

FY2020 Merit Salary Increase Parameters

1. Merit decisions will not be accepted after March 20, 2019 per the established timeline.
2. To be eligible for a merit increase, an employee must be employed in OneUSG by October 1, 2018.
 - a. Eligibility will be determined at the beginning of February.
 - b. Data will be adjusted for known retirees, separations, transfers, fund source changes, etc.
 - c. Employee must have a completed (passed all approval levels) annual or provisional evaluation on file by February 25, 2019 with a rating of “meets expectation” or higher.
3. Temporary employees, one-year appointments, non-renewed faculty, and employees hired in “limited term” positions are not eligible for merit due to employment ending at end of one year.
4. Regular part-time positions are included in allocation distribution if the employee meets the criteria above.
5. Funding will be provided by the University for state, general tuition-funded, and eTuition positions only.
 - a. Merit allocations to departments will be based on percent of annualized salary.
 - b. Cannot exceed total dollar allocation to division.
 - c. Funding for employees no longer employed by the University as of July 1 will be returned to the University Reserve.
6. All self-support funded employees’ merit increases will follow the same processes as E&G employees and will be paid from the same revenue source as their base salary. This includes Graduate tuition differentials, miscellaneous fees, sales and service, auxiliaries, grants, and foundation funds, etc.
7. All eligible employees will receive a minimum 0.5% increase (half of one percent).
8. Employees who receive an evaluation rating of “exceeds expectations” or “significantly exceeds expectations” may receive up to a 4% percent increase.
9. Rating hierarchy will exist this year controlled by percentages. For example, an “exceeds expectation” evaluation rating must receive a higher percentage increase than a “meets” rating.
10. Total amount awarded per department or division (as determined by your Vice President) cannot exceed the dollar amount allocated unless a budget amendment is submitted at the same time as the merit increase template. Don’t forget no one can receive a merit increase more than 4%.
11. A black-out period exists for implementing (i.e. the start date) reorganizations and reclassification January – March.
12. If an employee moves into a different position between March 1, 2019 and June 30, 2019, the FY2020 merit dollar amount awarded will move with the employee to their new position.
13. Split-funded Positions – Positions funded from more than one chart string.
 - a. All sources of funding must grant the same percentage merit increase except as noted below.
 - b. Grant Funds: If the position is split-funded with a grant and the grant is unable or the grant prohibits the PI (Project Investigator) from awarding merit increases, the grant portion does not need to grant a merit increase or match the percent of increase from the other sources of funds.
 - i. The Vice President of the division must approve.

- ii. When the employee is returned to 100% E&G the total salary will equal the current total salary from all fund sources.
 - iii. E&G funds will be provided to cover the prior grant funded increases.
14. Salaries will be rounded to even dollars for monthly and two decimal places for hourly.
 15. It is anticipated that salary increases will be effective July 1, 2019. Clarification will be provided by the Board of Regents of the USG.
 16. Any pay raises outside the merit process must follow the USG's salary policies and will be effective August 1, 2019 or later (unless an earlier date is approved by the President). Please contact your HR Business Partner for more specifics about the process.

Main Factors Used in Calculations:

Data Element	Date of Data	Purpose
Home Department Id	October 1, 2018	To determine if employed and which supervisor completes the evaluation.
Chart string/Department	As of Data Pull in February 2019	Which supervisor will determine amount of increase and where the merit funding will be added in Budget Prep for July 1, 2019.
Position Number	As of Data Pull in February 2019	To identify which position to add the funding in Budget Prep.
Comp Rate	December 31, 2018	To calculate merit allocation amount by position.