

FY 2020-21 Merit Increases – Staff

Confidentiality

If staff merit increases are approved for 9/1, each department head should begin preliminary planning immediately 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 on a business necessity basis until the budget process is completed. **Do not make oral or written pay increase commitments to any employee.**

Merit Process Timeline	
Date	Action
17 March	Merit Guidelines Posted
17 March	Merit Spreadsheets disseminated
20 March	Eligible employees completed
24 March	Worksheets submitted to VPs
31 March	Worksheets submitted to Budget
02 April	Budget Finalized

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

The merit pool is calculated using **base-funded filled positions** only by employees who are eligible. Merit allocations must not be less than \$500 for 1.0 FTE. The amount and/or percentage available to each budget authority will depend on the amount of the total merit pool. This information will be issued to budget authorities later, along with full instructions.

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*.

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.** This means the employee must be in a position requiring at least 20 hours of work per week (50% FTE).

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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.** 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

- **The employee must not be in the probationary period as of 9/1/20;**

AND

- **The employee has not received a reclassification in the last 12 months nor scheduled for one on 09/01/2020.;**

AND

- **The employee must have a current performance assessment (for period 9/1/2018-8/31/2019) on file** in the Office of Human Resources.

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