Merit Guidance
FACULTY, UNIVERSITY STAFF AND A&P FACULTY MERIT INFORMATION
Merit Pools & Dates

University Staff, 3% pool, effective 8/8/16, paycheck date 8/26/16

T&R Faculty, 4.75% pool, at each Dean’s discretion, 12-month effective 7/25/16, pay check date 9/1/16; 9-month effective 8/25/16, pay check date 9/30/16

- A&P Faculty and PRS use 3% pool

Classified Staff receive 3% across the board increase effective 10/31/16, pay check date 11/18/16 (payroll period that includes the 11/10/16 effective date specified in the VA budget bill). Employees must have a performance rating of “2” or higher. Classified increases will be processed centrally.
Schools/units have flexibility in adjusting approach to meet their business needs.

For those who may need to adjust these increase amounts based on budget considerations or the distribution of performance ratings, a range of increase options for each rating is also provided.

An optional recommended approach is to focus on both merit as well as market pay range penetration.

Based on the Cabinet’s guidance, the primary consideration in determining your school/unit’s approach to merit pay should be 1) ensuring it is based on merit, and 2) ensuring managers can explain the increases provided to their staff.

The Lead@ planning worksheet’s Recommended Salary increase is based on 3% Merit Pool and Performance Rating as shown below:

<table>
<thead>
<tr>
<th>Performance Rating</th>
<th>Recommended Salary Increase</th>
<th>Recommended Range of Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective</td>
<td>2.25%</td>
<td>1-3%</td>
</tr>
<tr>
<td>Highly Effective</td>
<td>3.25%</td>
<td>2.25%-4.25%</td>
</tr>
<tr>
<td>Exceptional</td>
<td>4.25%</td>
<td>3.25%-5.25%</td>
</tr>
</tbody>
</table>
Employees must have been onboard by December 31, 2015, in order to be eligible for an increase.

In order to receive an increase, a performance evaluation must be on file.
  - Compensation administrators will certify that current performance documentation is available for all staff receiving a merit increase.
  - UHR will perform a post-implementation quality assurance review to ensure the presence of performance documentation.

We recommend that employees at 100% or higher market penetration be paid a bonus (one-time payment) rather than a base pay increase; no suggested amount for this bonus is provided.

A second level executive reviewer (i.e. Provost for Deans, EVP for most VPs), is required for total increases which exceed 3% of salary budgets or individual employee merit increases of 0% for effective or higher or >10%.

Medical Center transfers are eligible for merit increases irrespective of their hire date;

Increases for employees rated as a 2 (Inconsistent) require comment;

Salary increase may be shared with impacted staff and A&P faculty on or after August 18, 2016

Increases other than Merit can be included

In person training/work session on keying will be held August 4, 2016