

# Job-Related Skill Enhancement Increases

## DOR Internal Guidance

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### Introduction

Job-Related Skill Enhancement Pay is a compensation tool that offers the ability to recognize and reward staff who take initiative through their own efforts to increase the value of the job duties that they perform as well as positively impact contributions to the organization. Compensation for a Job-Related Skill Enhancement is not a guaranteed/automatic salary increase, but will be considered based on how the degree/certification aligns with the employee position.

- [SAP 31.01.01.M7.05 Job-Related Skill Enhancement Pay](#)
- Eligibility and considerations:
  - May be given within 6 months of date certification/degree is received and must provide proof of completion or degree verification
  - Only allowed once within a 12-month period
  - Employee must have an overall performance rating of “Meets Expectations” or higher on last performance evaluation
  - Employee must not currently be subject to formal disciplinary action
  - For staff employees only, not student workers or temporary/casual positions
  - Must still consider equity with other staff employees in same title and unit
  - Supervisor must provide justification explaining how the achievement enhances the employee’s value to the organization, highlighting increased job knowledge or the ability to handle more complex/higher volume of tasks.
  - Employees hired with, or who previously obtained degrees or certifications are not eligible.

### Compensation

The following increases will be considered within the Division of Research for staff employees in titles up to and including the level of Assistant Director. Job-Related Skill Enhancement Pay increases may be approved and awarded as a percentage based on the following structure:

- Professionally recognized certification related to position      up to 5%
- Bachelor’s degree directly related to position                      up to 5%
- Master’s degree directly related to position                              up to 5%
- Doctoral degree directly related to position                              up to 7%
- A one-time payment may be awarded in lieu of a base salary adjustment.

\*Department Head will determine if achievement is related or unrelated to position

**Procedure**

- Request would be completed on an HROE Compensation Change form and routed appropriately. For all requests, routing would include a Finance representative, an HR representative, the Department Head, and the Vice President for Research or designee.
- The form must include the attached degree verification or certificate of completion. HROE will conduct degree verifications if needed. For other certifications, the employee must provide proof of achievement from the awarding organization.