31.01.08.L1
Merit Salary Increases

Last Updated: August 17, 2006  
October 7, 2005

Supplements: System Policy 31.01 Compensation  
System Regulation 31.01.01 Compensation Administration  
System Regulation 31.01.08 Merit Salary Increases

1. GENERAL

Texas A&M International University (TAMIU) may award merit salary increases, including merit raises and merit payments to employees that demonstrate outstanding 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.

2. DEFINITIONS

Two types of merit salary increases may be awarded.

2.1 Merit Raise: An employee may be granted a merit raise that is added to the employee's salary.

2.2 Merit Payment: An employee may be granted a lump sum payment that is not added to the employee's base salary.

3. AWARD CRITERIA

3.1 Merit salary increases may be awarded to a TAMIU employee if he or she:

3.1.1 demonstrates outstanding performance evidenced by an above average or excellent overall rating on a current performance evaluation; or

3.1.2 demonstrates efficient use of state resources that result in significant savings to the department, TAMIU, or the Texas A&M University System; or

3.1.3 demonstrates outstanding service to the department, TAMIU, or the Texas A&M University System; or

3.1.4 earns an undergraduate or graduate degree from an accredited institution of higher education or receives a certificate, license, award, or other proof of accomplishment related to his or her job.
3.2 Merit salary increases awarded during the annual budget preparation process must also consider criteria included in the Board approved budget guidelines and the budget instructions issued by the Chancellor.

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

3.4 Six months must have elapsed since the employee's last merit salary increase.

4. RECOMMENDATIONS

Merit salary increases should be initiated by the immediate supervisor and/or the appropriate TAMIU department head, and then routed and approved in accordance with the TAMIU's delegations of authority.

5. INCREASE AMOUNTS

The amount of each merit raise will be based upon the availability of funding to the department and equitable allocation procedures developed by the department or TAMIU.

6. STUDENT MERIT RAISES

The provisions of this Rule do not apply to student workers.

**Office of Responsibility:**
Office of Human Resources