



# Rule

## 31.01.08.L1 Merit Salary Increases

**First Approved:** October 7, 2005  
**Revised:** August 17, 2006  
March 23, 2015  
May 29, 2019  
May 2, 2024  
**Next Scheduled Review:** May 2, 2029

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### Procedure Statement and Reason for Procedure

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The purpose of this Rule is to establish criteria for granting merit salary increases at Texas A&M International University (TAMIU).

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### Procedures and Responsibilities

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1. GENERAL

- 1.1 TAMIU may award merit salary increases, including merit raises and merit payments, to employees demonstrating meritorious job performance. All merit salary increases will be awarded in accordance with [System Regulation 31.01.01, Compensation Administration](#) and [System Regulation 31.01.08, Merit Salary Increases](#).
- 1.2 TAMIU allows the awarding of the following two types of merit salary increases:
  - 1.2.1 **Merit Raise** – A salary increase awarded on the basis of meritorious job performance that is added to the employee’s base salary.
  - 1.2.2 **Merit Payment** – A lump sum, one-time payment awarded on the basis of meritorious job performance that is not added to the employee’s base salary.

2. AWARD CRITERIA

2.1 Merit salary increases may be awarded to a TAMIU employee if they:

2.1.1 Demonstrates meritorious performance; or

2.1.2 Demonstrates efficient use of state resources that result in significant savings to the department, TAMIU, or The Texas A&M University System (System); or

2.1.3 Demonstrates outstanding service to the department, TAMIU, or the System.

2.2 An employee must have been employed by TAMIU for the six (6) months immediately preceding the effective date of the merit salary increase.

2.3 At least six (6) months must have elapsed since the employee's last salary increase for any reason, including promotion, reclassification, market adjustment, or merit.

3. RECOMMENDATIONS AND APPROVAL PROCEDURES

Merit salary increases awarded during the regular budget cycle must consider criteria included in the Board-approved budget guidelines and the budget instructions issued by the Chancellor.

Only the President may authorize a merit salary increase that is proposed outside the regular budget cycle. All requests for merit salary increases made outside the regular budget cycle must be initiated by the department head in writing and forwarded through appropriate supervisory channels, including deans, directors and vice presidents, to the President for approval.

4. MERIT INCREASE AMOUNTS

The amount of merit salary increases for employees will be based on individual, meritorious performance and may not exceed the departmental merit pool established based on funding available. The departmental merit pool is calculated using the annual base salary (excluding stipends/allowances) of all eligible employees.

5. STUDENT WORKER AND PART-TIME (TEMPORARY/CASUAL) EMPLOYEE MERIT INCREASES

The provisions of this Rule do not apply to student workers or part-time temporary/casual employees as coded in Workday.

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## **Related Statutes, Policies, Regulations, or Rules**

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[System Policy 31.01, Compensation](#)

[System Regulation 31.01.01, Compensation Administration](#)

[System Regulation 31.01.08, Merit Salary Increases](#)

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## **Contact Office**

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