

Texas A&M AgriLife Extension Service Rules

31.01.08.X1 | Merit Salary Increases

Revised: July 17, 2019

Next Scheduled Review: July 17, 2024



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RULE STATEMENT

Texas A&M AgriLife Extension Service (AgriLife Extension) may reward meritorious employee performance through merit salary increases in accordance with The Texas A&M University System (A&M System) Regulation 31.01.08, *Merit Salary Increases*. It is the practice of AgriLife Extension to award merit salary increases through the regular budget cycle. However, merit salary increases may be awarded in response to exceptional circumstances.

This rule is required by A&M System Regulation 31.01.08, *Merit Salary Increases*.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

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

2.0 TYPES OF MERIT SALARY INCREASE

2.1 Merit Raise

A merit raise 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 Merit Payment

A merit 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 salary 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 be on file.

3.2 In cases of clearly exceptional job performance, merit salary increases may be granted outside the budget cycle, however, strong evidence must be shown why the merit increase cannot be made during the annual budget cycle.

3.3 Six months must have elapsed since the employee's last merit salary increase unless the Director states in writing that a one-time merit salary payment is being made in relation to the employee's performance during a natural disaster or other extraordinary circumstance.

3.4 An employee must have been employed by AgriLife Extension for the six months immediately preceding the effective date of the merit salary increase.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[A&M System Policy 31.01](#), *Compensation*

[A&M System Regulation 31.01.01](#), *Compensation Administration*

[A&M System Regulation 31.01.08](#), *Merit Salary Increases*

[AgriLife Extension Procedure 31.01.01.X0.01](#), *Compensation Administration*

CONTACT OFFICE

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

REVISION HISTORY

Approved: July 31, 2012
Revised: July 30, 2014
Revised: June 28, 2017
Revised: July 17, 2019

Next Scheduled Review: July 17, 2024