



HUMAN RESOURCE SERVICES  
THE UNIVERSITY OF TEXAS AT AUSTIN

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TO: Vice Presidents and Deans

FROM: Julien C. Carter, Associate Vice President for Human Resources  
Mary Knight, Associate Vice President and Budget Director

CC: HR Contacts  
James McElroy, Director-Human Resource Service Center  
Rich Burns-Director-Staffing and Career Management Services

DATE: February 15, 2008

SUBJECT: 2007-08 March Merit Policy for Classified Staff

Handwritten signatures of Julien C. Carter and Mary Knight.

The University Budget Council (UBC) has established the policy for March staff increases. Budget constraints continue at the University, and the UBC anticipates these constraints will remain in FY 2007-08. There is also a need to reserve funds for salary increases in FY 2008-09. Therefore, the decision was made to conserve funds in all budget categories to the extent possible.

In accordance with established University practice, merit increases for A&P staff and faculty are not permitted in March. March merit increases should be considered only for those classified employees who were not eligible for a merit increase on September 1, 2007 and who have been employed at the University for at least six consecutive months. Further, as indicated in *Section 9.24* of the **Handbook of Operating Procedures**, merit salary increases must be based on superior performance by the employee in one or more of the following areas as is outlined by university policy:

- Quantity and quality of work performance compared to standards for the job classification and the specific position;
- Attitude toward the job, including initiative and dependability;
- Cooperation with peers, subordinates and supervisors; or
- Punctuality and attendance.

Each vice president and dean has the discretion to permit March increases within the units reporting to him or her. Internal salary policies for their units, including, if any, salary increase limitations for all fund sources may be established and limits may be set on percentage increases requiring further review at the vice president level. Each vice president and dean must review salary increases for direct reports to any deans/directors so that each salary increase recommendation receives a two level review. Requests for March merit increases must be justified, routed through appropriate budget channels, and approved by the appropriate vice president or dean by March 31. It is the responsibility of each vice president and dean to verify that sufficient funds exist within current resources to cover any salary increase on a recurring basis. Appointment documents must explicitly identify the March increase as a merit increase.

Questions concerning this salary increase policy should be directed to your HRS Staffing and Career Management representative (<http://www.utexas.edu/hr/lookup/index.php>) or by contacting Staffing and Career Management at 475-8027 or [hqs-staffing@austin.utexas.edu](mailto:hqs-staffing@austin.utexas.edu).

Thank you.