

31.01.08.W1/BF Merit Salary Increases
Approved June 21, 2002
Revised January 29, 2009
Revised May 6, 2015
**Supplements System Policy 31.01 and System
Regulation 31.01.08**



Rule Statement

It is the practice of West Texas A&M University to award salary increases through the regular budget process. A merit salary increase, including a lump sum merit salary payment, may be granted by the chief executive officer, or designee, outside the normal budget cycle. During the budget process, an amount will be established that is available for merit salary increases, if any; and a percentage increase range will be established. This amount is subject to available funding across the University; however, grants programs and other special programs funded with “local funds” must fund any merit increases within their available funding source(s). Other compensation administration information, including information on other types of salary increases, may be found in System Regulation 31.01.01, Compensation Administration.

Procedures and Responsibilities

1. MERIT SALARY INCREASES

1.1 Merit Raise

A merit raise is granted in recognition of meritorious performance and is added to an employee’s base salary. Employees must receive annual performance evaluations, which provide the basis for merit raises.

1.1.1 An employee who demonstrates meritorious performance evidenced by a rating of above average (staff) or higher, or satisfactory/excellent (faculty) or higher overall rating on a current performance evaluation may be recommended for a merit salary increase.

1.1.2 An employee who demonstrates effective use of state resources that result in significant savings to the department or the University may be recommended for a merit salary increase.

1.1.3 An employee who demonstrates meritorious service to the department or the University may be recommended for a merit salary increase.

1.2 Merit Payment

A merit payment is a lump sum payment that is not added to the employee’s base salary. Merit payments are granted to recognize performance related to special projects or programs that are outside an employee’s regular employment responsibilities. Merit payments are subject to standard payroll deductions.

2. REQUIREMENTS

- 2.1 An employee must have been employed by West Texas A&M University for six months immediately preceding the effective date of the merit salary increase.
- 2.2 Six months must have elapsed since the employee's last merit salary increase.
- 2.3 All merit salary increases awarded during the annual budget preparation process are subject to the criteria in the Board of Regents approved budget guidelines and the budget instructions issued by the Chancellor and the University.
- 2.4 All merit salary increases must be reviewed and approved by the President of West Texas A&M University.

Contact Office

Director of Human Resources
806-651-2114

Approval




 President/CEO

May 6, 2015

 Date

System Approvals*

Approved for Legal Sufficiency:



 Ray Bonilla
 General Counsel

8-10-15

 Date

Approved:



 John Sharp
 Chancellor

8-11-15

 Date

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