

Approved: November 18, 2014  
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April 9, 2019  
Next Scheduled Review: April 9, 2024

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## Rule Statement

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Texas A&M University-Kingsville (the university) is committed to recognizing and rewarding employees who demonstrate outstanding job performance in the advancement of the university’s mission and objectives.

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## Reason for Rule

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This rule is required by and in accordance with System Regulation *31.01.08, Merit Salary Increases*.

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## Procedures and Responsibilities

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### 1. GENERAL

The university may award merit salary increases, including merit raises and merit payments, to employees throughout the regular budget cycle. The university may, as permitted by system regulation, award merit salary increases outside the regular budget cycle. The merit salary increase may be paid from any allowable funds and must be in accordance with the employment authority as stated in System Policy *01.01, System Policies and Regulations, and Member Rules and Procedures*.

### 2. DEFINITIONS

The two types of merit salary increases that may be awarded are:

- 2.1 Merit Raise – An employee may be granted a merit raise that is added to the employee’s base salary.
- 2.2 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. AWARD CRITERIA

- 3.1 Employees demonstrating meritorious performance evidenced by ratings of “meets expectations”, “exceeds expectations”, or “far exceeds expectations” on a current performance evaluation may be recommended for a merit salary increase.

- 3.2 An employee must have been employed in a part-time or full-time budgeted position by the university for the six (6) months immediately preceding the effective date of the merit salary increase.
- 3.3 An employee who has received a reclassification with a salary adjustment of more than 10% of the employee's base salary less than six (6) months prior to the proposed effective date of the merit salary increase is not eligible for the merit salary increase unless otherwise noted in the employee's offer letter.
- 3.4 The amount of each merit will be based upon the availability of funding and equitable allocation procedures approved by the university President.
- 3.5 Merit payments must be approved by the President. Any merit payments exceeding 10% of an employee's base salary will also require the approval of the Chancellor.
- 3.6 Employees on leave (sick leave, FMLA, LWOP, etc.) will receive their merit salary increase upon their return to work.
- 3.7 Employees funded through "soft money" such as investments or grants will be impacted by the availability of these funds whether or not such employees satisfy the Award Criteria set forth herein. The availability of these "soft money" funds will determine the funding of any merit salary increases, independent of any funding applying non-grant university employees.

For example, in years where grants have written in 3% employee merit salary increases into the grant but no increase is awarded to university non-grant employees, grant-funded employees will receive their grant-funded merit salary increase. Correspondingly, in years where merit salary increases are awarded to non-grant university employees but no funding is available for merit salary increases for grant-funded employees, grant-funded employees will not receive an increase.

- 3.8 Merit salary increases must be initiated by the employee's immediate supervisor, recommended by the respective Dean or Department Head, and Vice President and approved by the university President. Normally merit raises will be recommended and awarded on September 1<sup>st</sup> as part of the budget cycle, if permitted and approved by the System.
- 3.9 Student workers are exempt from this rule and are not eligible for merit payments.

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## **Related Statutes, Policies, or Requirements**

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[System Regulation 33.99.04 Promotion, Transfer and Voluntary Moves](#)

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

[University Rule 31.01.01.K1 Compensation Administration](#)

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## **Contact Office**

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