

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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