RULE STATEMENT

Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) may reward meritorious employee performance through merit payments, with such payments being made in accordance with System Regulation 31.01.08, Merit Salary Increases. It is the practice of TVMDL to award salary increases through the regular budget cycle. However, flexibility may be needed for response to exceptional circumstances.

REASON FOR RULE

This rule is required by System Regulation 31.01.08, Merit Salary Increases.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

Merit payments are increases granted to employees in recognition of meritorious performance with no change in title. There are two methods for granting a merit payment.

2.0 METHODS OF MERIT INCREASE

2.1 Merit Salary Raise

A merit salary raise is granted to a budgeted employee’s salary in recognition of superior performance that advances the purpose of TVMDL. This salary increase is added to the employee’s base salary.

2.2 One–Time Merit Salary Payment

A one–time merit salary payment is a lump–sum payment that is granted in recognition of superior performance or achievement that advances the purpose of TVMDL. This type of merit salary increase is not added to the employee’s base salary.

3.0 PROCEDURES AND REQUIREMENTS

3.1 Merit increases must be requested in writing for approval by the Director or designee prior to any commitment to the individual or preparation of any budget or payroll documents. The written justification must clearly state the reasons for the increase and source of funds. A current performance evaluation form must accompany the written justification if it is not on file in GreatJobs.

3.2 For both Merit Salary Raises and One-Time Merit Salary Payments, six months must have elapsed since the employee’s last merit salary increase, and the merit salary increase will occur during the annual budget cycle, in accordance with budget guidelines.

3.3 In cases of clearly exceptional job performance, merit salary increases may be granted in March, and strong evidence must be shown as to why the merit increase cannot be made during the annual budget cycle.
RELATED STATUTES, POLICIES, OR REQUIREMENTS

System Policy 31.01, Compensation
System Regulation 31.01.01, Compensation Administration
System Regulation 31.01.08, Merit Salary Increases
TVMDL Procedure 31.01.01.V1.01, Wage and Salary Administration Plans

CONTACT OFFICE

Questions concerning this rule should be directed to Texas A&M AgriLife Human Resources at 979-845-2423.