



31.01.08. E1.01 **Job-Related Skill Enhancement Pay**

Approved October 30, 2020

Revised June 14, 2022

Revised August 9, 2024

Next Scheduled Review: August 9, 2029

Supplements System Policy 31.01, Regulation 31.01.08, TEES Rule 31.01.08.E1

Standard Administrative Procedure Summary

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.

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 (section 2) to qualify under the provisions of this procedure.
- 1.2 Internal equity considerations should precede the implementation of a Job-Related Skill Enhancement Pay increase.
- 1.3 Job-Related Skill Enhancement Pay is not an entitlement and may not be awarded retroactive to approval.
 - 1.3.1 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 Engineering Administration. No pay increase may be retroactive, in accordance with Article III, Section 53 of the Texas Constitution which prohibits the payment of retroactive increases to State employees.

2. CRITERIA



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- 2.1 A Job-Related Skill Enhancement Pay increase may be approved for an employee if all the following criteria are met:
 - 2.1.1 The employee acquires a degree, certificate, license or other evidence of completion of a prescribed program related to the position held;
 - 2.1.2 The employee has a "meets expectations" or higher overall rating on the most recent performance evaluation; 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 Engineering Human Resources & Payroll within six (6) months of the date the degree, certification, or license is awarded.
- 2.3 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.

3. GUIDELINES

- 3.1 Job-Related Skill Enhancement Pay increases may be approved and awarded as a base salary increase based on the following structure:
 - 3.1.1 Certification/License: Recommended minimum of \$1,000; maximum of \$2,500

Associate's Degree: Recommended minimum of \$1,500; maximum of \$3,000

Bachelor's Degree: Recommended minimum of \$2,000; maximum of \$4,000

Master's Degree: Recommended minimum of \$3,000; maximum of \$5,000

Doctoral Degree: Recommended minimum of \$4,000; maximum of \$6,000



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3.2 Job-Related Skill Enhancement Pay increases may not exceed the pay plan maximum for the title's designated pay grade.

4. APPROVAL PROCEDURES AND PROCESSING

4.1 The employee should present the diploma, certificate, or other evidence of completion of a prescribed program to their supervisor who will then work with their designated business office and Engineering Human Resources & Payroll to route the Job-Related Skill Enhancement Pay increase for approval.

4.1.1 The supervisor, employing division, and Engineering Human Resources & Payroll must exercise due diligence to verify the authenticity of the document presented and may request additional documentation as necessary.

4.2 Routing of the Job-Related Skill Enhancement Pay request for approval will follow the same process for requesting compensation changes and must ultimately be approved by Engineering Administration following Engineering Human Resources & Payroll's initial review.

4.3 A copy of the approval will be maintained in the employee's personnel file.

Related Statutes, Policies, or Requirements

[Policy 31.01, Compensation](#)

[Regulation 31.01.08, Merit Salary Increases](#)

[Rule 31.01.08.E1, Merit Salary Increase](#)

Contact Office

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