31.01.08.C1 Merit Pay

Revised: May 28, 2024
Next Scheduled Review: May 28, 2029
Revision History

Rule Summary

This rule establishes uniform administration of merit salary increases for employees at Texas A&M University-Corpus Christi (TAMU-CC). All merit salary increases will be awarded in accordance with system regulation *31.01.08, Merit Salary Increases*.

Rule

1. MERIT SALARY INCREASES

   1.1. Merit salary increases are granted to an employee in recognition of meritorious job performance, as recorded in a formal and documented performance review process.

   1.2. Merit increases awarded through the regular budget cycle are approved by the president.

   1.3. Merit salary increases may be granted to an employee's primary position in recognition of meritorious performance. There are two (2) types of merit increases.

      (a) Merit Raise – An employee may be granted a merit raise that is added to the employee's base salary.

      (b) Merit Payment – An employee may be granted a lump-sum merit salary payment that is not added to the employee's base pay.

2. ELIGIBILITY REQUIREMENTS

   2.1. The merit salary increase process involves four (4) specific elements: performance review, completion of required training, recommendation, and approval. Eligibility for consideration is not a guarantee or a promise of a merit salary increase. Eligibility is determined by the department chair/supervisor, dean/director, and ultimately the president. It is the responsibility of the department chair/supervisor to review individual employee eligibility and make recommendations for merit salary increases.

2.2. Employees must have been employed by TAMU-CC for the six (6) months immediately preceding the effective date of the merit salary increase.

2.3. Six (6) months must have elapsed since the employee's last merit salary increase unless the president determines in writing that a one-time merit salary payment is made in relation to the employee's performance during a natural disaster or other extraordinary circumstance.

2.4. A current performance review ranking of "Meets Expectations" or higher is required to be eligible for merit. A current meritorious performance review must be on file in Human Resources for staff or the Office of the Provost for faculty.

2.4.1. Merit increases for faculty must be based the overall annual performance review rating based on academic unit (e.g., college, school, library) and departmental criteria and given in accordance with university procedure *12.01.99.C0.06, Performance Review of Full-Time Faculty Members*.

2.4.2. Faculty members who hold administrative appointments will be evaluated both as a faculty member and as an administrator. Evaluation for the faculty portion will be completed in accordance with university procedure *12.01.99.C0.06, Performance Reviews of Full-Time Faculty Members*. Evaluation for the administrative portion will be completed by the person to whom the faculty member reports administratively. Merit will be awarded based on the combined overall rating received in both performance reviews. Academic unit department chairs/supervisors and associate/assistant deans/directors will be evaluated both administratively and as a faculty member by their academic unit dean/director in accordance with university procedure *33.99.03.C0.02, Performance Reviews of Academic Administrators*.

3. AWARDING OF MERIT

3.1. Merit increases processed in conjunction with the annual budget process will be initiated upon president approval and distributed according to the merit salary increase guidelines.

3.1.1. For faculty, the academic unit dean/director must recommend a merit increase based on the individual faculty member's overall annual performance review rating.

3.1.2. Ultimate granting of merit is awarded by the president.

3.2. All recommendations for out-of-cycle merit increases, including lump-sum merit payments, must be submitted with written justification. Out-of-cycle merit increases require approval through the employee's chain of command up through the appropriate vice president or the President for units reporting directly to the president. Approval from the president is also required for increases or lump-sum payments of $10,000 or greater.

3.3. All merit increase recommendations will be reviewed by Human Resources to ensure compliance with applicable state and federal regulations.

Related Statutes, Policies, or Requirements

System Regulation *31.01.08, Merit Salary Increases*
University Procedure *12.01.99.C0.06, Performance Reviews of Full-Time Faculty Members*
University Procedure *33.99.03.C0.02, Performance Reviews of Academic Administrators*

This rule supersedes:

- *31.01.08.C1.01, Merit Pay for Faculty*

Contact Office

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