
Job-Related Skill Enhancement Pay Guidelines

The Job-Related Skill Enhancement Pay Program is a management tool that offers the ability to recognize and reward staff who take the initiative through their own efforts to increase their job worth and significantly enhance their value to the organization by completing a prescribed course of study in their job field.

Criteria

Certificates, diplomas, or other evidence of completion of a prescribed program must be conferred before the effective date of the increase and the employee must meet eligibility criteria listed in SAP 31.01.01.M7.05 *Job-Related Skill Enhancement Pay*, in addition to:

- a) the employee presents a degree, certificate, license, or other evidence of mastering a body of knowledge obtained through a prescribed program of study that is directly related to the position held,
- b) the employee has an overall performance appraisal rating of “Meets Expectations” or higher on the most recent performance evaluation,
- c) the employee has not received a Job-Related Skill Enhancement Pay increase within the last twelve (12) months,
- d) the employee is current on all mandated training assignments, and
- e) the employee must not currently be subject to formal disciplinary action.

Job-Related Skill Enhancement Pay is not an entitlement. Employees hired with, or who previously obtained degrees or certifications are not eligible for this program. Initial certifications may be eligible for an award; however, recertifications are not eligible.

Compensation

A request for Job-Related Skill Enhancement Pay does not ensure a guaranteed or automatic salary increase. Other considerations when reviewing a request may include:

- Determining how the degree, certificate, or license aligns with the employee’s position
- A one-time payment may be awarded in lieu of a base salary adjustment.

Job-Related Skill Enhancement Pay may be approved and awarded as a percentage increase based on the following structure:

- Certificate/License* up to 1%
- Associate degree up to 3%
- Bachelor’s degree up to 5%
- Master’s degree up to 7%
- Doctoral degree up to 10%

Procedure

The supervisor will initiate a memo requesting Job-Related Skill Enhancement Pay. A template is provided. Upon approval, the HR Manager will process the action in Workday. The effective date will be on or after the beginning of the pay period in which the request is approved. A copy of the approved memo will be placed in the employee’s personnel file, as well as a copy of the degree, certificate, or license.

The decision of the dean is final and not subject to appeal.

**Certificates and licenses issued by professional associations, trade organizations, or institute of higher education. TAMU HROE Professional Development certificates are not applicable for job-related skill enhancement pay increases.
Created June 1, 2023; Approved by Executive Committee, June 6, 2023*

Place on TAMU Branded Letterhead

Date

MEMORANDUM

TO: José Luis Bermúdez
Interim Dean, College of Arts & Sciences

THROUGH: [Department Head]

FROM: [Supervisor]

SUBJECT: Request for Job-Related Skill Enhancement Pay

Employee Name:
Title:
Position #:
Current Salary:
Proposed Salary:
Proposed Percent Increase:
Proposed Effective Date of Increase:
Funding Account(s):

In accordance with University Rule 31.01.01.M7.05 *Job-Related Skill Enhancement Pay*, I am requesting a [percentage] job-related skill enhancement pay increase for [employee name] effective [date].

Please include a justification as to how the degree, certificate, or license is directly related or relevant to the position held, as well as a certification that the supervisor has exercised due diligence to verify the authenticity of the document presented. The request will include the overall performance review rating for the employee, as well as the date the performance review was completed.

In addition, confirm that the employee has not received Job-Related Skill Enhancement Pay in the last 12 months and the employee is not currently subject to formal disciplinary action.

Please attach a copy of the degree, certificate, or license documentation.