University Rule

Rule 31.01.08.J1 Merit Salary Increases

Approved: July 17, 2026
Next Scheduled Review: July 17, 2031

Rule Summary

Texas A&M University-Victoria (A&M-Victoria) awards salary increases, including merit raises and merit payments, to employees who demonstrate meritorious job performance in accordance with The Texas A&M University System (System) Regulation *31.01.08, Merit Salary Increases*.

This rule is required by System Regulation *31.01.08, Merit Salary Increases*. It provides procedures to be used when granting a merit raise or a merit payment to employees.

Definitions

- **Base Salary:** 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 Raises:** Merit raises may be granted based on established meritorious criteria, defined as “Meets Expectations” or higher performance, supported by performance evaluations and other similar supervisory documentation or evidence of outstanding achievement. A merit raise increases the employee’s base salary. Merit salary raises are compensation as defined under Texas Government Code §822.201 and are eligible for all general deferral plans offered by the System.

- **Merit Payments:** Merit payments may be granted based on established meritorious criteria, defined as sustained superior performance over a period of one year, supported by performance evaluations and other similar supervisory documentation or evidence of outstanding achievement. A merit payment may not increase the employee’s base salary.

Rule

1. Merit Salary Increases

1.1 Merit salary increases may be granted to an employee in recognition of meritorious job performance, as recorded in a formal and documented performance review process.

1.2 Merit increases will be structured and awarded through the regular budget cycle and approved by the President or their designee.

1.3 The merit salary increases will be funded within the existing budget of each division of the University. Expenditures for this program will be made from allowable funds.

1.4 Merit salary increases may be granted to an employee’s primary position in recognition of meritorious performance. There are two types of merit increases:

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

1.4.2 Merit Payment – An employee may be granted a lump-sum merit salary payment that is not added to the employee’s base pay.

2. Eligibility Requirements

2.1 Merit Salary Increases may be awarded to A&M-Victoria employees if they:

2.1.1 Demonstrates meritorious performance by receiving a ranking of “meets expectation” or higher; or

2.1.2 Demonstrates efficient use of state resources that result in significant savings to the department, A&M-Victoria, or the System; or

2.1.3 Demonstrates outstanding service to the department, A&M-Victoria, or the System

2.2 Employees must have been employed by A&M-Victoria for the six months immediately preceding the effective date of the merit salary increase.

2.3 Six months must have elapsed since the employee's last merit salary increase unless the President determines in writing that a one-time merit salary payment is made in relation to the employee’s performance during a natural disaster or other extraordinary circumstance.

2.4 Eligibility for consideration is not a guarantee or a promise of a merit salary increase. Eligibility is determined by the Department Chair/Supervisor, Dean/Director, and ultimately the President.

3. Awarding of Merit

3.1 Merit salary increases awarded during the regular budget cycle must consider criteria included in the Board-approved budget guidelines and the budget instructions issued by the Chancellor

3.2 The amount of merit salary increases for employees will be based on individual, meritorious performance and may not exceed the departmental merit pool established based on funding available. The departmental merit pool is calculated using the annual base salary (excluding stipends/allowances) of all eligible employees.

3.3 All merit increase recommendations will be reviewed by Human Resources Director to ensure compliance with applicable state and federal regulations and sent to the President for approval.

4. Out of Cycle Merit Raise/ Merit Payment

   All recommendations for out-of-cycle merit increases, including lump-sum merit payments, must be submitted with written justification. Out-of-cycle merit increases require approval through the Budget Office, Human Resources, and the President of their designee.

Related Statutes, Policies, or Requirements

- Texas Government Code §822.201
- System Regulation *31.01.08, Merit Salary Increases*

Contact Office

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