POLICY 5
WAGE AND SALARY ADMINISTRATION

Rule 5.15 - Open Range Pay Plan/Merit Increases

The purpose of the Merit Increase Program is to establish and maintain an appropriate relationship between an employee's performance and pay. Merit Increases, in conjunction with any General Increases that may be granted, will enable unit heads to adjust employees' salaries within ranges. Merit Increases may be granted to eligible status employees whose salaries are below the range maximum.

The overall parameters for the Merit Increase Program shall be determined each salary year by the head of the University human resources office in consultation with appropriate campus administrators. The overall range of Merit Increases that may be awarded to employees on each campus and in University Administration units shall be determined separately by campus and University Administration officials, considering budget guidelines. Each campus shall develop guidelines for the administration of the merit program. The guidelines should address the range of allowable individual increases, the levels of approval required, and the need for any supporting documentation.

Regulations

5.151   Eligibility

      A.   To be eligible, an employee must be employed in a status Open Range position, and must have completed the probationary period for the class. Note that provisional, temporary, learner or trainee positions are not status appointments, therefore employees in these positions do not qualify for Merit Increases.

      B.   The new base salary of any employee may not exceed the maximum of the range for the class.

5.152   Effective Date
      Generally, Merit Increases for eligible employees will be awarded at the beginning of the salary year, i.e., the date of Annual Range Adjustment and/or General Increase. Employees serving a probationary period at that time may be granted a Merit Increase within 30 calendar days following completion of the probationary period. An employee may receive only one Merit Increase each salary year.