

## Officer of Administration Merit Increase Criteria and Procedures

**As approved by COE Dean 10-31-2019**

**PURPOSE:** These guidelines outline the College of Education (COE) criteria for merit eligibility and procedures for assigning merit increases to Officers of Administration.

### **1. Full Inclusion**

All Officers of Administration (OAs) eligible for inclusion in a merit process will be given full consideration and receive individual merit increases. Merit consideration will not be affected by an individual's FTE.

### **2. Annual Performance Reviews**

Performance Reviews for all Officers of Administration within the College of Education follow a fiscal year cycle. The period of review is from July 1st of the previous calendar year through June 30th of the current year. The Structured Approach (form) is used for all COE OA performance reviews.

All OAs must have a current, signed, performance evaluation on file (within the last 12 months) in order to be considered for merit. Interim performance evaluations will be completed for OAs who were hired between January 1st and June 30 and did not receive a performance evaluation in July.

### **3. Merit Differentiation**

It is understood that all Officers of Administration are valuable members of the college. Each OA plays a key role in achieving their department/unit strategic goals. Merit differentiation is used strictly as a means to differentiate to what extent the OA has performed their assigned duties and responsibilities, as indicated by the relevant performance review rating.

Only those individuals who meet or exceed expectations (as determined in their overall performance review rating) will be eligible for merit.

Merit is categorized via the following rankings:

Meets Expectations: Has clearly demonstrated standards required to qualify as *Meets Expectations*. A rating of Meets Expectations indicates a consistent and quality job performance in line with the requirements of the position.

Exceeds Expectations: Has clearly demonstrated standards required to qualify as *Exceeds Expectations*. A rating of Exceeds Expectations indicates performance frequently exceeds the requirements with minimal direction and in a consistently timely manner at a very high

quality level.

Does Not Meet Expectations: Has not demonstrated the minimum standard required to qualify as *Meets Expectations*, and performance frequently does not meet expectations. A rating of *Does Not Meet* indicates inconsistent and/or mediocre quality job performance and improvement is necessary.

#### **4. Period of Consideration for Merit**

Supervisors will consider OA performance from the beginning of the most recent annual review period through October 31 of the current year. In November the COE Assistant Director of Human Resources will verify with each OA's supervisor that the rating from the most recent annual performance evaluation continue to reflect the OA's performance level.

#### **5. Merit Pool and Merit Assignment**

The College of Education maintains a single merit pool and allocates merit increases to OAs following the above guidelines as well as Human Resource's guidelines. The merit pool will be allocated in a manner that arranges allocations to match individual's performance to categorized expectation rankings. OAs will receive meaningful increases within the context of the merit pool.

The assignment of merit will consider both the rating from the most current annual review and any updated rating since the last annual review. The COE Senior Leadership will review OA ratings and apply a consistent percentage for merit rating.

Exceptions to the merit percentage:

- OAs that have been in their respective position for less than a year will receive a prorated increase percentage based on their hire date.
- OAs that have received an *Expansion of Duties* salary increase between July and December (of the period under consideration) will receive a prorated increase.
- Internal equity may be factored into the amount of a merit increase, but is not an independent basis.

The College of Education Leadership relies upon their own professional judgment to establish expectations, salaries, and merit increases. COE Senior Leadership agrees to uphold the principles of equity, parity, and inclusiveness in making final merit recommendations.

All merit increases are subject to final approval by the Dean before being submitted to Human Resources. The Vice President of Finance and Administration maintains final decision making authority on all merit increases. Following final approval, COE Leadership will send email communications to each OA receiving merit to notify them of their new pay rate.