

## 31.01.08.S1 Merit Salary Increases

Revised [May 10, 2019](#)

Next Scheduled Review: May 10, 2024

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### Rule Summary

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The System Offices of The Texas A&M University System (system) may award a merit salary increase to an eligible employee in accordance with System Regulation *31.01.08, Merit Salary Increases*, and Texas Education Code § 51.962.

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### Definitions

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Click to view [Definitions](#).

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### Rule

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#### 1. AWARD CRITERIA

A merit salary increase may be awarded to a System Offices employee based on the following criteria. Merit salary increases awarded during the annual budget preparation process must also be based on criteria included in the Board of Regents-approved budget guidelines and the chancellor's budget instructions. An employee may be recommended for a merit salary increase if the employee demonstrates:

- (a) meritorious performance as documented on a current performance evaluation;
- (b) efficient use of state resources that results in significant savings to the department, System Offices or the system; or
- (c) outstanding service or accomplishment to the department, System Offices or the system.

#### 2. INCREASE AMOUNTS

The amount of each merit increase will be based on the department's available funds and the meritorious contributions to the system. An employee whose current salary exceeds the maximum of the pay grade may not be awarded a merit raise; however, the employee may be awarded a merit payment.

A lump-sum merit payment may be combined with a merit raise and awarded on the same effective date. A total combined merit increase above 9% for the fiscal year of an employee's base salary requires prior approval of the chancellor or designee.

### 3. RECOMMENDATIONS

Merit salary increases should be initiated by the immediate supervisor and approved by the relevant manager with budgetary authority for the office/department.

### 4. STUDENT MERIT RAISES

Undergraduate or graduate student positions are not eligible for merit payments. However, employees in these positions are eligible for merit raises based on department head recommendations contingent upon documented satisfactory performance and funding availability.

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## **Related Statutes, Policies, or Requirements**

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[System Regulation 31.01.08, Merit Salary Increases](#)

[Tex. Educ. Code § 51.962](#)

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## **Contact Office**

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System Office of Budgets and Accounting  
(979) 458-6100

System Offices Human Resources  
(979) 458-6169