

**ADMINISTRATIVE PROCEDURES**

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| **10.23 Temporary Salary Adjustments**  | **Revised: November 1, 2023** |

1. GOVERNING REGULATIONS

This procedure is governed by System Regulation [31.01.01](http://policies.tamus.edu/31-01-01.pdf) *Compensation Administration*.

2. PURPOSE

 The purpose of this procedure is to define the circumstances under which the agency will pay temporary salary adjustments.

3. ASSUMING RESPONSIBILITY FOR VACANT MANAGEMENT POSITION

3.1 When turnover occurs in management positions, the applicable supervisor and supporting staff will generally work together to make sure the immediate requirements of the job are met. However, there may be occasions when the agency has a business reason to delay rehiring or when the job market may be such that the agency is unable to quickly fill the position. When there is an expectation of an extended delay in filling the position (generally more than 90 days) and when management decides that there is a business need to have an employee assume the responsibilities of the vacant management position, the agency will provide a temporary salary increase to compensate the employee for the added responsibility.

3.2 In this procedure, management positions have personnel responsibilities involving multiple employees. These positions include associate directors, department heads, regional operations chiefs, district foresters, program leaders and some coordinator positions. Members of the chain of command above the vacant position are not eligible.

3.3 To be eligible, the employee must be qualified to fill the position and must assume full responsibility for the duties of the vacant position.

4. SALARY INCREASE AND DISTRIBUTION

 The standard temporary salary increase for management positions will be 10%.

5. REQUEST PROCESS

 The applicable associate director is responsible for preparing a written justification and a Form 500 Personnel/Budget Action for the proposed temporary appointment and salary increase. These documents will be routed to Employee Development (ED). ED will ensure administrative approval is received from the Division Chief Operating Officer, AgriLife Human Resources (HR) Manager, and the Associate Director for Finance and Administration prior to routing the request to the Director for approval. The associate director will be notified when the request has been approved.

 Temporary salary increases related to a vacant associate director position will be initiated by the Director.

6. COMMUNICATIONS

 There will be no discussion of recommendations with the affected employee. Upon approval or disapproval of the temporary salary increase by the Director, the associate director will notify the applicable department head of the decision. The department head is responsible for notifying the affected employee.

7. TERMINATION OF TEMPORARY INCREASE

7.1. When the vacant position is filled or if the decision is made to discontinue the temporary assignment, the applicable associate director is responsible for preparing and submitting a Form 500 Personnel/Budget Action to return the employee’s salary to the normal rate of pay. ED will monitor to ensure this is completed in a timely manner.

7.2 The applicable associate director may approve an extension of the temporary salary increase after the vacant position is filled to support cross-training and transition activities. This extension may not exceed 90 days.

7.3 If circumstances warrant, the applicable associate director may provide a written justification and request for an additional extension to the director for approval.

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