

ALVSCE Employee Merit Process

PURPOSE: Provide a merit salary increase process to establish consistency across employee groups throughout ALVSCE. Review of the faculty and staff merit processes is conducted annually.

MEMBERS: David Baltrus (Faculty Council Chair), Brian Berrellez (Appointed Professionals Council Chair), Robert Lanza (Classified Staff Council Chair), and moderated by Heather Roberts-Wrenn

Definitions

Merit: consistent performance at the highest level relative to unit colleagues. Unit heads must be able to identify what constitutes meritorious performance clearly, specifically, and demonstrate and justify this to their employees and the Executive Council (EC) or Extension Administration Team (EAT) —this must include any and all non-arbitrary and non-capricious subjective or objective data and so may include APR scores, evidence provided in annual reviews, and any other factors unit heads use in each specific decision.

Faculty: all positions covered under Chapters 3 and 4A of [UHAP](#).

Staff: all positions which are Classified Staff or University Staff.

Division: the Division of Agriculture, Life and Veterinary Sciences and Cooperative Extension (ALVSCE) and includes CALS, AES, and CES.

Units: the collective schools, departments, Cooperative Extension county offices, and Experiment Station units within the Division.

Unit Leaders: the individual with appointed managerial authority over a unit within the Division.

Policies

1. The Vice President of the Division and the Director of the Cooperative Extension System (CES) will determine the amount for merit increases for CALS/AES and Extension, respectively. Amounts will vary based on availability of funds.
2. Proportional allocations shall be made based on Operating Base Budget (i.e. State appropriated, State Federal, Earned F&A/IDC, Locally Allocated (e.g. TRIF funds). Merit awarded by Unit Leaders will be calculated on base salaries only, not stipends or other compensation.

Procedure

1. 90% of the merit funding allocation shall be distributed proportionally to each unit based on OBB.
 - a. Remaining 10% is held as a 'reserve pool' for distribution by the EC or EAT based on requests filed by Unit Leaders or proposals made by the EC or EAT members. Unspent reserves are released for other investments by CALS or CES.
2. The minimum merit increase must be \$500 OR 1% of base salary, whichever is greater. This ensures that meaningful adjustments are given.
3. Unit Leaders will list each employee for which they are requesting merit salary adjustments in a spreadsheet to include the amount and rationale/justification.
 - a. Merit adjustments are based on a holistic review of an employees' performance, which includes, but is not limited to, annual performance appraisals (APRs/UA Vitae/Career Conversations as applicable). Rationale must be provided and demonstrate the meritorious (see definition above) nature of those selected compared to their peers.

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- b. Merit should not be applied equally to all employees. Not every employee will receive a merit increase.
4. If the Unit Leader believes they do not have adequate merit allocation to appropriately recognize their meritorious employees, they may submit a documented request to the Executive Council to access additional funds from the reserve pool.
5. The Vice President, EC, and EAT review the requests from each of their respective units and approve, deny, or require adjustment and resubmission by the Unit Leader.
6. Upon receiving approval from EC or EAT, unit leaders will provide written notifications to employees with the amount of their salary increase and the effective date.
7. Unit business offices will process the approved increases.