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## PROCEDURE SUMMARY

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This procedure establishes criteria for participation in the salary augmentation program for employees with titles of: Extension Program Specialist, County Extension Agent, and Extension Agent in AgriLife Extension. Additional titles may be approved by the Director on a case-by-case basis. Non-faculty with Texas A&M AgriLife Extension Service (AgriLife Extension) administrative appointments are not eligible to participate. The purpose of this program is to recognize outstanding employee performance.

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## PROCEDURES AND RESPONSIBILITIES

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### 1.0 GENERAL

- 1.1 The salary augmentation program, referred to as the Salary Enhancement Program (SEP), is primarily designed to recognize outstanding performance of AgriLife Extension nonfaculty employees.
- 1.2 For purposes of this procedure, "base salary" is defined as an employee's salary prior to approval to participate in the SEP including the county paid portion of salary, if applicable.

### 2.0 APPROVAL TO PARTICIPATE

- 2.1 Approval for participation in the SEP will be determined on an individual basis, with recommendations from the unit head to the Director or designee.
- 2.2 Recommended names and source of funds must 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 unit head as appropriate, allowable, and free of any potential conflict of interest.
- 2.3 Agreements will be documented in writing between the employee and the respective unit head and forwarded to the Director or designee for final approval. Agreements should state term dates and salary amounts. A copy of the approved form must be submitted to Payroll when the SEP allowance is submitted in Workday. See AgriLife Form [AG-482](#), *Request for Participation in the Salary Enhancement Program*.
- 2.4 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.

### 3.0 ELIGIBLE SOURCES OF FUNDS FOR SEP

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

3.2 All funding sources must be identified and have sufficient funds to meet the annual salary and benefit requirements for duration of SEP.

3.3 Salary increases are granted in recognition of outstanding performance. The fact that a grant or gift 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 employees.

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, employees will continue to be eligible for any regular salary adjustments, as applicable, according to the 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 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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[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](#)

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#### **CONTACT OFFICE**

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

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#### **REVISION HISTORY**

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*Approved: June 16, 2006*

*Revised: October 1, 2012*

*Reviewed: July 30, 2014*

*Revised: August 6, 2018*

*Next Scheduled Review: August 6, 2023*