



**31.01.08.01 Merit Salary Increases**

Approved: August 23, 2010

Reviewed: October 27, 2011

Revised: October, 2012

Revised: July 10, 2014

Revised: December 3, 2015

Revised: July 1, 2024

Next Scheduled Review: July 1, 2029

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## **Rule Statement**

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This rule defines merit pay and outlines the related eligibility requirements. All merit salary increases are awarded in accordance with Texas A&M University System (System) Regulation [31.01.08 Merit Salary Increases](#).

The purpose of merit salary increases and lump-sum merit payments is to recognize meritorious employee performance as well as to advance the university's overall mission and goals. These increases and payments are determined and distributed based on an employee's demonstrated overall job performance.

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## **Reason for Rule**

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This rule is required by System regulation and establishes criteria for granting merit salary increases to employees of Texas A&M University-San Antonio (A&M-San Antonio) and supplements System Regulation 31.01.08.

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### **1. MERIT SALARY INCREASES**

- 1.1. The System may award salary increases through the regular budget cycle. A merit salary increase, including a lump sum merit payment, may also be granted by the member Chief Executive Officer (CEO) outside the normal budget cycle in cases of exceptional job performance as identified in the Award Criteria section of this rule.
- 1.2. The member CEO may determine financial and operational goals that must be achieved by the university as a gateway to initiating the merit review process.

- 1.3. Merit salary increases during the annual budget preparation process must consider criteria established by the member CEO and include criteria in the Board of Regents approved budget guidelines and the budget instructions issued by the chancellor.
- 1.4. Merit salary increases and lump-sum merit payments are approved through the appropriate chain of authority as recommended by the manager with the authority to approve departmental expenditures. All merit increases and lump sum payments require approval from the president or designee.
- 1.5. The target effective date for any budget cycle merit increase and lump-sum merit payment as allowed and approved by the System Board of Regents and member CEO is the first day of September.
- 1.6. A merit increase, including lump-sum merit payment, outside of the budget cycle may be granted by the president or designee in cases of exceptional job performance as identified in the Award Criteria section of this rule.

## **2. ELIGIBILITY REQUIREMENTS**

- 2.1 Active, regular faculty and staff at A&M-San Antonio are eligible to be considered for merit increases. Student workers, temporary workers and adjunct faculty at A&M-San Antonio are excluded from this rule and are not a part of the merit administration and distribution process.
- 2.2 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. Six months must have elapsed since the employee's last merit salary increase.

## **3. AWARD CRITERIA**

- 3.1 Merit salary raises and payments may be awarded to A&M-San Antonio employees based upon one or more of the following criteria:
  - 3.1.1 Demonstration of meritorious outstanding overall performance as evidenced in the most current performance evaluation
  - 3.1.2 Demonstration of efficient use of state resources that result in significant savings to A&M-San Antonio;
  - 3.1.3 Contribution to an implemented innovative idea that enhances the operation of A&M-San Antonio; and/or
  - 3.1.4 Demonstration of outstanding service to the department; A&M-San Antonio or the System that advances its purpose and mission or that exceeds the requirements of the employee's position.

#### 4. INCREASE AMOUNTS

- 4.1 Monies allocated for merit increases are based on the availability of funding and are subject to all standard deductions.
- 4.2 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 merit payment.
- 4.3 A lump-sum merit payment may be combined with a merit raise and awarded on the same effective date.
- 4.4 Merit raises and payments may not exceed a combined 10% of an employee's salary without prior written authorization from the President.

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### Related Statues, Policies or Requirements

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System Regulation [31.01.08, Merit Salary Increases](#)

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### Contact Office

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Business Affairs, Office of Human Resources (210) 784-2058

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### System Approvals\*

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#### Approved for Legal Sufficiency:



Ray Bonilla  
General Counsel

6/24/24  
Date

#### Approved:



John Sharp  
Chancellor

7/1/24  
Date

**\*System approvals are contingent upon incorporation of any and all System-required changes in the rule's final posting.**