

UNIVERSITY RULE

31.01.01.M2 Salary Increases Not Awarded Through the Regular Budget Cycle

Approved March 19, 1997

Revised September 17, 1997

Revised July 29, 2003

Supplements [System Policy 31.01](#) and [System Regulation 31.01.01](#)

1. GENERAL

It is the practice of Texas A&M University to award salary increases through the regular budget cycle. As with all practices, however, some flexibility is needed to respond to exceptional circumstances. Listed below are the types of salary increases which may be considered outside the normal budget cycle. With all requests for salary increases, a compelling argument must be made as to why the increase could not have been made during the previous budget cycle or cannot wait to be made during the next budget cycle.

This process pertains to all University employees (see [University Rule 31.01.01.M1](#)). This Rule does not consider out-of-cycle salary increases occasioned by promotion, change in position, or mandated across-the-board salary increases.

2. COUNTER OFFERS

Texas A&M University employees may be offered employment with substantial salary increases at peer institutions, government agencies, or in industry at times outside the normal budget cycle. In some of these instances, counter offers might be considered to keep the employee at Texas A&M University. Counter offers should be used only when the employee possesses special talents that cannot easily be replaced. Although the decision may be made out-of-cycle, the effective date of the salary increase should normally be at the beginning of the next fiscal year.

3. MERIT

3.1 Normally, salary increases on the basis of merit will occur during the budget cycle. However, in rare cases, clearly exceptional performance or accomplishment may occur for which a merit increase out-of-cycle may be appropriate. Very strong evidence, including a current written performance appraisal reflecting meritorious performance, should be shown as to why this increase cannot be made during the regular budget cycle.

3.2 In some instances because of funding dates, fiscal years of funding agencies which differ from the University's, and other such reasons particular to the University's research programs, it may not be possible to award merit salary increases for research employees during the regular budget cycle. That fact must be documented when requesting out-of-cycle increases and the requests must follow the same general guidelines as set forth by the University in its previous budget cycle.

Whenever possible, merit salary increases for research employees should be set at the same time as for other University employees, following the same general guidelines.

4. ADJUSTMENT/EQUITY INCREASES

Reasons for salary adjustments may include external pressure in high demand areas, internal salary compression, gender or ethnic equity adjustments (if any), and other forces which may be beyond the control of our departments. As with merit increases, however, salary adjustments should be made during the regular budget cycle whenever possible. Any request for an out-of-cycle salary adjustment should be supported by strong evidence of need and a compelling argument as to why the adjustment cannot be accomplished during the next regular budget cycle.

5. ROUTING AND DELEGATION OF AUTHORITY FOR SALARY INCREASES

The President has delegated authority for salary increases made outside the regular budget cycle to the Vice President. All requests for salary increases made outside the regular budget cycle must be initiated by the head of the administrative unit, forwarded through appropriate channels, including deans, and directors, to the vice president. Each level of the organization should specifically indicate why the action is appropriate.

Only the president may authorize a salary increase, for whatever purpose, which is not included in the regular budget cycle. The president, however, may choose to delegate this authority in writing.

For information on Benefit Replacement Pay [click here](#).

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