

## 31.01.08.HI Merit Salary Increases

Approved: January, 2013  
Revised: July, 2019  
Revised: March 19, 2020  
Next Scheduled Review: March, 2025



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### Rule Statement

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Texas A&M University-Texarkana (A&M-Texarkana) awards salary increases, including merit raises and merit payments, to employees in accordance with System Regulation 31.01.08, *Merit Salary Increases*.

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### Reason for Rule

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This rule is required by [System Regulation 31.01.08, \*Merit Salary Increases\*](#).

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### Procedures and Responsibilities

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#### 1. GOVERNING REGULATIONS

A&M-Texarkana will adhere to all requirements set forth in [System Regulation 31.01.08, \*Merit Salary Increases\*](#) and [System Regulation 31.01.01, \*Compensation Administration\*](#).

#### 2. MERIT SALARY INCREASES

- 2.1. Merit salary increases, merit raises and merit payments, are granted during the fiscal year at a time determined by the President during the budget cycle or outside the normal budget cycle in accordance with A&M System-approved budget guidelines and instructions.
- 2.2. A merit salary increase may be granted to an employee in recognition of meritorious performance that advances the purpose of A&M-Texarkana. There are two types of merit salary increases.
  - 2.2.1. Merit Raise – An employee may be granted a merit raise that is added to the employee's base salary.
  - 2.2.2. Merit Payment – An employee may be granted a lump-sum, merit salary payment that is not added to the employee's base salary. Merit salary payments are subject to the standard payroll deductions.
- 2.3. Merit raises and merit payments may not exceed a combined 10% of an employee's salary without written authorization from the President.

- 2.4. Merit salary increases for grant-funded positions must be consistent with merit salary increases for other A&M-Texarkana personnel, regardless of whether the funds for a salary increase have been allocated in a grant award.
- 2.5. Merit salary increases considered for completing degrees or certifications should be handled as part of the overall merit process, and should not be identified as an opportunity for an additional merit increase.
- 2.6. Merit salary increases for employees shall be treated as payroll items subject to standard withholdings and deductions.

### **3. ELIGIBILITY FOR MERIT SALARY INCREASE**

- 3.1. An employee must have been employed by A&M-Texarkana for the six months immediately preceding the effective date of the merit salary increase.
- 3.2. Six months must have elapsed since the employee's last merit salary increase unless the President states in writing that a one-time merit salary payment is being made in relation to the employee's performance during a natural disaster or other extraordinary circumstance.
- 3.3. An employee who has received a salary increase of more than 10% of the employee's base salary less than six (6) months prior to the proposed effective date of the merit salary increase is not eligible for the merit salary increase unless otherwise noted in the employee's offer letter.
- 3.4. An employee must have a current/annual performance evaluation of "meets expectations" or above (or equivalent language in modified performance evaluation forms approved by Human Resources).
- 3.5. An employee must be current on all required mandatory trainings.
- 3.6. An employee must be clear of any indebtedness to A&M-Texarkana.
- 3.7. Students employed in positions that require student status as a condition for employment are excluded from this rule and are not eligible for merit salary increases.

### **4. CRITERIA FOR MERIT SALARY INCREASE**

Merit salary raises and payments may be recommended for employees based on one or more of the following criteria.

- 4.1. An overall annual performance evaluation of "meets expectations" or above (or equivalent language in modified performance evaluation forms approved by Human Resources).
- 4.2. An employee who demonstrates efficient use of state resources that result in significant savings to A&M-Texarkana.
- 4.3. An employee who contributes an implemented innovative idea that enhances the operation of A&M-Texarkana.

- 4.4. An employee who demonstrates outstanding service to the department, A&M-Texarkana or the A&M System that advances the purpose and mission of A&M-Texarkana or that is above and beyond the requirements of his/her position.

## **5. AWARD OF MERIT SALARY INCREASES**

- 5.1. The Vice President for Finance and Administration will make a recommendation to the President on the availability of funds for the merit pool.
- 5.2. The President will authorize an amount/percentage for distribution to the merit pool.
- 5.3. The immediate supervisor/department head will make recommendations to the appropriate vice presidents for consideration.
- 5.4. The vice presidents/department heads will make their recommendations for final approval by the President.
- 5.5. Only the President is authorized to grant merit salary increases or approve any exceptions to the criteria outlined in this Rule.

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## **Related Statutes, Policies, or Requirements**

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[Texas Education Code §51.962, Merit Salary Increases](#)  
[System Regulation 31.01.08, Merit Salary Increases](#)  
[System Policy 01.03, Appointing Power and Terms and Conditions of Employment](#)  
[System Regulation 31.01.01, Compensation Administration](#)

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## **Contact Office**

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Office of Human Resources  
(903) 223-3012

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## System Approvals

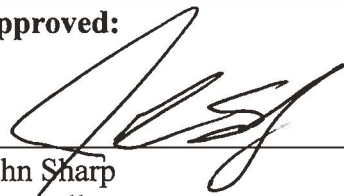
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**Approved for Legal Sufficiency:**

  
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Ray Bonilla  
General Counsel

3-18-2020  
\_\_\_\_\_  
Date

**Approved:**

  
\_\_\_\_\_  
John Sharp  
Chancellor

3/19/20  
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Date