

UNIVERSITY RULE

31.01.01.M4 Temporary Salary Increases

Approved February 25, 1997

Revised July 29, 2003

Revised January 26, 2010

Revised September 4, 2013

Next scheduled review: September 4, 2018

Rule Statement

Occasionally, positions vital to an organization must be filled immediately on a temporary basis. 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 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.

Rule and Responsibilities

1. ELIGIBILITY

- 1.1 Simply assuming additional responsibilities does not in itself constitute the basis for a salary increase. For example, a salary adjustment would not be warranted if the assignment is brief (less than thirty (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.
- 1.2 The following guidelines should be applied when determining if a temporary salary increase is appropriate.
 - 1.2.1 The new duties to be performed are clearly differentiated from the duties normally performed by the employee.
 - 1.2.2 The new duties are not to be performed on a permanent basis.
 - 1.2.3 The new duties are to be performed for more than thirty (30) days, but typically not more than one year.

2. PROCEDURES

The following procedures apply for administering a temporary salary increase:

- 2.1 A request explaining the circumstances and requesting the increase will be submitted to the appropriate vice president or designee for review. For nonfaculty increases, the review must also be routed through Human Resources.
- 2.2 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.
- 2.3 Approval must be obtained from Human Resources (nonfaculty other than research personnel) and the appropriate vice president or Provost before an employee receives a temporary salary increase. Temporary salary increases may not be retroactive.
- 2.4 The department will submit a copy of the approval to [Payroll Services](#) when processing the temporary increase.
- 2.5 Salary savings should be used to fund a temporary salary increase for the employee who assumes the duties of the vacant position.
- 2.6 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.
- 2.7 The requesting unit must recertify the need to continue any temporary assignment which exceeds one (1) year.

Related Statutes, Policies, and Regulations

[System Policy 31.01: Compensation](#)

[System Regulation 31.01.01: Compensation Administration](#)

Contact Office

For information or clarification on this rule contact [Human Resources, Classification & Compensation](#) at (979) 845-4170 or by email at hrcomp@tamu.edu.

OFFICE OF RESPONSIBILITY: [Human Resources](#)