

Rule 31.01.08.T1 Merit Salary Increases

Approved: July, 10 2002
Revised: April 17, 2015
Next Scheduled Review: April 17, 2020



Rule Statement

Tarleton State University's (Tarleton) practice is to award salary increases through the regular budget cycle. Nonetheless, a merit salary increase may be granted by the president through authorized channels outside the normal budget cycle.

The merit salary increase must adhere to two conditions. It must a) be in accordance with System employment authority (System Policy 01.03), and b) be paid from any allowable funds.

Reason for Rule

This rule is required by System Regulation *31.01.08, Merit Salary Increases*.

Procedures and Responsibilities

1. CRITERIA

Merit salary increases may be awarded to Tarleton employees based upon one or more of the following criteria. Merit salary increases awarded during the annual budget preparation process must also consider criteria included in The Texas A&M University System (system) Board of Regents (Board) approved budget guidelines and the budget instructions issued by the chancellor.

- 1.1. An employee who demonstrates outstanding performance evidenced by an above average or excellent overall rating on a current performance evaluation may be recommended for a merit salary increase.
- 1.2. An employee who demonstrates efficient use of state resources that result in significant savings to the department, Tarleton or the system may be recommended for a merit salary increase.
- 1.3. An employee who demonstrates outstanding service to the department, Tarleton or the system may be recommended for a merit salary increase.
- 1.4. An employee who contributes innovative ideas that enhance the operations of the university or create cost-saving opportunities.

- 1.5. An employee who has successfully completed a special project of significant importance to warrant special monetary recognition.

2. MERIT SALARY INCREASES

- 2.1. A merit salary increase may be granted to an employee in recognition of job performance that exceeds expectations and advances the purpose and mission of Tarleton. (See accompanying form).
- 2.2. As a general rule, merit and across-the-board increases are granted at the beginning of the fiscal year and in accordance with budget guidelines approved by the Board. In cases of exceptional job performance, merit increases may be granted at times other than the beginning of the fiscal year. An employee receiving a merit increase must have been employed by the university for six consecutive months immediately preceding the effective date of the increase. Also, six months must have passed since the employee's last merit salary increase. Request for a merit increase must be submitted and approved in advance and the effective date will be the first of the month following the date of approval, since retroactive salary increases are not allowed as per SAP No. 31.01.01.T1.01 *Compensation Administration*.
- 2.3. There are two types of merit salary increases:
 - 2.3.1. Merit raise- An employee may be granted a merit raise that is part of the employee's salary base.
 - 2.3.2. Merit payment- An employee may be granted a lump sum, merit salary payment that is not added to the employee's base salary. Merit salary payments are subject to the standard payroll deductions.

3. APPROVAL

- 3.1 Budget cycle merit increases will be approved by the Executive Cabinet and coordinated by the Employee Services Department.
- 3.2 Requests for mid-year merit should be reviewed by the Employee Services Department and approved by the appropriate vice president.

Related Statutes, Policies, or Requirements

[System Policy 01.03, Appointing Power and Terms and Conditions of Employment](#)
[System Regulation 31.01.01, Compensation Administration](#)
[Tarleton Standard Administrative Procedure 31.01.01.T1.01, Compensation Administration](#)

Contact Office

Employee Services Department
254.968.9128

DOWNLOAD FORM: [Request For Merit Salary Increase](#) (Requires Adobe Acrobat Reader)