Rule Statement
The Texas A&M Engineering Experiment Station (TEES) awards salary increases, including merit raises and merit payments, to employees that demonstrate outstanding job performance in accordance with System Regulation 31.01.08, *Merit Salary Increases*, and this rule.

Reason for Rule
This rule is required by System Regulation 31.01.08. It provides procedures to be used when granting a merit raise or payment to an employee.

Procedures and Responsibilities

1. **AWARD CRITERIA**

   1.1 Merit salary increases may be awarded to TEES employees based on work performed beyond the basic expectations of the job; outstanding service; efficient use of state resources that result in significant savings to TEES; achievement of an undergraduate/graduate degree; or accomplishment of a significant job related certificate, award, or license.

   1.2 Meritorious performance must be documented by a performance evaluation that has been conducted in accordance with System Regulation 33.99.03, *Performance Evaluations for Nonfaculty Employees*, and should not to be associated with a promotion or change in job title resulting from a substantive change in duties. The overall rating on the performance evaluation should place the employee near the top of employees with the same degree of responsibilities.

   1.3 Merit salary increases awarded during the annual budget preparation process must consider, in addition to 1.1 and 1.2 above, criteria included in the Board-approved budget guidelines and the budget instructions issued by the Chancellor.

Related Statutes, Policies, or Requirements

*Policy 31.01, Compensation*

*Regulation 31.01.08, Merit Salary Increases*
Definitions
Unless otherwise stated, all terms used in this rule shall have the meaning assigned by System Regulation 31.01.08.

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