RULE STATEMENT

Texas A&M AgriLife Extension Service (AgriLife Extension) 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 AgriLife Extension 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 PAYMENT

2.1 Merit Salary Increase

A merit salary increase is granted to a budgeted employee’s salary in recognition of superior performance that advances the purpose of AgriLife Extension. 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 AgriLife Extension. 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 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
AgriLife Extension Procedure 31.01.01.X1.01, Compensation Administration for Units Located Away from College Station
AgriLife Extension Procedure 31.01.01.X1.02, Compensation Administration for Units Located in College Station

CONTACT OFFICE

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