

31.01.08 Merit Salary Increases

Revised [October 4, 2018](#)

Next Scheduled Review: October 4, 2023

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Regulation Summary

This regulation is required to ensure all members of The Texas A&M University System (system) are knowledgeable of the types and procedures for merit salary increases.

Regulation

1. MERIT SALARY INCREASES

- 1.1 The system awards salary increases through the regular budget cycle. A merit salary increase, including a lump sum merit salary payment, may be granted by the member chief executive officer (CEO) or designee outside the normal budget cycle.
- 1.2 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, Appointing Power and Terms and Conditions of Employment*. Other compensation administration information, including information on other types of salary increases, may be found in System Regulation *31.01.01, Compensation Administration*.
- 1.3 A merit salary increase may be granted to an employee in recognition of meritorious performance that advances the purpose of the member and the system's land-grant mission. There are two types of merit salary increases.
 - (a) Merit Raise – An employee may be granted a merit raise that is added to the employee's base salary.
 - (b) 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. REQUIREMENTS

- 2.1 Before granting a merit salary increase, the member must adopt a rule establishing criteria for the granting of merit salary increases.
- 2.2 An employee must have been employed by the member for the six months immediately preceding the effective date of the merit salary increase.

- 2.3 Six months must have elapsed since the employee's last merit salary increase unless the member CEO determines in writing that a one-time merit salary payment is made in relation to the employee's performance during a natural disaster or other extraordinary circumstance.
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Related Statutes, Policies, or Requirements

[Tex. Educ. Code § 51.962, Merit Salary Increases](#)

[System Policy 01.03, Appointing Power and Terms and Conditions of Employment](#)

[System Regulation 31.01.01, Compensation Administration](#)

Member Rule Requirements

A rule is required to supplement this regulation. See Section 2.1.

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