31.01.08.E1  Merit Salary Increase

Approved August 2, 2002
Revised November 20, 2008
Revised January 25, 2012
Revised January 22, 2016
Revised February 2, 2021
Next Scheduled Review: February 2, 2026

Supplements System Policy 31.01, System Regulation 31.01.08

Rule Summary
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.

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; successful completion of a special project of significance warranting special recognition, or efficient use of state resources that result in significant savings to TEES;

1.2 An employee who demonstrates sustained superior performance, as documented on a current performance evaluation, may be recommended for a merit salary increase. This increase should not be associated with a promotion or change in job title resulting from a substantive change in duties. Performance evaluations are to be conducted in accordance with System Regulation 33.99.03, Performance Evaluations for Nonfaculty Employees.

1.3 To be eligible for a merit salary increase the employee must be in compliance with all required A&M System trainings.

1.4 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

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