

31.01.08 Merit Salary Increases
September 1, 2001
Revised May 3, 2002
Supplements System Policy 31.01

1. GENERAL

It is the practice of The Texas A&M University System 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.

2. MERIT SALARY INCREASES

A merit salary increase may be granted to an employee in recognition of superior performance that advances the purpose of the component and the System's land-grant mission. There are two types of merit salary increases.

2.1 Merit Raise

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

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.

3. REQUIREMENTS

3.1 Before granting a merit salary increase, the component must adopt a rule establishing criteria for the granting of merit salary increases.

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

3.3 Six months must have elapsed since the employee's last merit salary increase.

