay rates shall be established by the Office of Human Resources. Such pay rates shall be based upon funding, relevant market data, and internal salary data.

2. ADDITIONAL COMPENSATION

2.1 The salary rate paid to a faculty member during a summer session shall be in accordance with guidelines established by the Office of the Provost and Vice President for Academic Affairs.

2.2 No administrator with faculty status may receive additional compensation for teaching.

2.3 Additional compensation may be paid to staff and administrators without faculty status for work performed after regular work hours for teaching courses, for continuing education activities, or for work outside the scope of their regular job responsibilities. Additional information regarding full-time, non-faculty employees teaching courses is presented in *TAMIU SAP 31.01.01.L1.02, Teaching by Full-Time Non-Faculty Employees*. In cases of dual employment, which is defined and addressed in [System Regulation 33.99.06, Administration of Multiple Employment](#), a "Dual Employment Agreement" form available in the Office of Budget/Payroll/Fiscal Analysis must be completed.

2.4 Temporary salary increases may be paid to employees for work performed outside the scope of their regular job responsibilities when acquiring additional responsibilities, other than those addressed in the position description (PD), for a specified time frame.

3. METHOD OF SALARY PAYMENT/RECORDS

3.1 All FLSA exempt employees shall be paid on a monthly basis. Monthly salaries shall be paid on the first working day of the following calendar month unless the first working day is a designated state holiday, in which case monthly salaries shall be paid on the first working day after the holiday.

3.2 All FLSA non-exempt employees shall be paid on a bi-weekly basis. Bi-weekly salaries shall be paid every other Friday.

3.3 Records and reports associated with salary and wage payments required by federal and state law, regulation, and by accounting systems of The Texas A&M University System members are maintained in the Budget/Payroll/Personnel (BPP) system.

4. COUNTER OFFERS

TAMIU does not allow counter offers to existing employees. Requests for exceptions must be in writing and forwarded from the department head through appropriate supervisory channels, including directors, deans, and vice presidents, to the director of human resources for review and comment, then to the president for final approval.

5. MERIT INCREASES

Merit increases are awarded in accordance with the criteria detailed below. Additional guidance is provided in *TAMIU Rule 31.01.08.L1, Merit Salary Increases*.

- 5.1 Merit increases must be based on the employee’s meritorious performance evidenced by an above average or excellent overall rating on a current performance evaluation.
- 5.2 Merit increases cannot be granted during the employee's first six (6) months of employment with TAMIU.
- 5.3 At least six (6) months must have elapsed since the employee’s last merit increase.

6. EQUITY INCREASES AND MARKET INCREASES

Reasons for salary adjustments may include internal salary compression, gender or ethnic equity, external pressure in high demand areas, and other forces which may be beyond the control of TAMIU. As with merit increases, however, equity increases and market increases should be made during the regular budget cycle whenever possible. An equity increase or market increase done during the regular budget cycle should take into account any merit increase that will be awarded, either at the same time or at a later date in the same fiscal year. It is not permissible to utilize equity or market adjustments as a means of increasing the effective merit pool rate for other departmental employees. Any request for an out-of-cycle equity increase or market increase must be in writing and should be supported by strong evidence of need as to why it cannot be accomplished during the next, regular budget cycle.

7. ROUTING AND DELEGATION OF AUTHORITY FOR SALARY INCREASES

Only the president may authorize a salary increase, for whatever purpose, which is not included in the regular budget cycle. All requests for salary increases made outside the regular budget cycle must be initiated by the department head in writing (preferably in memo form), specifically indicating why the action is appropriate, and forwarded through appropriate supervisory channels, including directors, deans, and vice presidents, to the president for approval.

8. TEMPORARY SALARY INCREASES

Occasionally, positions vital to an organization must be filled immediately on a temporary basis when the incumbent transfers or is incapacitated. In such instances, another employee may be temporarily assigned to the vacant position or asked to assume some or all of the responsibilities of the position for an extended period of time. An employee placed in such 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.

8.1 Eligibility for Temporary Salary Increases

Simply assuming additional responsibilities does not in itself constitute the basis for a salary increase. For example, a salary increase would not be warranted if the assignment is brief (less than 30 days), if the work is of a backup nature already expected of the employee, 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,

or if the person receiving the temporary assignment is already adequately compensated relative to the vacant position.

The following guidelines apply to determine if a temporary salary increase is appropriate.

- 8.1.1 The new duties to be performed are clearly differentiated from the duties normally performed by the employee.
- 8.1.2 The new duties are not to be performed on a permanent basis.
- 8.1.3 The new duties are to be performed for more than 30 days, but typically not more than one year.

8.2 Approval Procedures for Temporary Salary Increases

The following procedures apply for administering a temporary salary increase.

- 8.2.1 A memorandum explaining the circumstances and requesting the temporary salary increase must be initiated by the supervisor through appropriate supervisory channels, including directors, deans, and vice presidents, to the director of human resources for review and comment, then to the president for final approval.
- 8.2.2 A copy of the final and fully approved memorandum will be submitted to both the Office of Human Resources and the Office of Budget, Payroll and Fiscal Analysis by attaching it to the EPA (Electronic Personnel Action) that is generated to process the temporary salary increase.
- 8.2.3 Salary savings from the vacant position will be used to fund a temporary salary increase for the employee who assumes the duties of the vacant position. The amount used for any temporary salary increase will not exceed the budgeted amount of the vacant position. In the event that the vacated duties are assigned to more than one employee, the combined temporary salary increases will not exceed the budgeted amount of the vacant position.
- 8.2.4 The temporary salary increase represents a payment which 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 the temporary salary increase is withdrawn when the vacant position is filled or eliminated.
- 8.2.5 The requesting department must re-certify in writing the need to continue any temporary assignment which exceeds one year.

9. BENEFIT REPLACEMENT PAY (BRP)

In reference to Section 3.3.4 of [System Regulation 31.01.01, Compensation Administration](#), TAMIU does not utilize a step program. However, the said regulation defines the parameters in which employees are eligible for BRP.

Individuals employed by TAMIU on or before August 31, 1995 became eligible for BRP. All eligible employees began receiving BRP on January 1, 1996. BRP is not a separate portion of an eligible employee's pay that must be added to every subsequent salary adjustment. BRP is a one-time adjustment to an eligible employee's salary. Additional BRP is not added to an employee's salary upon receiving a promotion as it is considered to be included in the new salary. This SAP governing BRP administration applies to all TAMIU employees.

For more information, see [System Regulation 31.01.01, Compensation Administration](#), Section 3.3. Questions related to BRP should be directed to the TAMIU Office of Human Resources.

Related Statutes, Policies, Regulations, Rules or Requirements

Supplements: [System Policy 31.01, Compensation](#)
 [System Regulation 31.01.01, Compensation Administration](#)
 TAMIU Rule 31.01.08.L1, Merit Salary Increases

Contact Office

Office of Human Resources, 956-326-2365