

University of North Texas

Staff Merit Guidelines

Fiscal Year 2018

Each division has been allocated a pool of resources for fiscal year 2018 to be utilized for staff merit salary increases. Department heads will be notified of their pool amount by their division Vice President. The allocation is based on all centrally funded staff positions within a budget.

The pool may only be used for merit pay increases. The total distribution of merit pay increases may not exceed the authorized pool.

MERIT PAY GUIDELINES FOR STAFF EMPLOYEES

The following guidelines address merit pay for FY 2018 and apply to all UNT regular staff. Merit for sponsored projects must adhere to the university-wide merit guidelines. Merit for all other funded positions will be dependent on funds available. These guidelines support university-wide efforts for a pay-for-performance culture.

MERIT RECOMMENDATION:

When considering the amount of merit increase you will be recommending for each employee in your area, it should be based on the following criteria:

- Differential merit increases should be determined on the basis of an evaluation of the performance of each staff member relative to the accomplishment of departmental goals in support of University strategic priorities.

TO BE ELIGIBLE FOR THE MERIT INCREASE, STAFF MUST MEET THE FOLLOWING CRITERIA:

- A. Eligible staff must have been employed with the University in a retirement and insurance eligible position on or before August 1, 2017 without a break in service.
- B. The staff member must not have received a formal disciplinary action (i.e. written warning, final written warning, or suspension) between February 1, 2017 and January 31, 2018 or currently be on a performance improvement plan.
- C. The staff employee must have a current fiscal year performance review document on file with the Campus Human Resources Department with an overall review rating of "good" or better.
 - For employees who will reach their 6 month employment date prior to August 1, 2017 but did not receive a performance evaluation during the spring annual performance review window, an evaluation must be completed by their supervisor and submitted to Campus Human Resources no later than January 19, 2018.
- D. Any supervisor who fails to complete and submit their employees' performance evaluations by January 19, 2018 will not be eligible for a merit salary increase.

CALCULATION OF INCREASES: The spreadsheet will provide automatic calculations of each employee's new annualized salary. Explanations for the calculations and instructions for using the spreadsheet are included in the email accompanying the spreadsheet.

STEPS IN THE MERIT SALARY PAY REQUEST, REVIEW AND APPROVAL:

- Campus-wide communication will be disseminated no later than December 13, 2017 by the Office of the President.
- Funding spreadsheets, merit guidelines and forms will be distributed to the Vice Presidents for distribution no later than December 15, 2017.
- The "Recommendation for Staff Merit Increase Above 5%" form is to be used to review and authorize increases effective February 1, 2018. **A form is only needed for merit recommendations above 5%.**

For any proposed merit pay increases greater than 5%, the form must be submitted to the division Vice President and President for review and approval before the merit is applied.

- Merit pay increases may not exceed the maximum of the employee's pay grade. Lump-sum payment will be applicable to those employees who are currently at, above or who will reach the maximum of their pay range.
 - Once the requests have been submitted, Human Resources and the Budget Office will identify those employees over the maximum for their salary grade and a memo explaining how their salary increase is to be paid will be prepared for each affected employee.
- The merit lump sum will be paid out on or before March 8, 2018 for both semi-monthly and monthly employees and in the same manner in which an employee currently receives their regular pay.
- Vice President and President – must approve/deny recommendations greater than 5%.
- Human Resources – verification of criteria listed in items A, B, C, and D of this document.
- Budget Office – verification of the percentage/salary increase and allocation amount.
- All completed spreadsheets and approved merit forms for over 5% must be submitted to the Budget Office no later than January 19, 2018.
- The new monthly salary is **effective** February 1, 2018 and will be paid on **March 1, 2018**.

All approved recommendations for merit will be applied to the individual employee's budgeted salary effective February 1, 2018 (March 1, 2018 pay check). No changes can be made after submission of the recommendation except for documented errors.

If you have questions, please contact the Budget Office at ext. 3233 or Campus Human Resources at ext. 2281 for assistance.