

## ADMINISTRATIVE GUIDELINES FOR 2015-16 NONREPRESENTED STAFF SALARY PROGRAM

### Merit Guidelines

- The merit increase should be performance-based and should recognize exceptional performance.
- Organizational units are expected to incorporate an internal review process and a merit distribution methodology that will support the reward and recognition of top performers within the parameters of the budgeted control figure of 3.0 percent, applied at the organizational unit level. An across-the-board implementation is not consistent with this approach.
- Merit increases are reserved for performance that is rated overall as satisfactory or better.
- Merit increases shall be based on performance during FY2014-15. The process for evaluating performance is described in Personnel Policies for Staff Members (PPSM) 23 and the accompanying local procedure.
- All recommended merit increases must be reviewed and approved at the organizational unit level **before** being communicated to employees.
- A merit increase in excess of six percent (6%) requires consultation with the Chancellor and approval by the dean, vice chancellor, or unit head, as designated by the Chancellor.
- Merit increases for an individual's direct reports must be approved by the next higher level of management, i.e. one-over-one approval for all merit increases.
- Communication to employees concerning the merit increase should emphasize a performance-based focus that allows for varying levels of a merit increase based on performance.

Examples of merit distribution methodologies:

Merit Distributions Based on Performance Rating

<b>Example</b>	<b>Satisfactory</b>	<b>More than Satisfactory</b>	<b>Exceptional</b>
A	Up to 1.5%	Up to 3%	Up to 6%
B	Up to 2%	Up to 4%	Up to 5.5%

### Eligible Employees

1. Employees who are on active pay status as of June 21, 2015, for bi-weekly paid employees and July 1, 2015, for monthly paid employees. Nonrepresented career staff who were hired before January 1, 2015 and who have successfully completed their probationary period as indicated by the employee's status in PPS as of June 30, 2015. Questions regarding probationary status are governed by PPSM 22 and Local Procedure 22.
2. Contract employees whose **contracts specifically indicate that they are eligible** to participate in campus salary programs.

3. Employees who transferred from another University of California location who are otherwise eligible will be eligible at UCR **providing that there was no break in service** between their appointments.
4. PPSM 30 requires that “an individual salary shall be within the salary range that is assigned to the position . . .”. Individuals who are at or near the range maximum will be eligible for a lump-sum increase that does not add to base salary.
5. Members of the Senior Management Group (SMG) are eligible subject to the usual limits and approval processes.

### **Ineligible Employees**

1. Employees who receive a “Needs Improvement” or “Unsatisfactory” overall rating on their most current performance appraisal are not eligible for a merit increase.
2. Employees in contract appointments where the contract does **NOT** specifically include provisions for participation in the campus-wide salary programs.
3. Employees covered under collective bargaining agreements, because their compensation is determined by the terms of their respective labor agreements.
4. Employees in casual/restricted and limited appointment types.
5. Employees who separate from the University on or before September 22, 2015 for biweekly paid staff or September 30, 2015 for monthly paid staff.

### **Effective Dates**

- Increases for biweekly paid staff will be effective June 21, 2015, and are expected to be paid on September 23, 2015 paychecks.
- Increases for monthly paid staff will be effective July 1, 2015, and are expected to be paid on October 1, 2015 paychecks.
- **Please note that these dates are dependent on timely completion by all organizational units of this year’s performance appraisal process. Organizational units are required to complete all performance appraisals no later than August 31, 2015.**

### **Funding**

Central campus merit funding will be provided for staff that are permanently budgeted on July 1, 2015 and paid on general core funds (19900/19924/19942) or student services fees (20000/20027). Funding will be based on actual merit increases up to a maximum of 3% of total eligible base salaries.

Human Resources will be working with organizational units in the coming weeks to ensure timely and consistent implementation of the staff merit program.

If you have questions related to the nonrepresented staff merit program, please contact Linda Gaddie, Staff Compensation Manager, Human Resources, at extension 2-2464 or email [linda.gaddie@ucr.edu](mailto:linda.gaddie@ucr.edu).