

**AGENCY RULE**

**31.01.08.F1 Merit Salary Increases**

*Approved July 29, 2002*

*Revised March 11, 2005*

*Revised October 27, 2008*

*Revised June 1, 2016*

*Reviewed March 12, 2019*

*Revised October 27, 2023*

*Next Scheduled Review October 27, 2028*

**RULE STATEMENT**

The Texas A&M Forest Service (agency) may award merit salary increases, including merit raises and merit payments to employees who demonstrate meritorious job performance. All merit salary increases will be awarded in accordance with System Regulation *31.01.08*, *Merit Salary Increases.*

**REASON FOR RULE**

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

**PROCEDURES AND RESPONSIBILITIES**

1. GENERAL

Two types of merit salary increases may be awarded.

* 1. Merit Raise – An employee may be granted a merit raise that is added to the employee’s base salary.
  2. Merit Payment – An employee may be granted a lump sum merit payment that is not added to the employee’s base salary. Merit salary payments are subject to the standard payroll deductions.

1. AWARD CRITERIA

Merit salary increases may be awarded to agency 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 Board-approved budget guidelines and the budget instructions issued by the Chancellor.

2.1 An employee who demonstrates meritorious performance evidenced by a “meets expectation” or higher 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 results in significant savings to the division, agency or The Texas A&M System (A&M System) may be recommended for a merit salary increase.

2.3 An employee who demonstrates meritorious service to the department, division, agency or the A&M System may be recommended for a merit salary increase.

2.4 An employee must have been employed by the agency for the six months immediately preceding the effective date of the merit salary increase.

2.5 At least six months must have elapsed since the employee's last merit salary increase.

1. RECOMMENDATIONS

The amount of each merit raise will be based upon the availability of funding in the division and equitable allocation procedures approved by the Director. Merit salary increases will be initiated by the immediate supervisor and/or the appropriate department head, recommended by the appropriate associate director and approved by the Director.

1. STUDENT MERIT RAISES

Pay increases for student workers will be awarded in accordance with Administrative Procedure *10.20*, *Student Employment*. Student worker positions are not eligible for merit payments.

**RELATED STATUTES, POLICIES AND REQUIREMENTS**

[Tex. Educ. Code § 51.962, *Merit Salary Increases*](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.962)

[System Policy *01.03*, *Appointing Power and Terms and Conditions of Employment*](http://policies.tamus.edu/01-03.pdf)

[System Regulation *31.01.01*, *Compensation Administration*](http://policies.tamus.edu/31-01-01.pdf)

[System Regulation *31.01.08*, *Merit Salary Increases*](http://policies.tamus.edu/31-01-08.pdf)

[Texas A&M Forest Service Administrative Procedure *10.20*, *Student Employment*](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/1020%20Student%20Employment.docx)

**CONTACT OFFICE**

[Texas A&M AgriLife Human Resources Manager](mailto:melanie.upton@ag.tamu.edu)

(979) 314-5744