

THE TEXAS A&M UNIVERSITY SYSTEM  
TEXAS ENGINEERING EXTENSION SERVICE  
AGENCY RULES

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**31.01.08.N1 Merit Salary Increases**

January 1, 2002

***Supplements System Policy 31.01 and System Regulation 31.01.08***

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1. GENERAL

The Texas Engineering Extension Service (TEEX) 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 31.01.08 *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 base salary.
- 2.2 Merit Payment – An employee may be granted a one-time, lump sum, merit payment that is not added to the employee’s base salary. One-time merit salary payments are subject to the standard payroll deductions.

3. AWARD CRITERIA

Merit salary increases may be awarded to TEEX employees based upon one or more of the following criteria. 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.

- 2.1 An employee who demonstrates outstanding performance evidenced by an above average or excellent overall rating on a current performance evaluation may be recommended for a merit salary increase.
- 2.2 An employee who demonstrates efficient use of state resources that result in significant savings to the division, TEEX or the System may be recommended for a merit salary increase.
- 2.3 An employee who demonstrates outstanding service to the institute/division/administrative unit, TEEX or the System may be recommended for a merit salary increase.
- 2.4 An employee who 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 may be recommended for a merit salary increase.

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

2.6 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 TEEX institute director/division head, recommended by the Associate Agency Director/Human Resources and approved by the Director. Six-month merit increases may be considered for biweekly paid budgeted employees provided that they have met the above criteria. Normally merit raises will be recommended and awarded on September 1 as a part of the budget cycle, if allowed and approved by the System.

#### 5. INCREASE AMOUNTS

The amount of each merit raise will be based upon the availability of funding in the division and equitable allocation procedures approved by the Director. Merit payments may not exceed \$1200 unless approved by the Director.

#### 6. STUDENT MERIT RAISES

Student worker positions are exempt from this rule. Each division is responsible for developing criteria for student merit raises and providing the funding if merit raises are approved. Student worker positions are not eligible for merit payments.

**CONTACT FOR INTERPRETATION:** Associate Agency Director, H/R

**HISTORY:** New

**RECOMMENDATION:** \_\_\_\_\_  
Associate Agency Director, H/R Date

**RECOMMENDATION:** \_\_\_\_\_  
Deputy Agency Director, Compliance Officer Date

**APPROVAL:** \_\_\_\_\_  
Director Date

**LEGAL SUFFICIENCY:** \_\_\_\_\_  
General Counsel Date

*Revised 1-18-02*