

UNIVERSITY PROCEDURES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

31.01.01.C2.01 Salary Increases Not Awarded Through the Regular Budget Cycle

Approved November 15, 2010

Supplements System Regulation 31.01.01 and System Policy 31.01

1. GENERAL

- 1.1 It is the practice of Texas A&M University-Corpus Christi to award salary increases through the regular budget cycle. As with all practices, however, some flexibility is needed to respond to exceptional circumstances.
- 1.2 Listed below are the types of salary increases which may be considered outside the normal 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.
- 1.3 This rule pertains to all Texas A&M University-Corpus Christi employees and does not consider out-of-cycle salary increases occasioned by change in minimum rates, temporary salary increases, or mandated across-the-board salary increases.

2. MERIT

- 2.1 Normally, salary increases 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 performance evaluation reflecting meritorious performance, should be shown as to why this increase cannot be made during the regular budget cycle.
- 2.2 In some instances because of funding dates, fiscal years of funding agencies which differ from Texas A&M University-Corpus Christi's, and other such reasons particular to research programs, it may not be possible to award merit salary increases for employees during the regular 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 University-Corpus Christi in its previous budget cycle.
- 2.3 All recommendations must be compliant with System regulations and University procedures for merit pay.

3. MARKET ADJUSTMENT AND EQUITY INCREASES

- 3.1 Reasons for salary adjustments may include external pressure in high demand areas, internal salary compression, gender or ethnic equity adjustments, and other forces which may be beyond the control of our departments. Salary adjustments should be made during the regular

UNIVERSITY PROCEDURES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

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 regular budget cycle.

4. RECLASSIFICATION

- 4.1 See University Procedure 31.01.01.C2.03 Reclassification of Nonfaculty Positions. 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 regular budget cycle.

5. PROCESS

- 5.1 Salary increases, excluding merit increases, for non-faculty employees should be initiated in the on-line position description module. The on-line position description action must indicate a fund source for the increase in budgeted salary. Salary increases, excluding merit increases, for faculty employees should be initiated with the completion of a Position Change form available on the Budget Office web site. Requests for out of cycle merit increases should be initiated with a memorandum and a Position Change form.
- 5.2 All requests for salary increases made outside the regular budget cycle must be forwarded through appropriate channels, including deans, directors, Human Resources, Budget, the divisional vice president, the executive vice president for finance and administration, and the president for approval.
- 5.3 Only the president may authorize a salary increase which is not included in the regular budget cycle. The president may delegate this authority in writing.
- 5.4 Approval for salary increases funded by contracts or grants do not require approval by the divisional vice president, the executive vice president for finance and administration, or the president if approved by the Office of Research and Graduate Studies.
- 5.5 State law prohibits retroactive salary increases. When a document approving a salary increase is signed by an individual authorized to approve salary increases, the increase may be effective on the first day of the pay period in which the authorizing document was signed. An EPA must be submitted by the employing unit upon notification that a salary increase has been approved.

Contact for Interpretation: Human Resources

Office of Responsibility: Executive Vice President, Finance & Administration