

Staff Merit Increase Guidelines

Confidentiality

If staff merit increases are approved for 9/1/22, each department head should begin preliminary planning immediately by determining which staff employees will be recommended for merit increases. However, this planning information and any proposed percentages or amounts should be discussed only on a business necessity basis until the budget process is completed. **Supervisors should not make oral or written pay increase commitments to any employee.**

Merit Process Timeline for FY '21 (9/1/20 – 8/31/21)	
Date	Action
10 May	Merit Guidelines Posted
1 May	Late FY21 Performance Assessments due to Human Resources
1 Sept	Merit Awarded

What are the dollar or percentage limits on individual merit increases?

The merit pool is calculated using **base-funded filled positions** only by employees who are eligible. Vacant positions will not be included in the merit pool calculations. The amount and/or percentage available to each budget authority will depend on the amount of the total merit pool. This information will be disseminated to the budget authorities along with full instructions outlining the application of merit following the confirmation of merit eligibility by Human Resources.

Managers will have a pool of merit allocation authority that they are to allocate to qualified staff. The below table is a guide, not an entitlement. If a Dept. or Team tend to all be exceptional, the pool will not permit all to be awarded at 4.0% as the total is 2.5%. Managers cannot exceed the below table on an individual level, or their pool in total. They are to use the guide, but stay within the maximum allowance of their pool

Performance Assessment Ratings for FY '21 (9/1/20 – 8/31/21)	
Needs Improvement (rating of 'NI' in majority of job factors)	0% awarded
Lower end Meets Expectations (one or more ratings of 'NI')	0.5 – 1.5% awarded
Meets Expectations (rating of 'ME' in all job factors)	1.5 – 2.5% awarded
Lower end Exceeds Expectations (one or more ratings of 'ME')	2.5 – 3.0% awarded
Exceeds Expectations (rating of 'EX' in all factors)	3.0 – 4.0% awarded

What is Meritorious Performance?

Meritorious performance is service that is consistently above standard in terms of quality, efficiency, dependability, productivity, and/or value to the employing department or the university. The university has many *good* employees, but not every employee's performance is meritorious. ([See UH SAM 02.A.11 Staff Performance Appraisal](#))

Which employees are eligible to receive 9/1 merit increases?

To be eligible for a 9/1 merit increase, the employee must meet the following criteria:

- **The employee must be in a “regular, benefits-eligible” base funded position for a minimum continuous period of at least 12 months.** This means the employee must be in a
 - position requiring at least 20 hours of work per week (50% FTE or greater).

OR

- **The employee must be in a “non-benefits-eligible” position or a current funded (non- base funded) position for a continuous period of at least 12 months.** This means the employee must be in a position requiring less than 20 hours of work per week (<50% FTE). Departments must fund internally the merit (for those eligible) for non-base funded employees and non-benefits eligible employees.

AND all of the Following:

- The employee must not be in the probationary period.

AND

- The employee has not received a reclassification/promotion in the last 12 months leading up to 09/01/2022 (excluding equity pay adjustments).

AND

- Supervisors who do not complete a performance assessment and submit to HR for all subordinates or employees under their supervision by **May 1, 2022** will not be eligible for merit pay. To be complete, performance assessments must have the signature of the employee and the immediate supervisor.
- The employee must not be currently on a Performance Improvement Plan (PIP) or have had disciplinary action taken against the employee (for period 9/1/2020-8/31/2021) on file in the Office of Human Resources.

Note: Students working in positions that require student status as a condition of employment are not eligible for staff merit increases.