

Agency Rules

31.01.08.N1 Merit Salary Increases

Approved: January 1, 2002

Revised: September 14, 2011

Revised: September 13, 2013

Revised: February 1, 2019

Next Scheduled Review: February 1, 2024

Rule Statement

The Texas A&M Engineering Extension Service (TEEX) may award merit salary increases, including merit raises and one-time merit payments to employees outside the normal budget cycle. Funds for merit increases must be paid from an allowable fund.

Reason for Rule

Each component is required by [System Regulation 31.01.08](#) to adopt a rule establishing criteria for granting merit salary increases.

Procedures and Responsibilities

Merit salary increases may be awarded to TEEX employees based upon one or more of the following criteria:

1. ELIGIBILITY

- 1.1. An employee must have been employed by TEEX for at least six continuous months immediately preceding the effective date of the merit increase and six months must have lapsed since the employee's last merit salary increase.
- 1.2. An employee must have a current performance evaluation on file with TEEX Human Resources with no areas listed as lower than "meets expectations."
- 1.3. An employee must not be currently subject to disciplinary action which is on file with TEEX Human Resources.

2. CRITERIA

An employee's job performance and productivity must be consistently above what is normally expected or required by the job description, or the employee must have successfully completed a special project of significant importance to warrant special recognition.



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3. RECOMMENDATIONS

Merit salary increases will be initiated by the immediate supervisor and approved by the Division Director. The CFO (Chief Financial Officer) will verify that funds are available and the HRO will review in accordance with eligibility requirements as stated above.

Related Statutes, Policies, or Requirements

- [Texas Education Code 51.962](#)
- [System Regulation 31.01.08 Merit Salary Increases](#)

Contact Office

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