

## UR 31.01.08.HI

## Merit Salary Increase

Approved: January 2013  
Next Scheduled Review: January 2018



---

### Rule Statement

---

It is the practice of The Texas A&M University-Texarkana to award salary increases through the regular budget cycle. A merit salary increase, including a lump sum merit salary payment, may be granted by the CEO, or designee, outside the normal budget cycle. The merit salary increase may be paid from any allowable fund and must be in accordance with the employment authority as stated in System Policy 01.03. Other compensation administration information, including information on other types of salary increases, may be found in System Regulation 31.01.01.

---

### Reason for Rule

---

Texas A&M University-Texarkana may, in accordance with System Policy 31.01 and System Regulation 31.01.08, award merit salary increases through merit raises and through lump sum merit salary payments. Before merit salary increases are awarded, Texas A&M University-Texarkana must establish a rule outlining the criteria in which merit awards are given.

---

### Procedures and Responsibilities

---

#### 1. TYPES OF MERIT

##### 1.1 Merit Raise:

An employee may be granted a merit raise that is added to the employee's base salary

##### 1.2 Merit Payment:

An employee may be granted a lump sum, merit salary payment that is not added to the employee's base salary. Lump sum merit salary payments will be subject to the standard payroll deductions.

#### 2. CRITERIA:

Merit will be awarded to A&M-Texarkana employees based upon at least one of the criteria that follow. The Texas A&M University System Board of Regents budget guidelines will be a consideration during annual budget merit awards.

##### 2.1 Faculty Merit:

2.1.1 Faculty merit increases are predicated on annual evaluations of teaching, research, and university, professional and community service. Merit increases may be awarded to those with overall annual evaluations of "good" or "superior," reflecting significant contributions to the goals of the university.

2.1.2 Faculty member who advances the purpose of the institution.

2.2 Non-Faculty Merit:

2.2.1 A non-faculty employee who demonstrates outstanding performance as documented by a commendable or outstanding overall performance evaluation may be recommended for merit.

2.2.2 A non-faculty employee who causes significant savings for the university through efficient use of resources may be recommended for merit.

2.2.3 A non-faculty employee who advances the purpose of the institution may be recommended for merit.

**3 RECOMMENDATION PROCESS:**

3.1 Vice president for finance and administration will make recommendation to the president on the availability of funds for the merit pool.

3.2 The president will authorize an amount for distribution in the merit pool.

3.3 The immediate supervisor and/or the director of human resources/EEO will make recommendations to the appropriate vice presidents for consideration.

3.4 The vice presidents will make their recommendations for final approval by the president.

**4 ELIGIBILITY:**

Merit increases, generally granted at the beginning of the fiscal year, will only be awarded to benefit-eligible employees that meet the following criteria:

4.1 An employee must have been employed by the institution for six months immediately preceding the effective date of the merit salary increase.

4.2 Six month must have elapsed since the employee's last merit salary increase.

4.3 Any merit increase is contingent on funding availability.

---

**Related Statutes, Policies, or Requirements**

---

System Regulation 31.01.08 <http://policies.tamus.edu/31-01-08.pdf>

System Regulation 31.01.01 <http://policies.tamus.edu/31-01-01.pdf>

System Policy 31.01 <http://policies.tamus.edu/31-01.pdf>

---

**Contact Office**

---

Director of Human Resources/EEO 903.223.3012


---

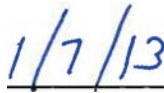
---

System Approvals\*


---

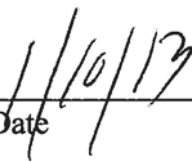
Approved for Legal Sufficiency:

  
\_\_\_\_\_  
Ray Bonilla  
General Counsel

  
\_\_\_\_\_  
Date

Approved:

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

  
\_\_\_\_\_  
Date

\*System approvals are contingent upon incorporation of any and all System-required changes in the rule's final posting.