

PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE

31.01.01.P0.01 Temporary Salary Adjustments

Approved (November 30, 2011)

Next Scheduled Review (November 2012)

1. Background and Purpose

1.1 Occasionally, positions vital to an organization must be filled immediately on a temporary basis. In such instances, another employee may be temporarily assigned to the vacant position or asked to assume some or all of the responsibilities of the position for lengthy periods of time. An employee placed in an acting or interim status or who is required to assume significant additional responsibilities for an extended period of time may be considered for a temporary salary adjustment.

1.2 The purpose of this procedure is to establish eligibility guidelines for such increases, establish procedures for administering a temporary adjustment in salary, and to ensure compliance with [System Regulation 31.01.01, Section 4.10](#).

2. Eligibility Guidelines

- 2.1 The new duties to be performed are clearly differentiated from the duties normally performed by the employee.
- 2.2 The new duties are not to be performed on a permanent basis.
- 2.3 The new duties are to be performed for more than thirty (30) days, but not more than one year.

3.0 PROCEDURES – TEMPORARY SALARY ADJUSTMENTS

3.1 The following procedures apply for administering a temporary salary adjustment:

- 3.1.1 A memorandum explaining the circumstances and requesting the adjustment will be submitted to the appropriate vice president or designee for review. For staff adjustments, the review should also be routed through Human Resources and the Senior Vice President for Business Affairs.
- 3.1.2 Approval will be obtained from the vice president before an employee receives a temporary salary adjustment. Temporary salary adjustments will not be retroactive beyond the current month.
- 3.1.3 A copy of the approval will be submitted to Payroll Services with a completed Payroll Adjustment Form when processing the temporary adjustment.
- 3.1.4 Salary savings will be used to fund a temporary salary adjustment to the employee who assumes the duties of the vacant position.

