

UNIVERSITY RULE

31.01.08.M1 Merit Salary Increases

Approved April 14, 2021

Revised June 16, 2022

Revised February 13, 2026

Next Scheduled review: February 13, 2031

Rule Statement

This rule is set forth to provide guidance on merit salary increases for Texas A&M University (TAMU), including all associated regional and branch campuses (i.e., Texas A&M University at Galveston and Texas A&M University at Qatar), and Texas A&M University Health Science Center. All will be referred to as TAMU for the purposes of this rule.

A merit salary increase may be granted to an individual in recognition of meritorious job performance. A merit salary increase may be a merit raise or a one-time merit payment as defined below.

The following units are identified as the responsible parties for the following employee types: The Division of Human Resources and Organizational Effectiveness (HROE) is responsible for staff, student, and temporary casual positions; Faculty Affairs is responsible for faculty positions; and the Graduate and Professional School is responsible for graduate assistant positions.

Definitions

Base Pay - a fixed amount of money an employee receives for their work, excluding additional compensation such as supplemental compensation or allowances. This can be expressed as either an hourly wage or an annual salary and is determined by the agreed-upon terms between the employer and employee prior to starting work.

Merit Raise - an increase that is added to the employee's base salary.

One-Time Merit Payment - a one-time, lump-sum payment that is not added to the employee's base salary. A one-time merit payment is subject to the standard payroll deductions.

Outside Regular Budget Cycle - any other effective date than 09/01 for a merit salary increase.

Regular Budget Cycle - designated time during which the annual budget is being prepared for the next fiscal year to be effective 09/01.

Rule and Responsibilities

1. GENERAL

- 1.1 Merit salary increases are governed by [System Regulation 31.01.08, Merit Salary Increases](#). Merit programs are authorized by the system member Chief Executive Officer (CEO) and approved by the Board of Regents in the budget approval process. Merit salary increases may not be funded and/or authorized every fiscal year.
- 1.3 Merit salary increases within each college/school/division are based on the annual budget guidelines. Annual regular budget cycle guidelines and merit process instructions are communicated by the appropriate system member's Budget Office in collaboration with HROE.
- 1.4 Meeting eligibility requirements is not a guarantee, or a promise of a merit salary increase.
- 1.5 No pay increase may be retroactive, in accordance with [System Regulation 31.01.01, Compensation Administration](#), which prohibits the payment of retroactive increases to State employees.
- 1.6 The earliest effective date of a merit salary increase is the first day of the next available pay period after which final approvals are obtained, as outlined in section 3, unless otherwise stated in current regular budget cycle guidelines disseminated by the system member's Budget Office.
 - 1.6.1 For employee types under the purview of HROE, if an alternative effective date is needed for a business reason, the college/school/division's Dean/Vice President or designee must collaborate with the HROE Director of Classification and Compensation for approval.
- 1.7 A merit salary increase may include the combination of a merit raise and a one-time merit payment with the same effective date.
 - 1.7.1 A one-time merit payment will not be grossed up.
- 1.8 All delegations for approval listed in this rule must be documented in writing and on file with the appropriate HROE Hub.
- 1.9 In instances where a Dean/Vice President's designee is responsible for entering and approving their own merit recommendations, it is required that the Dean/Vice President to whom the designee reports must approve these recommendations in writing. No employee is authorized to approve their own merit increase.

1.10 For salary/wage increases for positions that require student status (including student workers and graduate assistants), refer to Guidance Document - Student Employment.

2. CRITERIA

2.1 To be eligible for a merit salary increase, all the following criteria must be met:

2.1.1 An employee must have been employed by their current system member (e.g., Texas A&M University, Texas A&M University at Galveston, Texas A&M University Health Science Center) for six continuous months immediately preceding the effective date of the merit salary increase; and

2.1.2 Six months must have elapsed since the employee's last merit salary increase effective date; and

2.1.3 The employee's most recent performance evaluation was completed within the previous 12 months of the effective date of the merit salary increase and has an overall performance rating of "meets expectations" or higher.

2.2 Exceptions to the six months eligibility criteria may be granted by the President as a one-time merit payment for the employee's performance during a natural disaster or other extraordinary circumstance. The employee must meet criteria as stated in [System Regulation 31.01.08, Merit Salary Increases](#).

3. APPROVAL

3.1 Merit Raise

3.1.1 The Dean/Vice President or designee is authorized to approve a merit raise (regular and outside cycle) to the base pay of an employee of their respective college/school/division provided the criteria in section 2.1 are met.

3.1.1.1 The process for obtaining regular budget cycle approvals will be outlined in the annual guidance provided by the member's Budget Office.

3.1.1.2 For outside the regular budget cycle process and approvals, contact the appropriate responsible party based on the employee type (i.e., for staff contact HROE Hub, for faculty contact Faculty Affairs) for guidance.

3.1.2 A merit raise that causes the employee's new rate of pay to exceed the job profile's pay grade will require approval of the Dean/Vice President or designee and the President or designee.

3.1.2.1 The process for obtaining regular budget cycle approvals will be outlined in the annual guidance provided by the member's Budget Office.

3.1.2.2 For outside the regular budget cycle process and approvals, contact the appropriate responsible party based on the employee type (i.e., for staff contact HROE Hub, for faculty contact Faculty Affairs) for guidance.

3.1.3 For employees whose base pay already exceeds their job profile's pay grade maximum, a one-time merit payment should be considered in lieu of a merit raise. Exceptions with supporting justification may be requested, see 3.1.2.1 and 3.1.2.2 for approval process.

3.2 One-Time Merit Payment

3.2.1 The Dean/Vice President or designee is authorized to approve one-time merit payments up to \$10,000 for an employee of their respective college/school/division provided the criteria in section 2.1 are met.

3.2.1.1 The process for obtaining regular budget cycle approvals will be outlined in the annual guidance provided by the member's Budget Office.

3.2.1.2 For outside the regular budget cycle process and approvals, contact the appropriate responsible party based on the employee type (i.e., for staff contact HROE Hub, for faculty contact Faculty Affairs) for guidance.

3.2.2 Requests exceeding \$10,000 require approval of the respective Dean/Vice President and the President.

3.2.2.1 The process for obtaining regular budget cycle approvals will be outlined in the annual guidance provided by the member's Budget Office.

3.2.2.2 For outside the regular budget cycle process and approvals, contact the appropriate responsible party based on the employee type (i.e., for staff contact HROE Hub, for faculty contact Faculty Affairs) for guidance.

3.2.3 For employees that fall under the responsibility of HROE, if a one-time merit payment is being requested and funded by a source outside of the employee's supervisory organization, approval must be obtained from both the funding and primary position's Dean/Vice President or designee. This applies to both regular and outside the regular budget cycle.

Related Statutes, Policies

[System Regulation 31.01.01, Compensation Administration](#)

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

[System Regulation 33.99.03, Performance Evaluations for Nonfaculty Employees](#)

[University SAP 31.01.01.M0.01, Employee Compensation Administration](#)

[University SAP 33.99.03.M0.01, Performance Evaluations for Non-faculty Employees](#)

Contact Office

For information or clarification on this rule, contact

[Human Resources and Organizational Effectiveness, Classification and Compensation](#)

(979) 845-4170

hrcomp@tamu.edu

OFFICE OF RESPONSIBILITY: [Human Resources and Organizational Effectiveness](#)