

# Rule 31.01.08.T1 Merit Salary Increases



Approved: July, 10 2002  
Revised: April 17, 2015  
Revised: November 22, 2019  
Next Scheduled Review: November 22, 2024

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## Rule Statement

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Tarleton State University (Tarleton or university) awards merit salary increases in accordance with System Regulation *31.01.08, Merit Salary Increases*, (system regulation) and the supplemental guidance as set forth in this rule.

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## Reason for Rule

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This rule is required by system regulation and establishes criteria for granting of merit salary increases at Tarleton.

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## Procedures and Responsibilities

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### 1. MERIT SALARY INCREASES

- 1.1. A merit salary increase may be granted to an employee in accordance with System Regulation *31.01.08, Merit Salary Increases*, (system regulation). [See accompanying form for requesting merit outside the regular budget cycle].
- 1.2. As a general rule, merit increases and across-the-board increases are granted during the regular budget cycle and in accordance with budget guidelines approved by The Texas A&M University System (system) Board of Regents (board). In cases of exceptional job performance, merit increases may be granted at times outside the regular budget cycle. 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 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. Requests 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 System Regulation *31.01.01, Compensation Administration*.

### 2. CRITERIA

Merit salary increases may be awarded to Tarleton employees based upon one or more of the criteria set forth in this Section 2. Merit salary increases awarded during the regular budget

cycle must also consider criteria included in board approved budget guidelines and the budget instructions issued by the chancellor.

- 2.1. An employee who demonstrates good performance, evidenced by an average, above average or excellent overall rating on a current performance evaluation, may be recommended for a merit salary increase.
- 2.2. 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.
- 2.3. An employee who demonstrates outstanding service to the department, Tarleton or the system may be recommended for a merit salary increase.
- 2.4. An employee who contributes innovative ideas that enhance the operations of the university or create cost-saving opportunities.
- 2.5. An employee who has successfully completed a special project of significant importance to warrant special monetary recognition.

### 3. APPROVAL

- 3.1 Regular budget cycle merit increases will be approved by the Executive Leadership Cabinet and coordinated by the Employee Services Department.
- 3.2 Requests for merit increases outside the regular budget cycle should be reviewed by the Employee Services Department, recommended by the appropriate vice president, and approved by the president.

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## Related Statutes, Policies, or Requirements

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[Tex. Educ. Code § 51.962, Merit Salary Increases](#)  
[System Policy 01.03, Appointing Power and Terms and Conditions of Employment](#)  
[System Regulation 31.01.01, Compensation Administration](#)  
[System Regulation 31.01.08, Merit Salary Increases](#)

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## Contact Office

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Employee Services  
254.968.9128

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