
Eligibility Criteria for Performance-Based Merit Adjustments

With the implementation of Workday on July 1, 2019, University Human Resources (UHR) and the Institutional Budget Management Team (IBMT) have been collaborating to bring more standardization and efficiency to the processes related to annual performance-based merit adjustments for faculty, P&S staff, contract associates, and postdocs. One of these efforts is the development of consistent eligibility criteria for participation in the process.

In the past, these types of criteria were established within each individual division or college. This led to inconsistencies in practice across the university. With the support of Senior Leadership, the intent and expectation of these new, university-wide eligibility criteria is to provide more consistency across the university. These criteria will remain unchanged and consistent year over year. Any changes to these criteria will be communicated through salary adjustment parameters communications as applicable. The new criteria are outlined below:

1. Employees must have at least 90 days of continuous employment in their current position to be eligible.
 - a. New hires starting less than 90 days prior to the effective date of merit increases are not eligible for a merit increase.
 - b. On competitive Job Change (promotion, demotion, transfer, or Job Family transfer) an employee will not be eligible for a merit adjustment if less than 90 days have passed since start date of the new position.
2. All employees must have a written annual performance evaluation within the year prior to the effective date of the merit increase. The most-recent evaluation is the basis for the merit increase.
3. Current, active employees who have a planned and approved separation date that will occur within 30 days of the merit increase effective date are not eligible for a merit increase.
4. For faculty administrators, the Additional Administrative Salary Allowance plan(s), in addition to the base salary, will be used to calculate and then apply the merit increase to the base salary.
5. For P&S staff on Interim Assignment, the merit increase will be calculated from, and applied to, the employee's base salary.
6. The following allowance plans are excluded in the calculation of merit increase: Named Position, FISIP, Interim Assignment*, Special Project, Faculty Summer Salary, Auto allowance and Communication Technology allowance.

** Individual units have discretion to increase the amount of an Interim Assignment allowance plan as desired. This increase would need to take place outside of the merit process.*

If you have questions about any of the above criteria, please contact your HR Delivery team.