I. 2019-2020 MERIT & PROMOTION OPPORTUNITY

ELIGIBILITY & EFFECTIVE DATES

Eligibility Date: May 31, 2019

Eligible Employees

- Tenure Track Faculty
- Non-Tenure Track Faculty
- University Staff
- Administrative & Professional
- Vice Presidents
- Regular Part-time employees with designated FTE of greater than or equal to (>=) 0.5

Ineligible Employees

- Regular Part-time employees with designated FTE of less than (<) 0.5
- Temporary Employees (TES)
- Student Employees
- Graduate Assistants

Effective Dates

- Merit Increases: October 1, 2019
- Job Family/Faculty Promotions: October 1, 2019
- One-time: Paid in December

MERIT INCREASE OPPORTUNITY

The merit increase guidelines for 2019-2020 ensure that merit increases reflect the current overall performance ratings on employee performance reviews. Thus, a higher-performing employee should receive a larger percentage increase than a lower-performing employee. All merit increases are required to be substantiated by employee performance documentation for the 2018–2019 performance period, typically the completed annual performance review. Probationary review forms and other substantiations of performance are acceptable documentation in cases of recently hired employees. It is the responsibility of each vice president, dean, director, department head, or chair to ensure that documentation is on file to support the recommendations. There is no mandatory, across-the-board increase for any employee group.
TOTAL MERIT INCREASES LIMIT

The total of merit increases for the unit may not exceed 3.5% of the unit’s total salary base as of March 31, 2019.

EXCEPTIONS REQUIRING DOCUMENTATION AND APPROVAL

Exception Request forms are required for the following circumstances:

- Merit Increase of 0% or greater than (> ) 6%
  
  *Exception: not required if employee is a recent hire, or has been, or will soon be, separated from employment.*

- Provost and SVP, Academic Affairs reviews all within the academic organizational structure

- Executive Vice President reviews all within the business and administrative organizational structure

Reflecting “Full” Versus “Partial” Year of Performance Activity

The “Performance Period” is from June 1, 2018 through May 31, 2019. Most employees have been employed and performing during the entire performance period. Other employees have been performing during a smaller part of the performance period.

For example, if two employees have performed their jobs with equal merit, one who has been performing during the full performance period is worthy of a larger percentage increase than another, who has been performing for only a part of the performance period.

For those eligible employees performing for less than the full performance period, supervisors are encouraged to prorate their recommended merit increase percentages, taking into account the portion of performance completed: *number of months employed during the performance period - June 1, 2018 to May 31, 2019 -- divided by twelve (12) months.*

Faculty Promotional Increases

- Promotion to: **Senior Lecturer** –
  - Ten percent (10%) increase to base salary

- Promotion to: **Associate Professor** –
  - Ten percent (10%) increase to base salary

- Promotion to: **Associate Clinical Professor** –
  - Ten percent (10%) increase to base salary

- Promotion to: **Full Professor** –
  - Twelve percent (12%) increase to base salary

Increases for faculty promotions are not included as a part of the total merit increases limit.
JOB FAMILY PROMOTIONAL INCREASES

- Reflect a five percent (5%) pay increase for each increase in pay grade.
- Increases for job family promotions are not included as a part of the total merit increases limit.

II. ONE-TIME SUPPLEMENT

SALARY SUPPLEMENT

- A supplement of $1,500 is approved for each eligible employee.

III. OTHER

FRINGE BENEFIT RATES

- Full-time: 32.3%
- Part-time: 15.9%
- Graduate Students: 4.4%

AAES & ACES

Unless otherwise noted, AAES and ACES will follow the same guidelines.

AUM

Guidelines for AUM will be distributed separately.