Rule Statement

Prairie View A&M University (PVAMU) may award merit salary increases, including merit raises and merit payments, to eligible employees. All merit salary increases will be awarded in accordance with System Regulation 31.01.08 Merit Salary Increases.

Reason for Rule

The purpose of merit salary increases is to reward individual employee performance as well as to advance the University’s overall performance and mission.

Official Procedures and Responsibilities

1. GOVERNING REGULATIONS

   1.1 PVAMU will adhere to all requirements contained within System Regulation 31.01.01 Compensation Administration and System Regulation 31.01.08 Merit Salary Increases.

2. TYPES OF MERIT SALARY INCREASES

   2.1 The University is authorized to award two types of merit salary increases:

       2.1.1 Merit Raise - a merit salary increase that is added to an employee’s base salary; and,

       2.1.2 Merit Payment – a merit salary payment that is a one-time, lump sum payment that is not added to an employee’s base salary.

3. CRITERIA TO BE ELIGIBLE FOR A MERIT SALARY INCREASE

   3.1 To be eligible for a Merit Salary Increase, an employee must:
3.1.1 Have exemplary performance, as evidenced by a “meets expectations”, “exceeds expectations” or “consistently exceeds expectations” overall rating on current performance evaluation;

3.1.2 Have not received a merit salary increase within the past six months;

3.1.3 Have been employed for a minimum of the previous six continuous months;

3.1.4 Have been recommended for a merit salary increase by their immediate supervisor, department head, dean (if applicable) and vice president;

3.1.5 Be current on all required mandatory trainings and, must not be placed on a state fiscal hold due to a debt owed to the university.

4. **AMOUNT OF MERIT SALARY INCREASES**

   4.1 The amount of each merit increase will be determined based upon considerations such as, availability of funding, the employee’s job performance and equitable allocation procedures approved by the President.

5. **DOCUMENTATION REQUIREMENTS**

   5.1 The following documentation will be required for all merit salary increases:

      5.1.1 Recommendations for merit salary increases must be processed through Workday and the employee must have a current performance evaluation on file with the Office of Human Resources.

6. **APPROVALS**

   6.1 The President is the only person with authority to grant merit salary increases or approve any exceptions to the criteria outlined in this Rule.

**Related Statutes, Policies, Regulations and Rules**

System Regulation 31.01.08 Merit Salary Increases

System Regulation 31.01.01 Compensation Administration

**Contact Office**

Office of Human Resources 936-261-1720