



Rule Summary

Texas A&M University-Commerce awards salary increases, including merit raises and merit payments, to employees who demonstrate job performance in accordance with System Regulation *31.01.08 Merit Salary Increases*.

This rule is required by System Regulation *31.01.08 Merit Salary Increases*. It provides procedures to be used when granting a merit raise or a merit payment to nonfaculty members.

Procedures and Responsibilities

1 NONFACULTY MERIT SALARY PLAN

A&M-Commerce authorizes a merit plan for its nonfaculty members. The details of the plan will be reviewed annually by the Executive Leadership Team and approved by the President.

2 AWARD OF MERIT SALARY INCREASES

As a general rule, merit increases, including raises and payments, are granted at the beginning of the fiscal year in accordance with budget guidelines approved by the Board of Regents. Merit salary increases may also be granted at other times throughout the year.

2.1 The merit salary increases shall be funded within the existing budget of each division of A&M-Commerce. Expenditures for this program shall be made from allowable funds.

2.2 All merit salary increases shall be recommended through proper channels and approved by the President.

2.3 Merit salary increases for nonfaculty members shall be treated as payroll items subject to standard withholdings and deductions.

2.4 Merit salary increases shall not be effective prior to completion of a nonfaculty member's first six months of employment.

2.5 Merit salary increases shall not be granted within six months of the employee's last merit increase.

3 MERIT RAISE/MERIT PAYMENT CRITERIA

- 3.1 A nonfaculty member who demonstrates performance, evidenced by a *Satisfactory* or higher overall rating on a current annual performance evaluation, or who has successfully completed a special project of significance to warrant special recognition, may be recommended for a merit salary increase, which could be in the form of a merit raise or a merit payment.
- 3.2 A nonfaculty member who demonstrates efficient use of state resources that result in significant savings to the department, A&M-Commerce or the System may be recommended for a merit salary increase, which could be in the form of a merit raise or merit payment.
- 3.3 A nonfaculty member 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/her job may be recommended for a merit salary increase, which could be in the form of a merit raise or a merit payment.

4 OUT-OF-CYCLE MERIT RAISE/MERIT PAYMENT

An out-of-cycle merit raise or merit payment may be appropriate if a nonfaculty member clearly demonstrates exceptional performances or accomplishments. The nonfaculty member's supervisor must document and present compelling evidence in a memorandum to the Executive Leadership Team to justify that this increase be granted outside of the regular budget cycle.

Related Statutes, Policies, or Requirements

[Texas Government Code §822](#)

System Regulation [31.01.08 Merit Salary Increases](#)

Definitions

Base Salary: The base salary is the annual salary that is provided to the nonfaculty member that is supported by the nonfaculty compensation plan and is a function of the zone assigned to the position. The zone is computed by the process of job classification, which takes into account factors such as complexity, knowledge and skills, leadership, scope and impact, and relationships.

Merit Raises: Nonfaculty merit raises may be granted based on established meritorious criteria, defined as *Satisfactory* or higher performance, supported by performance evaluations and other similar supervisory documentation or evidence of outstanding achievement. A merit raise increases the nonfaculty member's base salary. Merit salary raises are compensation as defined under Texas Government Code §822.201 and are eligible for all general deferral plans offered by the System.

Merit Payments: Nonfaculty merit payments may be granted based on established meritorious criteria, defined as sustained superior performance over a period of one year, supported by performance evaluations and other similar supervisory documentation or evidence of outstanding achievement. A merit payment may not increase the nonfaculty member's base salary.

Non-faculty: Non-faculty members including professional, administrative, and support employees in exempt and non-exempt positions employed at A&M-Commerce are eligible for the merit salary program.

Revision History

Approved June 20, 2003
Revised August 19, 2004
Revised April 1, 2013
Revised August 4, 2016
Revised February 5, 2018

Contact Office

Human Resources
903.468-8741