

UNIVERSITY RULE

31.01.01.M5 Flexible Compensation Programs

Approved February 26, 2001

Revised September 12, 2001

Revised February 19, 2010

Revised September 4, 2013

Next scheduled review: September 4, 2018

Rule Statement

Texas A&M University is committed to providing supervisors and managers with flexible monetary and non-monetary compensation tools to recognize and reward outstanding performance by non-faculty employees.

Reason for Rule

This rule provides the descriptions and outlines the approval authority of the various flexible compensations programs at Texas A&M .

Rule and Responsibilities

1. GENERAL

1.1 Flexible Compensation awards may be granted for work performance, achievement or initiative that warrants special recognition and meets the applicable criteria. Flexible compensation awards are not considered to be entitlements. Funding for the programs must be budgeted within existing departmental sources and, in the case of Job-Related Skill Enhancement Pay, must be sustainable in future budgets.

1.2 Implementation of these monetary and non-monetary flexible compensation tools within each division of Texas A&M is at the discretion of the respective vice president. The vice president for each division is authorized to approve these award actions. This authority may be further delegated. Written confirmation of delegation of authority to approve Flexible Compensation Program awards shall be sent to Payroll Services and Human Resources.

2. NON-MONETARY FLEXIBLE COMPENSATION

2.1 Administrative Leave With Pay: As authorized by the provisions of the Texas Government Code and System Regulation 31.03.03, the Administrative Leave With Pay Program is established to provide an avenue to award non-monetary compensation to employees for outstanding performance. Administrative Leave With Pay may be granted to an employee whose job performance and productivity meet the eligibility criteria and are significant enough to warrant special recognition. See [Standard Administrative Procedure 31.01.01.M5.01](#) for implementing procedures.

3. MONETARY FLEXIBLE COMPENSATION

3.1 Job-Related Skill Enhancement Pay: Job-Related Skill Enhancement Pay may be awarded to employees who take the initiative, through their own efforts, to increase their job worth by completing a prescribed program of study to achieve a higher level of skill in their job field. A Job-Related Skill Enhancement Pay increase may be awarded to employees who master a body of knowledge directly related to their job by completing academic degrees or achieving professional certifications such as a Certified Public Accountant, Master Craftsman, Certified Administrative Professional, etc. This monetary award is added to the employee's base pay. See [Standard Administrative Procedure 31.01.01.M5.03](#) for implementing procedures.

3.2 One-time Merit Payment: A One-time Merit Payment may be granted to an employee whose job performance meets the eligibility criteria.. This monetary award is not added to the employee's base pay. See [Standard Administrative Procedure 31.01.01.M5.02: One-time Merit Payments](#), for implementing procedures.

Related Statutes, Policies, Regulations, and SAPs

[*System Policy 31.01: Compensation*](#)

[*System Regulation 31.01.01: Compensation Administration*](#)

[*System Regulation 31.01.08 : Merit Salary Increases*](#)

[*System Regulation 31.03.03: Leave of Absence with Pay*](#)

[*University SAP 31.01.01.M5.01: Administrative Leave with Pay*](#)

[*University SAP 31.01.01.M5.02: One-time Merit Payments*](#)

University SAP 31.01.01.M5.03: Job-Related Skill Enhancement Pay

Contact Office

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

OFFICE OF RESPONSIBILITY [Human Resources](#)