31.01.08.C1 Merit Pay

Approved August 5, 2002
Supplements System Regulation 31.01.08

1. GENERAL
Texas A&M University-Corpus Christi may award merit salary increases to employees who demonstrate outstanding job performance. All merit salary increases will be awarded in accordance with System Regulation 31.01.08 Merit Salary Increases.

2. DEFINITIONS
Two types of merit salary increases may be awarded.

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 payment that is not added to the employee’s base salary. Merit salary payments are subject to the standard payroll deductions.

3. AWARD CRITERIA
Merit salary increases awarded during the annual budget preparation process must consider criteria included in the Board-approved budget guidelines and the budget instructions issued by the Chancellor. Merit salary increases may be awarded to TAMU-CC employees based upon one or more criteria such as:

3.1 An employee who demonstrates outstanding performance evidenced by an above average or excellent overall rating on a current performance evaluation may be recommended for a merit salary increase.

3.1.2 An employee who demonstrates efficient use of state resources that result in significant savings to TAMU-CC or the System may be recommended for a merit salary increase.

3.1.3 An employee who earns an undergraduate or graduate degree from an accredited institution of higher education or receives a certificate, license, award or other proof of accomplishment related to his or her job may be recommended for a merit salary increase.

3.2 An employee must have been employed by the component 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.

4. RECOMMENDATIONS
Merit salary increases should be initiated by the appropriate director or dean and approved by the appropriate vice president or the President. Normally, merit raises will be awarded on September 1 as a part of the budget cycle. Merit recommendations must be in compliance with merit program guidelines approved by the President.

5. INCREASE AMOUNTS
Regardless of source of funds, monies allocated for merit increases are determined by (a) merit increase guidelines approved by the President and (b) the availability of funding.

6. ADDITIONAL GUIDELINES FOR FACULTY AND LIBRARIANS
Additional guidelines regarding merit salary increases for faculty members and professional librarians are discussed in University Rule 31.01.01.C1, Merit Salary Adjustments Within Ranks.

Contact for Interpretation: Director of Human Resources