

Staff Merit Increase Guidelines

Confidential

If staff merit increases are approved for 9/1/23, each department head should begin preliminary planning by determining which staff employees will be recommended for merit increases. However, this planning information and any proposed percentages or amounts should be discussed only as a business necessity until the budget process is complete. **Supervisors should not make oral or written pay increase commitments to any employee.**

What are the dollar or percentage limits on individual merit increases?

The merit pool is calculated using **base-funded filled positions** only. Vacant positions will not be included in the merit pool calculations. The actual dollar amount available to each budget authority will depend on the total base salaries for filled positions within the unit and the applied merit pool factor. This information will be disseminated to the budget authorities along with full instructions outlining the application of merit following the confirmation of merit eligibility by Human Resources.

Performance Assessment Ratings for FY '22 (9/1/21 – 8/31/22)	
Needs Improvement (rating of 'NI' in majority of job factors)	0% awarded
Capped (reasonably new employees that are no longer on probation, but did not have an eval on file with HR)	1.50% - 2.00% awarded
Lower end Meets Expectations (one ratings of 'NI')	1.50% -1.75% awarded
Meets Expectations (rating of 'ME' in all job factors)	1.75% - 2.00% awarded
Lower end Exceeds Expectations (one or two ratings of 'ME')	2.00% - 2.25% awarded
Exceeds Expectations (rating of 'EX' in all factors)	2.25% - 2.50% awarded

What is Meritorious Performance?

Meritorious performance is service that is consistently above standard in terms of quality, efficiency, dependability, productivity, and/or value to the employing department or the university. The university has many *good* employees, but not every employee's performance is *meritorious*. ([See UHS SAM 02.A.11 Staff Performance Appraisal](#))

Which employees are eligible to receive 9/1 merit increases?

To be eligible for a 9/1 merit increase, the employee must meet the following criteria:

- **The employee must be in a “regular, benefits-eligible” base funded position for a minimum continuous period of at least 12 months (exempt) or 6 months (non-exempt)** This means the employee must be in a
 - position requiring at least 20 hours of work per week (50% FTE or greater).

OR

- **The employee must be in a “non-benefits-eligible” position or a current funded (non-base funded) position for a continuous period of at least 12 months (exempt) and 6 months (non-exempt).** This means the employee must be in a position requiring less than 20 hours of work per week (<50% FTE). Departments must fund internally the merit (for those eligible) for non-base funded employees and non-benefits eligible employees.

AND all of the Following:

- The employee must not be in the probationary period.

AND

- Supervisors who failed to complete a performance assessment and submit to HR for all subordinates or employees under their supervision by **December 2022**, will not be eligible for merit pay. To be complete, performance assessments must have the signature of the employee and the immediate supervisor.
 - The employee must not be currently on a Performance Improvement Plan (PIP) or have had disciplinary action taken against the employee (for period 9/1/2021-8/31/2022) on file in the Office of Human Resources.
- Employees who are no longer in their probationary period with no performance assessment on file, will receive a maximum merit increase of 2.0%.

Note: Students working in positions that require student status as a condition of employment are not eligible for staff merit increases.