

31.01.01.R0.04 Temporary Compensation

Approved March 19, 2026
Next Scheduled Review: March 19, 2031



Procedure Summary

This procedure provides guidance on providing temporary compensation when an employee in an acting or interim role is required to assume significant additional responsibilities for an extended period, at East Texas A&M University (University), in accordance with related statutes, policies, or requirements.

Procedures and Responsibilities

1 GENERAL ELIGIBILITY

- 1.1 Occasionally, positions critical to an organization must be filled immediately on a temporary basis. In such instances, an employee may be temporarily assigned to the vacant position or to assume some or all of its responsibilities for a temporary period.
- 1.2 Simply assuming additional responsibilities does not in itself constitute the basis for a temporary salary increase. The following are reasons that would disqualify an employee from eligibility for a salary adjustment:
 - 1.2.1 If the assignment is brief (less than thirty (30) days).
 - 1.2.2 If the work is of a backup nature already expected of the employee.
 - 1.2.3 If the job duties are distributed among several employees in such a manner as not to significantly impact the total workload of the employees, assuming the additional duties.
 - 1.2.4 If the employee in the temporary assignment is already adequately compensated or holds a non-exempt position and must receive overtime pay.
- 1.3 An employee recommended for a temporary salary increase must be an above-average performer, based upon documented performance reviews, with the required knowledge, skills, and abilities. The employing department should consult with Human Resources to determine an appropriate amount of the temporary increase, not to exceed 20% of the vacant position's monthly amount. The department must have a funding source for the temporary salary increase. In either situation, the work performed in the additional

employment need not be related to the educational and experience requirements of the primary appointment and may be in a different capacity from the employee's primary appointment.

1.4 The following guidelines should be applied when determining if a temporary salary increase is appropriate.

1.4.1 The new duties to be performed are clearly differentiated from the duties normally performed by the employee.

1.4.2 The new duties are not to be performed on a permanent basis.

1.4.3 The new duties are to be performed over more than thirty (30) days, but typically not more than one (1) year.

1.4.4 During this time, the vacant position needs to be posted to be filled through a Position Review Form.

2 PROCESS

2.1 Approval will be obtained before an employee receives a temporary salary increase. State law prohibits retroactive salary increases. When a document approving a salary increase is signed by the appropriate division vice president or the President for those units reporting directly to the President, the increase may be effective on the first day of the pay period in which the authorizing document was signed.

2.1.1 For faculty positions, total additional compensation will be determined in accordance with the guidelines established by the Division of Academic Affairs.

2.2 An electronic request explaining the circumstances of the temporary compensation request will be submitted to Human Resources through Laserfiche ([Stipend Request Form](#)). A compliance review and calculation of the temporary amount will be completed by the designated Human Resources personnel. If the request is deemed appropriate, approvals will then be routed through the chain of command to the Budget Office, the appropriate next-level supervisor, the department director or dean, the division vice president, or to the President for those units reporting directly to the President. Approval and denial decisions will be routed to the request submitter. Documentation for these requests will need to include the following:

2.2.1 A copy of the employee's current job description, if available in the human resources information system.

2.2.2 A copy of the vacant position's current job description indicating which additional responsibilities the employee will assume, if available, in the human resources information system.

- 2.2.3 How the employee was selected for the additional responsibilities.
- 2.2.4 The temporary period during which the employee is expected to perform the additional responsibilities (including beginning and ending dates).
- 2.2.5 Explanation of the need for the temporary pay adjustment and any additional justification.
- 2.3 Upon approval by the division vice president or the President for units reporting directly to the President, a compensation change action will be submitted by the appropriate Human Resources personnel into the human resources information system with the documented executive officer approval attached.
- 2.4 The temporary salary increase represents a payment that does not become part of the employee's base salary. When the temporary assignment ends, the employee's temporary salary increase is withdrawn. It is the responsibility of the employing department to ensure temporary salary increases are withdrawn when the employee ceases to perform the additional duties.
 - 2.4.1 The temporary compensation will be processed as a monthly allowance with an end date in Workday for exempt and monthly-paid employees.
 - 2.4.2 When the employee is non-exempt and eligible to receive overtime, the departments or units shall agree on which department will pay overtime.
- 2.5 If the employment arrangement requires the employee to be paid overtime under the Fair Labor Standards Act, the employee and both departments or units must agree that overtime will be paid at the rate of pay of the highest paid position in which the employee is working. This agreement will be recorded on the Stipend Request Form, and both the current and employing departments will receive and maintain a copy of the completed agreement in the employee's personnel file.

Related Statutes, Policies, or Requirements

System Policy [31.01 Compensation](#)

System Regulation [31.01.01 Compensation Administration](#)

System Regulation [31.01.09 Overtime](#)

Contact Office

Human Resources
903.886.5603
hr@etamuc.edu

Payroll
903.886.5046
payroll@etamu.edu

Office of Academic Affairs
903.886.5410