

**31.01.08.W1/BF Merit Salary Increases**

*Approved June 21, 2002*

*Revised December xx, 2008*

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

It is the practice of West Texas A&M University to award salary increases through the regular budget process. During the budget process, an amount will be established that is available for merit salary increases, if any; and a percentage increase range will be established. This amount is subject to available funding across the University; however, grants programs, special items and other special programs funded with “local funds” must fund any merit increases within their available funding source(s).

There are two types of merit salary increases:

1. Merit Raise

A merit raise is granted in recognition of superior performance and is added to an employee’s base salary. Employees must receive annual performance evaluations, which provide the basis for merit raises.

- A. An employee who demonstrates outstanding performance evidenced by a rating of above average (staff) or higher, or satisfactory/excellent (faculty) or higher overall rating on a current performance evaluation may be recommended for a merit salary increase.
- B. An employee who demonstrates effective use of state resources that result in significant savings to the department or the University may be recommended for a merit salary increase.
- C. An employee who demonstrates outstanding service to the department or the University may be recommended for a merit salary increase.

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.


An employee must have been employed by West Texas A&M University for six months immediately preceding the effective date of the merit salary increase, and six months must have lapsed since the employee’s last merit salary increase.

All merit salary increases awarded during the annual budget preparation process must also consider the criteria in the Board of Regents approved budget guidelines and the budget

instructions issued by the Chancellor and the University. All merit salary increases must be reviewed and approved by the President of West Texas A&M University.

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CONTACT FOR INTERPRETATION: Director of Personnel Services

APPROVAL:  January xx, 2009  
President/CEO Date

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**System Approvals**

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**Approved for Legal Sufficiency:**

 1/14/09  
Scott A. Kelly Date  
Interim General Counsel

**Approved:**  
 1/21/09  
Michael D. McKinney Date  
Chancellor