

## Texas A&M AgriLife Extension Service Procedures

### 31.01.01.X1.06 | Nonfaculty Salary Augmentation

*Approved: June 16, 2006*

*Revised: October 1, 2012*

*Reviewed: July 30, 2014*

*Next Scheduled Review: July 30, 2019*



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#### **PROCEDURE STATEMENT**

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Faculty with Texas A&M AgriLife Extension (AgriLife Extension) administrative appointments are not eligible to participate. For purposes of this procedure, "base salary" is defined as an employee's salary before initial approval to participate in the Salary Enhancement Program (SEP).

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#### **REASON FOR PROCEDURE**

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The following procedure establishes criteria for participation in the salary augmentation program for employees with titles of Regional Program Director, County Extension Agent, Extension Agent, Extension Specialist, and Extension Program Specialist in AgriLife Extension. The purpose of this program is to recognize outstanding performance on the part of these employees. The salary augmentation will hereafter be referred to as the SEP.

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#### **PROCEDURES AND RESPONSIBILITIES**

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##### 1.0 APPROVAL TO PARTICIPATE

- 1.1 Approval for participation in the plan will be determined on an individual basis, with recommendations from the appropriate administrator to the Director.
- 1.2 Recommended names and source of funds are to be submitted to the Director for approval prior to the beginning of the fiscal year. Approved salary increases will be effective September 1. Any exceptions must be approved on a case-by-case basis by the Director or designee. All sources must be approved by the department head as appropriate, and allowable and free of any potential conflict of interest.
- 1.3 Agreements will be documented in writing between the employee and the respective Department/Unit Head and, as applicable, District Extension Administrator, and forwarded to the Director for final approval. Agreements should state term dates and salary amounts. See AgriLife form [AG-482](#), *Request for Participation in the Salary Enhancement Program*.
- 1.4 Approval to participate in the SEP is not automatic, and will be contingent upon an employee demonstrating continuing quality programs, outstanding job performance, and availability of funds, including ensuring that operating funds are not eliminated or unrealistically reduced to support the salary enhancement.

##### 2.0 ELIGIBLE SOURCES OF FUNDS FOR SEP

Eligible Extension sources of funding for the SEP are limited to active contracts/grants (non-federal and non-state sources) residual funds, gifts and fee-based programs. Grants and gifts must include authorization to use 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.

All fund sources must be identified and have sufficient funds to meet the annual salary and benefit requirements by September 1. The mere fact that a grant or gift allows an increase is not justification for approval of SEP.

### 3.0 SPECIAL CONSIDERATIONS

- 3.1 SEP participants do not elect a less than 12-month appointment and will be considered 12-month employees.
- 3.2 SEP increases may not exceed 20% of annual base salary.
- 3.3 Termination of the SEP agreement can be requested at any time by either of the parties.
- 3.4 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 future performance.

### 4.0 OTHER SALARY ADJUSTMENTS

- 4.1 During the SEP agreement period, employees will continue to be eligible for any regular salary adjustments as applicable according to the System policy and regulation, and guidelines of AgriLife Extension.
- 4.2 In the event the funding for the SEP salary increase becomes unavailable during the agreement period, other eligible external funds may be substituted with appropriate approval. If other funds are not available, the salary augmentation will be terminated immediately, and the salary will revert to the base salary for the remaining months of the fiscal year.

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### **RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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[System Policy 31.01, Compensation](#)

[System Regulation 31.01.01, Compensation Administration](#)

[AgriLife Extension Rule 31.01.01.X1, Compensation Administration](#)

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### **CONTACT OFFICE**

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For questions concerning this procedure, contact AgriLife Human Resources at 979-845-2423.