

**UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER
FY 2010 NON-FACULTY MERIT INCREASE POLICIES AND PROCEDURES**

- Purpose: Enhanced staff performance through alignment of performance, rewards, departmental initiatives, and institutional initiatives.
- Vehicle: A Merit Bonus system that rewards non-faculty employees whose job performance and productivity are consistently above normally expected or required and contributes to the accomplishment of departmental and institutional initiatives.
- Merit Pool: 2% of non faculty salaries.
- Distribution of Merit funds: Merit pool funds will be distributed through the Executive Vice Presidents to Vice Presidents / Deans for all departments under their budget authority. The VP / Dean will distribute the funds to their departments. It is recommended that merit funds for Department Heads be pooled at the VP / Dean level and not be allocated to the department(s). The expense of individual one-time merit payments will be allocated in direct proportion to the funding source(s) of the employee's position. This program will be administered in a manner to prevent unlawful discrimination throughout the institution. One-time merit payments must meet the guidelines set out in UNTHSC-FW Personnel Policy 05.305.
- A department may recommend up to 75% of their employees (headcount) for a merit bonus without approval by their Vice President / Dean. For purposes of this program, headcount is defined as the total number of benefits eligible staff positions within the department (note: faculty positions and student employees are not included in the headcount). The Vice President/Dean will work with small departments of less than 5 people to ensure equitable distribution of merit consideration.

2009 One-time Merit Payment guidelines*:

<i>Relative Ranking (within Department)</i>	<i>% Increase eligible</i>
4 th Quartile	6 to 10%
3 rd Quartile	3 to 6%
2 nd Quartile	up to 3%

***A minimum composite score of 3.5 is required to be eligible for consideration of a merit.**

- Eligibility Criteria:
Staff Member has at least six months of continuous service as of September 1, 2009 (completed probation).
- At least six months since staff member's last promotion, demotion, disciplinary action, or merit increase.

- The staff member's job performance and productivity must be consistently above that expected or required (a composite score of 3.5 or above) and documented by a performance evaluation completed between May 1, 2009 and September 30, 2009. The evaluation period is Fiscal Year 2009. Staff evaluations must be completed on-line no later than September 30, 2009. The new non-faculty evaluation forms can be found in the EIS Learning Solutions system under UNTS HSC Staff Evaluations. Departments/supervisors that do not have the capability to access the evaluations system on-line should contact Cassandra Molavrh at 5091.
- Employees identified to receive a one-time merit payment under this procedure must be employed by the health science center on the date of the merit payment to be eligible.
- The department may not exceed their total dollar allocation without approval by their Vice-President / Dean and the Executive Vice President for Finance and Administration.
- Merit recommendations must be submitted to Human Resource Services on the One-time Merit Payment form found at:
<http://www.hsc.unt.edu/departments/hrs/1TimeMerit04.doc>
These forms must to be in Human Resource Services no later than October 5, 2009.
- All non-faculty evaluations must be completed on one of the newly approved automated HSC Staff Performance Evaluation forms.
- Training on the staff performance evaluation system is highly recommended for all supervisors who complete evaluations on staff.
- Employees recommended for a merit bonus payment should be the highest performing employees in the department based on a current evaluation.
- Date of Payment: Merit recommendations received by HRS on or before October 5, 2009 will be paid on November 2, 2009. Merit recommendations received after October 5, 2009 will be paid on December 1, 2009.