

[Click Here to View Revision History](#)

PROCEDURE SUMMARY

This procedure establishes criteria for participation in a salary enhancement program for employees with faculty or faculty equivalent titles in Texas A&M AgriLife Extension Service (AgriLife Extension). The purpose of this program is to recognize outstanding employee performance.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

- 1.1 The Salary Enhancement Program (SEP), is primarily designed to recognize outstanding performance for employees with faculty or faculty equivalent titles.
- 1.2 Faculty with AgriLife Extension administrative appointments are not typically eligible for participation in SEP; however, exceptions may be approved by the Director on a case-by-case basis.
- 1.3 For purposes of this procedure, "base salary" is defined as an employee's salary prior to approval to participate in the SEP.

2.0 APPROVAL TO PARTICIPATE

- 2.1 Approval for participation in the SEP will be determined on an individual basis, with recommendations, as applicable, from the unit head and approval by the Director or designee.
- 2.2 Recommended names and source of funds must be submitted to the Director or designee for approval prior to the beginning of the fiscal year. Approved salary increases will be effective September 1. All funding sources must be approved by the unit head as appropriate, allowable, and free of any potential conflict of interest.
- 2.3 Agreements will be documented between the faculty member and the respective unit head and forwarded to the Director or designee for final approval. Agreements should state term dates and salary amounts. These agreements are routed through Laserfiche forms. A copy of the approved form must be submitted with the compensation change process when the SEP allowance is submitted in Workday.
- 2.4 Approval to participate in the SEP is not automatic and will be contingent upon a faculty member demonstrating continuing quality research, outstanding job performance, and availability of funds, including ensuring that operating funds are not eliminated or unrealistically reduced to support the salary enhancement.

3.0 ELIGIBLE SOURCES OF FUNDS FOR SEP

- 3.1 Eligible AgriLife Extension sources of funding for SEP are limited to active contracts/grants (non-federal and non-state sources), residual funds, program development funds, gifts and fee-based programs funds. Contracts and/or grants must include authorization to use grant funds for faculty salaries and will

pay their proportionate share of benefits in the months that salaries are funded from these accounts. State and Federal appropriations are ineligible sources for funding SEP.

- 3.2 All funding sources must be identified and have sufficient funds to meet the annual salary and benefit requirements for the duration of SEP.
- 3.3 Salary increases are granted in recognition of outstanding performance. The fact that a grant allows an increase is not justification for approval of SEP.

4.0 SPECIAL CONSIDERATIONS

- 4.1 SEP participants do not elect less than a 12-month appointment and will be considered 12-month faculty.
- 4.2 SEP increases may not exceed 20% of annual base salary unless there are exceptional circumstances and with sufficient justification the Director determines it in the best interest of the agency and grants approval.
- 4.3 Termination of the SEP agreement can be requested at any time by either of the parties.
- 4.4 All SEP agreements terminate on August 31. Upon expiration of the agreement, annual salary will revert to the base salary rate plus any salary increase received on the base portion of the salary during the period of the agreement. Future approvals will depend upon continued outstanding performance.

5.0 OTHER SALARY ADJUSTMENTS

- 5.1 During the SEP agreement period, faculty will continue to be eligible for other regular salary adjustments, as applicable, according to A&M System policy and regulation, and guidelines of AgriLife Extension.
- 5.2 In the event the funding for the SEP salary increase becomes unavailable during the agreement period, other eligible external funds may be substituted with approval by the Director or designee. If other funds are not available, the salary enhancement will be terminated immediately, and the salary will revert to the base salary for the remainder of the fiscal year.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[A&M System Policy 31.01, Compensation](#)

[A&M System Regulation 31.01.01, Compensation Administration](#)

[AgriLife Extension Procedure 31.01.01.X0.01, Compensation Administration](#)

CONTACT OFFICE

Questions about this procedure should be referred to AgriLife Human Resources at 979-845-2423.

REVISION HISTORY

Approved:	March 7, 2000
Revised:	March 23, 2001
	May 11, 2001
	July 11, 2002
	June 16, 2006
Reviewed:	July 10, 2012

Revised: July 30, 2014
August 6, 2018
March 3, 2025

Next Scheduled Review: March 3, 2030