

## 31.01.08.C1 Merit Pay

Revised: May 10, 2019  
Next Scheduled Review: May 10, 2024  
[Revision History](#)



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### Rule Summary

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This university rule is required to ensure employees of Texas A&M University-Corpus Christi (TAMU-CC) are knowledgeable of the types of and processes for merit salary increases. This rule defines merit pay and outlines the related eligibility requirements. All merit salary increases will be awarded in accordance with system regulation *31.01.08, Merit Salary Increases*.

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### Rule

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#### 1. MERIT SALARY INCREASES

- 1.1. TAMU-CC awards merit increases through the regular budget cycle. A merit increase, including a lump-sum merit payment, outside of the budget cycle may be granted by the vice president or the President for units reporting directly to the President.
- 1.2. Merit salary increases may be granted to an employee 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 pay.
  - (b) Merit Payment – An employee may be granted a lump-sum merit payment that is not added to the employee’s base pay.

#### 2. REQUIREMENTS

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

- 2.3. A current performance review documenting meritorious performance must be on file in Human Resources for staff or the Office of the Provost for faculty.

### 3. PROCESS

- 3.1. Merit increases processed in conjunction with the annual budget process will be initiated upon CEO approval and distributed according to the merit increase guidelines.
- 3.2. All recommendations for out-of-cycle merit increases must be supported 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.
- 3.3. All merit increase recommendations will be reviewed by Human Resources to ensure compliance with applicable state and federal regulations.

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## **Related Statutes, Policies or Requirements**

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System Regulation [31.01.08, Merit Salary Increases](#)  
University Procedure [31.01.08.C1.01, Merit Pay for Faculty](#)

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## **Contact Office**

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Contact for interpretation and clarification: Director of Human Resources  
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