I. General Information

Merit is a salary adjustment awarded to employees as recognition of their contribution for meeting the goals and objectives of the department, college, and university during the previous year. Merit increases are based on evaluation of performance for the respective position and job requirements.

Award of the merit increases discussed in this document is subject to approval of the FY 2019 operating budget by the Board of Regents.

Deadlines for submission of merit awards will be strictly enforced.

II. Employee Eligibility

A. Faculty and staff employees must meet all of the following criteria to be merit eligible:
   • Must be employed as of the effective date of merit September 1, 2018
   • Must have been hired in a regular, benefits eligible, non-student position (FT, PT, 50% or greater) on or before September 1, 2017. Must be in a regular benefits eligible position on May 31, 2018
   • Those who have had a break in service between September 1, 2017 and August 31, 2018 will not be eligible for the merit increase.

B. Faculty
   Additional criteria may be established by the Provost for benefits eligible
   • non-tenure track faculty
   • tenure or tenured track faculty who have otherwise received salary increases over the past year

C. Employees in student titles (those titles requiring student status as a condition of employment including GRA’s and GTA’s) are not eligible.

D. For the review period February 1, 2017 through January 31, 2018, all employees (A&P, classified, and faculty) must have a current performance appraisal on file.
Faculty, Administrative and Professional (A&P), and Classified Employees
Merit Guidelines and Instructions

Effective Date: September 1, 2018
for meritorious performance during 2/1/17 – 1/31/18
Paycheck Date: October 1, 2018

E. All employees required to complete the Standards of Conduct and Campus Carry must be current on their training. Vice Presidents receive a monthly list of employees who are non-compliant.

III. Merit Pools

A. A 1.0% permanent merit pool will be established for eligible Faculty, Classified and Administrative & Professional staff.

B. The funding for merit awards for employees paid from *Educational & General funds* (2100) will be allocated from central budgets. For special item funded cost centers, merit must be provided only from that appropriation source; it will not be funded from central funds. For all fund sources other than state appropriation, the cost of merit awards must be covered by the respective fund sources. Examples are Designated, Auxiliary, Gifts, Grants, etc.

*Note: Funds 5100, 5200, 5300, 5400 - Grant funded employees:* Merit increases are encouraged for employees paid from grant/contract accounts; however, such increases may only be awarded within the provisions of the sponsor guidelines for the grant, or contract. As such, it is the responsibility of the grant administrator to certify that merit increases for grant and contract employees are warranted under the terms and conditions of the sponsors’ guidelines and if allowed.

C. *Allocation of Pool Amounts:* The Budget Office will determine the merit pool amounts for benefits eligible employees on the payroll as of February 28, 2018, using the aforementioned percentages. The pool will be based on salaries as of May 31, 2018 and will not be increased for any salary changes that occur after this date.

IV. Merit Awards

A. Utilizing a central approach, the Budget Office will allocate the total pool for each eligible staff and faculty based on the overall performance evaluation scores.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rating of Outstanding (O)</td>
<td>1.20%</td>
</tr>
<tr>
<td>Rating of Solid Performance + (SP+)</td>
<td>.85%</td>
</tr>
<tr>
<td>Rating of Solid Performance (SP)</td>
<td>.75%</td>
</tr>
</tbody>
</table>
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A merit report will be provided to each VP for review and approval prior to final submission to Human Resources. Communication to the VPs will include a separate report providing a list of ineligible employees.

a. Additional Guidelines:
   i. Employees with a performance evaluation of “Needs Improvement (I)” and “Solid Performer – (SP-)” are not eligible for a merit.
   ii. For eligible classified employees where a probationary evaluation was completed, but not an annual evaluation, Human Resources will determine an overall rating for the purposes of merit allocation. The determination will be based on the scores applied to the performance factors on the probationary evaluation form completed by the supervisor.

B. For E&G funded positions, the Budget Office will coordinate any transfers of merit funding to the new department. All other funding sources must pay the merit increase for employees that have transferred into a non-E&G funded position due to an internal recruitment.

C. If an employee has multiple appointments in one or more accounts that are shown on different merit templates between divisions, or with different department heads, the same merit percentage must be awarded and reflected on the templates because the employee received only one performance evaluation. This does not apply to employees who have multiple appointments with different titles/job codes. If necessary, the Budget Office may assist in resolving outstanding allocation issues.

D. If a merit eligible employee paid from E&G funds terminates after September 1, 2018, the permanent increase portion of the merit award will remain with the recipient department.

E. Changes to any employee’s merit award recommendation after a President/Vice President has signed and forwarded the official award template to Budget and Human Resources, will require a new form and new President/VP signature that denotes authorization of the changed merit award. These signed changes must be submitted to HR for review prior to submission to the Budget Office.

Related Policy:  
HOP 3.01 [http://www.utsa.edu/hop/chapter3/3-1.html](http://www.utsa.edu/hop/chapter3/3-1.html)