Texas A&M University-San Antonio

31.01.08.O1 Merit Salary Increases for Non-Faculty Employees
Approved: August 23, 2010
Revised: October, 2011
Next Scheduled Review: October, 2013

Rule Statement

Texas A&M University-San Antonio (TAMU-SA) may award merit increases, including merit raises and merit payments, to eligible employees. All merit salary increases will be awarded in accordance with System Regulation 31.01.08 Merit Salary Increases.

Reason

The purpose of merit salary increases is to reward individual employee performance as well as to advance the University's overall performance and mission.

Process

Rule 31.01.08.O1 Merit Salary Increases for Non-Faculty Employees, applies to active staff employees of TAMU-SA. Student worker positions are exempt from this rule and are not part of a merit review process.

The President will determine any financial and operational goals that must be achieved by the university as a gateway to initiating the merit review process. If these goals are not met, the President may suspend merit raises and payments for the fiscal year. Merit salary increases during the annual budget preparation process must also consider criteria included in the Board of Regents-approved budget guidelines and the budget instructions issued by the Chancellor.

Merit salary increases must be processed through the appropriate chain of authority and approved by the manager with authority to approve expenditures for the department. All merit raises and payments require prior approval from the President or designee.

Normally, merit raises will be awarded on the first day of September as part of the budget cycle, if allowed and approved by the System Leadership and Board of Regents. In cases of exceptional job performance, merit increases may be granted at times other than the beginning of the fiscal year.
1. Award Criteria:
   Merit salary increases may be awarded to TAMU-SA employees based upon one or more of the following criteria:
   
   1.1. Demonstrates outstanding performance evidenced by an above average or exceeds expectations overall rating on the most current performance evaluation;
   
   1.2. Demonstrates efficient use of state resources that result in significant savings to TAMU-SA or the System;
   
   1.3. Contributes an innovative idea that enhances the operation of TAMU-SA or the System;
   
   1.4. Successfully completes a special project of significant importance to TAMU-SA or the System;
   
   1.5. Demonstrates outstanding service to TAMU-SA or the System; and/or
   
   1.6. Earns an undergraduate or graduate degree from an accredited institution of higher education or receives a significant certificate, license, award or other proof of accomplishment related to his or her job.

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**Increase Amounts**

The amount of each merit increase will be based upon the availability of funds, the employee’s job performance, and equitable allocation procedures approved by the President.

An employee whose current salary exceeds the maximum of the pay grade typically will not be awarded a merit raise. However, the employee may be awarded a merit payment. A merit raise for those who are already above max pay or a merit raise that will take the employee over max pay requires approval from the President.

A lump-sum merit payment may be combined with a merit raise and awarded on the same effective date.

Merit raises and payments may not exceed a combined 10% of an employee’s salary without prior written authorization from the President.

All exceptions to this Merit Rule require the prior approval of the University’s President.
Related Policies

System Regulation 31.01.08 Merit Salary Increases

Contact Office

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