

UNIVERSITY RULE

31.01.01.M2 Salary Increases Not Awarded Through the Budget Cycle

Approved March 19, 1997

Revised September 17, 1997

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Revised September 4, 2013

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Reason for Rule

It is the practice of Texas A&M University to award salary increases through the budget cycle. As with all practices, however, some flexibility is needed to respond to exceptional circumstances. Included in this rule are the types of salary increases which may be considered outside the budget cycle. With all requests for salary increases, a compelling argument must be made as to why the increase could not have been made during the previous budget cycle or cannot wait to be made during the next budget cycle.

Rule and Responsibilities

1. GENERAL

- 1.1 This rule pertains to all Texas A&M employees. This rule does not consider out-of-cycle salary increases occasioned by promotion, reclassification, hiring salary adjustment, change in minimum rates, temporary salary increases, or mandated across-the-board salary increases.
- 1.2 An increase is determined to be outside of the budget cycle if it is not approved and submitted during the annual budget process, in accordance with the budget calendar and guidelines issued by the Texas A&M University System.

2. COUNTER OFFERS

- 2.1 Texas A&M employees may be offered employment with substantial salary increases at peer institutions, government agencies, or in industry at times outside the budget cycle. In some of these instances, counter offers might be considered to keep the employee at Texas A&M. Counter offers should be used only when the employee possesses special talents that cannot easily be replaced.

3. MERIT RAISES

- 3.1 Normally, increases in base pay on the basis of merit will occur during the budget cycle. However, in rare cases, clearly exceptional performance or accomplishment may occur for which a merit increase out-of-cycle may be appropriate. Very strong evidence, including a current written performance evaluation reflecting meritorious performance, should demonstrate why this increase cannot be made during the budget cycle. For nonfaculty merit raises outside of the budget cycle, the criteria outlined in [University Rule 31.01.01.M7, Employee Compensation Administration](#), must be met in addition to the required approvals described in this rule. One-time merit payments, or lump sum payments that are not added to the employee's base salary, may be awarded outside of the budget cycle in conjunction with [SAP 31.01.01.M5.02, One-Time Merit Payments](#).
- 3.2 In some instances because of funding dates, fiscal years of funding agencies that differ from Texas A&M University's, and other such reasons particular to Texas A&M's research programs, it may not be possible to award merit salary increases for research employees during the budget cycle. That fact must be documented when requesting out-of-cycle increases and the requests must follow the same general guidelines as set forth by Texas A&M in its previous budget cycle. Whenever possible, merit salary increases for research employees should be set at the same time as for other Texas A&M employees, following the same general guidelines.

4. OTHER ADJUSTMENTS/EQUITY INCREASES

- 4.1 Reasons for salary adjustments may include external pressure in high demand areas, internal salary compression, gender or ethnic equity adjustments (if any), and other forces that may be beyond the control of departments. As with merit increases, however, salary adjustments should be made during the budget cycle whenever possible. Any request for an out-of-cycle salary adjustment should be supported by strong evidence of need and a compelling argument as to why the adjustment cannot be accomplished during the next budget cycle.

5. ROUTING AND DELEGATION OF AUTHORITY FOR SALARY INCREASES

- 5.1 Only the President may authorize a salary increase that is not included in the budget cycle. The President, however, has delegated authority for salary increases made outside the budget cycle to Vice Presidents.
- 5.1.1 All requests for salary increases made outside the budget cycle must be initiated by the head of the administrative unit, forwarded through appropriate channels, including deans, directors, and, for non-faculty positions, through the appropriate Human Resources office to the appropriate vice president.

- 5.1.2 Requests for salary increases made outside the budget cycle for research positions should include an [RPA](#) form and should route to the Vice President for Research. These requests do not route through the Human Resources office.
- 5.1.3 Requests for salary increases made outside the budget cycle for faculty positions route through the department head, dean, and Dean of Faculties and Associate Provost to the appropriate executive vice president.
- 5.2 The requesting department should specifically indicate why the request for salary increase outside the budget cycle is appropriate.

Related Statutes Policies and Regulations

[System Policy 31.01 Compensation](#)
[System Regulation 31.01.01 Compensation Administration](#)
[System Regulation 31.01.08 Merit Salary Increases](#)
[University Rule 31.01.01.M7 Employee Compensation Administration](#)
[SAP 31.01.01.M5.02 One-Time Merit Payments](#)

Contact Office

For information or clarification on this rule, contact [Human Resources, Classification & Compensation](#) at (979) 845-4170 or by email at hrcomp@tamu.edu.

OFFICE OF RESPONSIBILITY: [Human Resources](#)