

31.01.08.E1 Merit Salary Increase

Approved August 2, 2002
Revised November 20, 2008
Revised January 25, 2012
Revised January 22, 2016
Next Scheduled Review: January 22, 2021

Supplements System Policy 31.01, System Regulation 31.01.08

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.

Contact Office

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