

# CLASSIFIED STAFF MERIT ELIGIBILITY, REQUIREMENTS & GUIDELINES

## General Eligibility Requirements

Regular, benefits eligible employee (0.5) Full-Time Equivalent (FTE) or more.

Employees must be actively employed at the time of the merit effective date. Employees who are on unpaid leave are eligible upon returning to work, provided all other eligibility requirements are met.

An employee must have completed 6 months of continuous service with the university prior to any merit award.

Employees must have completed their initial 6 month probationary period.

All documented, job-related required licenses and certifications must be current. Please refer to the appropriate job description for further information.

Employees must have a performance appraisal (annual or probationary) form completed for the performance review period with a performance rating that is fully meets expectations or better.

A pay rate change that is the result of a market or equity analysis within six months of the merit effective date does not affect merit eligibility.

## Important December Merit Eligibility Dates

Hire/Rehire date must be on or before June 1, 2022.

Promotion with a pay rate change must be on or before June 1, 2022.

## Guidelines

Any proposed individual merit is capped at 5% for the fiscal year whether it is a merit added to base, a lump sum merit or a combination of the two.

Merits are calculated using base rate only.

Employees are eligible to receive base merit increases up to the salary range maximum. Once the employee's salary is at the salary range maximum, any additional merit dollars will be given as a lump sum.