

Faculty, Administrative and Professional (A&P), and Classified Employees Merit Policy

To be paid effective September 1, 2008
for meritorious performance during 2/1/07 – 1/31/08

I. General Information

Merit is a salary adjustment awarded to employees as recognition of their contribution to 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.

Deadlines for submission of merit awards will be strictly enforced.

II. Employee Eligibility

- A. An employee must be continuously employed for at least six months ending August 31, 2008 (hired on, or before February 29th) as a full-time or part-time (50%, or greater) regular, benefits-eligible employee.
- B. Employees in student titles (those titles requiring student status as a condition of employment) are not eligible.
- C. Only Non-Tenure Track faculty who are considered 'permanent' by Academic Affairs are eligible.
- D. For Classified and A&P employees, a performance appraisal must be current (completed within the last year) and be on file at Human Resources.

III. Merit Pools

- A. A 3% merit pool will be established based on all eligible employees' salaries as of March 28, 2008. Merit pools will not reflect salary increases occurring after March 28, 2008 UNLESS approval for a future salary increase has been received from Human Resources prior to the BDL due date of March 28, 2008. Any such approved increase must be accounted for in the 2008-2009 BDL that is due March 28th. As in past years, merit increases are subject to funding availability and pending Board of Regents' approval of UTSA's 2009 Operating Budget. Should the final percentage authorized deviate from the 3% amount planned, appropriate pool adjustments will be made by the Budget Office and to each individual award commensurate with the amount funded.
- B. The funding to cover merit awards of employees paid from *Educational & General 14-accounts* will be allocated from central budget sources. The cost of merit for those employees paid from non-E&G fund sources such as 18-service rate

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recovered 'chargeback' funds; 19-designated/local funds; 29-auxiliary enterprises; or 30-gift accounts, must be covered from revenues of those fund sources.

- i. **26-accounts - 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.
- C. **Computation of Pool Amounts:** Salary costs as reported on the FY09 BDL for all benefits eligible employees on the payroll as of February 29, 2008, will be separated by division/college/area, and employee category (Faculty, A&P, and Classified) and multiplied by 3%. The pool will not be increased for employee reclassifications, or promotions after March 28th.
- i. A Vice President may decide to internally reallocate and/or redistribute their pool amount between departments, but the overall amount within a fund group cannot exceed the overall pool allocation awarded to that division.

IV. Merit Awards

- A. Although there is no minimum or maximum increase amount or percentage, you cannot exceed your pool allocation by employee category with the exception that A&P merit pools can be used to supplement Classified staff, but not vice-versa.
- B. As with last year, managers will have the option of awarding merit as a one-time lump sum payment for employees whose salary is over the position range maximum. As with all decisions relating to employee compensation, managers should ensure that this decision is made equitably within their department.
- C. If an award is granted to an employee for the performance period 2/1/07 – 1/31/08, and the employee transfers to another UTSA position, the specific dollar amount of the merit award will follow the employee. In all cases, the prior department head will make the decision about the amount of merit to be awarded based on performance in the previous position for that review period. The hiring manager should work with HR-Compensation to agree on the new salary and whether or not merit is included and the timing of such. Merit status should be clearly communicated in writing to the applicant at the time of the job offer. For E&G funded positions, budget will be allocated by the Budget Office to the department where the employee will be working as of September 1, 2008. All other funding sources will pay for the merit of employees that have transferred into a non-E&G funded position due to an internal recruitment.

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- D. If merit awards are communicated to the employee prior to the date the UTSA budget is scheduled for approval by the Board of Regents (August 14, 2008), the letter notifying the employee of the merit increase should indicate that the award is subject to approval by the Board of Regents.
- E. In the rare event 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.
- F. If a merit eligible employee receives a reclassification or promotion that is not reflected in the BDL due March 28, 2008, their merit award will be a whole dollar amount based on their former salary rate. Any exceptions, due to oversight, must be reviewed by Human Resources, and we expect would apply to limited circumstances.
- G. If a merit eligible employee terminates before September 1, 2008, the amount of the merit award will remain in the position's funding account.
- H. Changes to any employee's merit award recommendation after a President/Vice President has signed and forwarded the official award template to Budget / HR, 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 Department. No exceptions.