Pay Increases

Pay increases are dependent on authorization and funding by the State Legislature or by the University. Pay increases are of two types: legislated across-the-board increases, which are awarded to all employees; and merit increases.

Merit increases are restricted by available funding for each fiscal year. They are recommended by your first-line supervisor to your section head and reviewed by the Director. Merit increases will be awarded to staff who perform their jobs satisfactorily and meet the job expectations. The size of the merit increase will be determined by funds available, employee productivity, efficiency and/or exceptional quality of work performance above and beyond that which would be considered standard performance of duties. An employee's length of service is not a selection criterion. Probationary employees are not eligible for merit increases. Employees whose overall performance is less than satisfactory or unsatisfactory will not be considered for a merit increase.

Merit increases are based on the performance of the duties listed on your position description. Anything above or below satisfactory performance on an individual’s evaluation must be backed up by documentation that has been accumulated through the year in the form of semi-annual reviews, written reprimands, client comments, specific examples, etc. Listed below are the evaluation categories as stated on the University of Texas at Austin annual evaluation form:

- **Performance is superior** and employee consistently shows initiative and readily accepts new responsibilities.
- **Performance is very good** and above normal expectations.
- **Performance is satisfactory** and meets expectations.
- **Performance is generally less than satisfactory** and requires improvement.
- **Performance is consistently unsatisfactory** and employee should not be retained unless there is immediate improvement.

The better your performance, the better opportunity you will have for a merit increase.
October 2004 3.3 Pay Increases