

UR 31.01.08.HI Merit Salary Increases



Approved: [January, 2013](#)
Revised: [July, 2019](#)
Revised: [March 19, 2020](#)
Next Scheduled Review: [March, 2025](#)

Rule Statement

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*.

Reason for Rule

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

Procedures and Responsibilities

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.

Related Statutes, Policies, or Requirements


[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](#)

Contact Office

Office of Human Resources
(903) 223-3012

System Approvals

Approved for Legal Sufficiency:

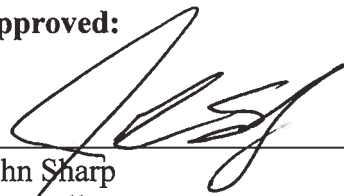


Ray Bonilla
General Counsel

3-18-2020

Date

Approved:



John Sharp
Chancellor

3/19/20

Date

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

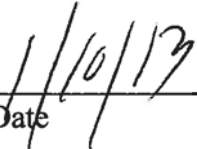


Date

Approved:



John Sharp
Chancellor



Date

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