



## 31.01.08.W1 Merit Salary Increases

Approved June 21, 2002

Revised May 28, 2024

Next Scheduled Review May 28, 2029

### **Supplements System Policy 31.01 and System Regulation 31.01.08**

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## Rule Summary

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West Texas A&M University (WTAMU) may award salary increases. Salary increases are awarded 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, a merit salary increase pool will be established containing available funding for merit salary increases, if any. Additionally, an allowable percentage increase range will be established. Those amounts are subject to available funding across the university; however, grant programs or other special programs funded with "local funds" must fund merit increases within their available funding source(s). Other compensation administration information, including information on other types of salary increases, are available in [System Regulation 31.01.01, Compensation Administration](#).

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## Rule

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### 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 is eligible for a merit salary increase.

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

- 1.1.3. An employee who demonstrates meritorious service to the department or the university may be eligible for a merit salary increase.
- 1.1.4. An employee cannot have been in non-compliance with assigned trainings in the past year to be eligible for merit salary increases.

## 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 WTAMU 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 WTAMU President/Chief Executive Officer.

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## Related Statutes, Policies, or Requirements

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[System Policy 31.01, Compensation](#)

[System Regulation 31.01.01, Compensation Administration](#)

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## Appendix

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None

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## Revision History

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Approved June 21, 2002

Revised January 29, 2009

Revised May 6, 2015

Reviewed September 22, 2020

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**Approval Signature**

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\_\_\_\_\_  
President/CEO

5.28.2024

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Date

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**System Approvals**

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**Approved for Legal Sufficiency:**

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Ray Bonilla  
General Counsel

5/28/24

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Date

**Approved:**

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Chancellor

5/28/24

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Date