31.01.01.L2
Salary Increases Not Awarded Through the Regular Budget Cycle

Last updated: September 1, 1998
Supplements: System Policy 31.01 Compensation
System Regulation 31.01.01 Compensation Administration

1. GENERAL

It is the practice of Texas A&M International University to award salary increases through the regular budget cycle. As with all practices, however, some flexibility is needed to respond to exceptional circumstances. Listed below are the types of salary increases which may be considered outside the normal budget cycle. With all requests for salary increases, a compelling argument must be made as to why the increase could not have been made during the previous budget cycle or cannot wait to be made during the next budget cycle.

This process pertains to all University employees (see University Rule 31.01.01.L1). This Rule does not consider out-of-cycle salary increases occasioned by promotion, change in position, or mandated across-the-board salary increases.

2. COUNTER OFFERS

TAMIU’s Rules do not allow for the extension of counter offers to employees. Written requests for exceptions to the Rules must be forwarded through appropriate channels including deans, directors and Vice Presidents to the Director of Human Resources for review and comment and to the President for approval.

3. MERIT INCREASES

Merit increases generally take effect at the beginning of a new fiscal year. Increases are awarded in accordance with the Rules detailed below. Merit increases at other times of the year may be granted if funds are available and if an individual's performance clearly exceeds the normal and has been sustained over time.

1.) Merit increase must be based on individual performance.

2.) Merit increases cannot be granted during an employee's probationary period.

3.) The employee's performance must be documented on an Employee Performance Evaluation Form completed within the past six months.
4.) If an individual's salary exceeds the maximum of their assigned salary range, merit salary increases must be approved by the President.

4. ADJUSTMENT/EQUITY INCREASES

Reasons for salary adjustments may include external pressure in high demand areas, internal salary compression, gender or ethnic equity adjustments, and other forces which may be beyond the control of our departments. As with merit increases, however, salary adjustments should be made during the regular budget cycle whenever possible. Any request for an out-of-cycle salary adjustment should be supported by strong evidence of need and a compelling argument as to why the adjustment cannot be accomplished during the next regular budget cycle.

5. ROUTING AND DELEGATION OF AUTHORITY FOR SALARY INCREASES

All requests for salary increases made outside the regular budget cycle must be initiated by the department head, forwarded through appropriate channels, including deans, directors and Vice Presidents, to the President. Each level of the organization should specifically indicate why the action is appropriate.

Only the President may authorize a salary increase, for whatever purpose, which is not included in the regular budget cycle.

OFFICE OF RESPONSIBILITY:

Office of Human Resources