



31.01.08.E1.01 Job-Related Skill Enhancement Pay

Approved October 30, 2020
Revised June 14, 2022
Next Scheduled Review: June 14, 2027

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

Standard Administrative Procedure Summary

The Job-Related Skill Enhancement Pay Program is a management tool that offers the ability 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 achieving a higher level of skill through a prescribed course of study.

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 in order to qualify under the provisions of this procedure. Job-Related Skill Enhancement Pay is not an entitlement and may not be awarded retroactive to approval.

2. CRITERIA

A Job-Related Skill Enhancement Pay increase may be approved for an employee when the following criteria are met:

- 21 the employee acquires a degree, certificate, license or other evidence of mastering a body of knowledge obtained through a prescribed program of study that is related to the position held;
- 22 the employee has an overall performance appraisal rating of "meets expectations" or higher on the most recent performance evaluation; and
- 23 the employee has not received a Job-Related Skill Enhancement Pay increase within the last twelve (12) months.



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3. PROCEDURES AND RECORDKEEPING

- 3.1 The employee should present the degree, certificate, license or other evidence of mastering a body of knowledge obtained through a prescribed program of study to supervisor. The supervisor and employing division must exercise due diligence to verify the authenticity of the document presented and may request additional documentation as necessary;
- 3.2 Routing of the Job-Related Skill Enhancement Pay request for approval will follow the same process for requesting compensation changes.
- 3.3 Requests for Job-Related Skill Enhancement Pay may be approved at any time during the fiscal year but should be submitted within six (6) months of the date the certification is completed. The effective date for the new rate of pay will be on or after the beginning of the pay period in which the request receives final approval. No pay increases may be retroactive.
- 3.4 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](#)

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