

**PRAIRIE VIEW A&M UNIVERSITY  
UNIVERSITY RULE**



**31.01.08.P1 Merit Salary Increases**

Approved October 26, 2001

Revised May 22, 2013

Revised February 3, 2016

Revised February 3, 2020

Revised March 31, 2022

Next Scheduled Review: March 31, 2027

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**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](#).

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**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.

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**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 an "exceeds expectations" or "significantly 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.

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

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[System Regulation 31.01.08 Merit Salary Increases](#)

[System Regulation 31.01.01 Compensation Administration](#)

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#### **Contact Office**

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Office of Human Resources 936-261-1720

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