

ALVSCE Employee Merit Guidance

PURPOSE: Provide unit leaders with guidance to establish consistent, fair, and transparent merit awarding processes within their unit. Review of this Guidance will be conducted annually, and feedback will be sought from Human Resources and the Office of General Counsel.

MEMBERS: Kayle Skorupski (Faculty Council Chair), Amanda Stevens (Staff Council Chair), and moderated by Jeff Ratje

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 APRs/Career Conversations, 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), which includes CALS, AES, and CES.

Units: Collective noun for 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 (e.g. Academic Unit Head, County Extension Director, Experiment Station Unit Leader).

Guidance

1. Unit leaders will document, then discuss the method(s) they will use to identify meritorious employees with faculty and staff prior to making merit decisions.
2. The minimum merit increase must be no less than \$500 or 1% of base salary, whichever is greater. This avoids giving an insignificant adjustment.
3. Merit adjustments are based on a holistic review of an employee's performance, which may include, but is not limited to, annual performance appraisals/Career Conversations, number of student credit hours taught, research spending or awards received, and other objective data. When requested, rationale must be provided that demonstrates why one employee received merit while another did not.
4. If an employee does not directly report to the unit leader, the unit leader will seek performance feedback from the direct supervisor.
5. All employees will have equal consideration for merit, regardless of how they are funded and regardless if they are faculty or staff.

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6. Merit should not be applied equally to all employees. Not every employee will receive a merit increase.
7. The Vice President, EC, and EAT will review merit requests to provide a second level review for process concerns.
8. Once merit requests have been approved, unit leaders will provide written notification to those who have received merit, which at a minimum will include the amount of the increase and the effective date.
9. Unit leaders are responsible to self-identify conflicts of interest in the awarding of merit and take deliberate and overt steps to remove the conflict, such as disclosing the issue to the Vice President or Assistant Dean for Faculty Advancement.

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