31.01.08.L1 Merit Salary Increases

Approved: October 7, 2005
Last Revised: August 17, 2006
March 23, 2015
Next Scheduled Review: March 2018

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

1. GENERAL
   The purpose of this Rule is to establish criteria for granting merit salary increases.

   Texas A&M International University (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.

2. DEFINITIONS
   TAMIU allows the awarding of the following two types of merit salary increases:
   2.1 Merit Raise: A salary increase awarded on the basis of meritorious job performance that is
       added to the employee’s base salary.
   2.2 Merit Payment: A lump sum payment awarded on the basis of meritorious job
       performance that is not added to the employee’s base salary.

3. AWARD CRITERIA
   Merit salary increases may be awarded to a TAMIU employee if he or she:
   3.1 Demonstrates meritorious performance evidenced by an above average or
       excellent overall rating on a current performance evaluation; or
   3.1.1 Demonstrates efficient use of state resources that result in significant savings to the
       department, TAMIU, or The Texas A&M University System; or
   3.1.2 Demonstrates outstanding service to the department, TAMIU, or The Texas A&M
       University System; or
   3.1.3 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 and, in conjunction, meets the criteria
       described in 3.1.1 above.
3.2 An employee must have been employed by TAMIU for the six (6) months immediately preceding the effective date of the merit salary increase.
3.3 Six (6) months must have elapsed since the employee’s last merit salary increase.

4. 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.

5. MERIT INCREASE AMOUNTS
The amount of merit salary increases will be based on the availability of funding allocated as a merit pool to the department and fair distribution among employees based on meritorious performance.

6. STUDENT WORKER MERIT INCREASES
The provisions of this Rule do not apply to student workers.

Office of Responsibility:
Office of Human Resources, 956-326-2365