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.

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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