

31.01.08.01 Merit Salary Increases
Revised: June, 2019
Revised: October 8, 2019
Next Scheduled Review: October 8, 2024

RULE SUMMARY

Texas A&M University-San Antonio (A&M-San Antonio or University) may award merit salary increases in accordance with Texas A&M University System (System) Regulation [31.01.08 Merit Salary Increases](#) and the criteria set forth in this Rule.

RULE

This Rule applies to active regular faculty and staff. Student workers, temporary workers, and adjunct faculty are exempt from this Rule and are not part of the merit review process.

The President determines the financial and operational goals that the University must achieve 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 Chancellor's budget instructions.

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

It should be the goal to award merit increases on the first day of September as part of the budget cycle, if allowed and approved by System leadership and Board of Regents. In cases of exceptional job performance, merit salary increases may be granted at times other than the beginning of the fiscal year.

I. AWARD CRITERIA

I.I.I Merit salary raises and payments may be awarded to eligible A&M-San Antonio employees based upon one or more of the following criteria:

- 1.1.2 Demonstration of meritorious outstanding performance as evidenced in the most current performance evaluation;
 - 1.1.3 Demonstration of efficient use of state resources that result in significant savings to A&M-San Antonio;
 - 1.1.4 Contribution of an implemented innovative idea that enhances the operation of A&M-San Antonio; and/or
 - 1.1.5 Demonstration of outstanding service to the department, A&M-San Antonio or the System that advances the purpose and mission of A&M-San Antonio or that is above and beyond the requirements of his/her position.
- 1.2 To be eligible for a merit salary increase (a) an employee must have been employed by A&M-San Antonio for the six months immediately preceding the effective date of the merit salary increase, or (b) six months must have elapsed since the employee's last merit salary increase.

2. RECOMMENDATIONS

- 2.1. Merit salary raises or payments must be initiated by the appropriate director or department head and recommended by the appropriate vice president.
- 2.2. Recommendations for merit increases must be in compliance with merit program guidelines approved by the President.
- 2.3. The President or the President's designee is the final approval authority for all merit increases.

3. INCREASE AMOUNTS

- 3.1 Monies allocated for merit salary increases are based on the availability of funding.
- 3.2 An employee whose current salary exceeds the maximum of the applicable pay grade typically will not be awarded a merit raise. However, the employee may

be awarded a merit payment.

- 3.3 A lump-sum merit payment may be combined with a merit raise and awarded on the same effective date.
- 3.4 Merit raises and payments may not exceed a combined 10% of an employee's salary without prior written authorization from the President.

RELATED REGULATION

System Regulation [31.01.08 Merit Salary Increases](#)

Definitions

The University may award two types of merit salary increases under this Rule.

Merit Salary Raise – An employee may be granted a merit raise that is added to the employee's base salary.

Merit Payment – An employee may be granted a lump sum merit payment that is not added to the employee's base salary. Merit salary payments are subject to the standard payroll deductions.

CONTACT OFFICE

Office of Human Resources (210) 784-2059
