

2007-2008 Merit Program for Policy-Covered (Nonexclusively Represented) Employees Academic Affairs Guidelines and Instructions

Human Resources has issued guidelines and deadlines for implementing the 20067-2008 Staff Merit Pay Plan. The merit control figure this year is 4.0%. The effective date of the increase is 10/1/07 for monthly paid employees and 10/7/07 for biweekly paid employees.

To avoid retroactivity, the merit process has been compressed and we will have only a week to process the merits. As in the past, HR has requested that each Vice Chancellor area coordinate the process and issue supplemental guidelines and deadlines as necessary. Please remember the following important parameters as they relate this year's process:

ELIGIBILITY

General Eligibility Criteria. This merit cycle affects career non-exclusively represented employees only. To be eligible for a merit review, an employee must have been appointed to a career position by April 1, 2007, must have successfully completed probation (if applicable), and must be at a salary rate that is less than the salary range maximum.

Common Eligibility Questions:

- (a) Are employees who were exclusively represented on April 1st and then became non-exclusively represented prior to October 1st eligible for a merit review? Yes, if they otherwise qualify.
- (b) Are employees who transfer from another UC campus after April 1st eligible for a merit review? Yes, if they have successfully completed their probationary period at the other UC campus and are otherwise eligible. (Note: they will not appear on the Web Merit department roster and will require a manual merit update.)
- (c) Does time worked in a limited appointment count toward the probationary period? Up to 1,000 hours on pay status (excluding overtime and on-call) in a limited appointment may be credited towards completion of the probationary period, if it is in the same position with the same supervisor immediately preceding the career appointment.
- (d) Does time served in an academic appointment prior to being hired into a career staff appointment count toward the probationary period? No.

See PPSM 22-Probationary Period for more information on probationary requirements for policy covered career staff employees. Contact Employee Relations at 4-4115 if you have questions regarding the probationary status of an employee.

BUDGETS / FUNDING OF INCREASES

Merit increases will be governed by a control figure of 4.0%, which should be used for all fund sources. General Funds must be kept separate from all other funds, and salary increases must come from the appropriate fund source. Budgets and the corresponding spending targets for each

department are calculated based on the salaries of the eligible employees, not the permanent budget base. The Campus Budget Office will coordinate merit increase funding for permanently budgeted General Fund employees who are eligible for a merit increase. Departments are responsible for funding increases for employees who are not permanently budgeted on General Funds. Employees with variable time appointments have been calculated into the spending target figures based upon the present appointment percentage of record.

Employees with limited, floater or contract appointments are not eligible for inclusion in this process; therefore, they have been excluded from the on-line merit worksheets and the spending target calculations. Limited and Floater employees who are not exclusively represented may receive salary increases at the time that their appointment is renewed. Contract employees may be granted increases at the time their contract is renewed.

PERFORMANCE APPRAISALS

Performance appraisals should be completed within the twelve months preceding the processing of any merit increase. The merit increase should align with the performance appraisal results. An overall rating of “**Solid**” (S) or better on the performance appraisal is required to recommend a merit increase for an individual. Across the board merit increases are permissible if the performance appraisal ratings support that type of increase for a particular department or unit.

Performance Appraisal Ratings Translation Table: The OP Web Merit software requires translating the UCSD performance appraisal ratings into generic OP ratings in accordance with the table below.

| UCSD | | UCOP | |
|------|--------------------|------|---|
| E | Exceptional | 5 | Superior/Outstanding |
| A | Above Expectations | 4 | Exceeds Expectations/More than Satisfactory |
| S | Solid Performance | 3 | Meets Expectations/Satisfactory |
| I* | Improvement Needed | 2 | Partially Meets Expectations/Improvement Needed |
| U* | Unsatisfactory | 1 | Fails to Meet Expectations/Unsatisfactory |
| N | No Evaluation | X | No Evaluation |

*No merit increase may be granted to individuals with “I” or “U” performance ratings (2 or 1 in web merit).

AMOUNT OF INCREASES

Within grade salary advancement is based primarily on merit and funding availability. Factors to consider include the individual’s performance as it relates to current pay and assigned responsibilities; performance relative to other members of the review unit; and position within the range.

The total increase (merit, equity, promotional, and reclassification) for any individual during a fiscal year may not exceed 25% of the individual's salary as of June 30th of the prior fiscal year (June 30, 2007 for this fiscal year) without Human Resources approval. Contact Bobb Barile (bbarile@ucsd.edu) if you have a situation requiring such approval

The PSS and grade range maximums will not be increased at this time. Adjustments to the salary grade structures will be considered at a later date. Departments wishing to propose an increase that will result in a salary above the range maximum must submit their request to Bobb Barile (bbarile@ucsd.edu) who will coordinate submitting the request to campus Human Resources Office for consideration. As web merit will not permit above range maximum increases, individuals affected will have to be deleted from the merit roster and have their merits entered manually (see instructions below). Salary grade structures can be found at <http://www-hr.ucsd.edu/~classification/Grades2006.pdf>.

Web merit may not be used to grant salary increases which would cause an employee's total compensation to exceed the Regental Threshold of \$205,000. Please contact Bobb Barile (bbarile@ucsd.edu) for additional guidance if you believe you may have an employee affected by this requirement.

Rounding of PSS and MSP salaries is **not** required (please note this is a change from prior years when MSP salaries had to be rounded to the nearest \$100).

For policy-covered employees, when more than one salary action takes place at the same time, the order of the increases are:

1. merit increase
2. promotion, reclassification, transfer, demotion or equity adjustment
3. range adjustment.

WEB MERIT

Web Merit is a web-based application which enables authorized users to recommend merit increases for eligible employees. Data from PPS (Payroll/Personnel System) is downloaded into Web Merit. The application is then opened for departments to enter performance appraisal information and merit recommendations. Upon review and approval by the Office of the SVCAA and central Human Resources, the new salaries are uploaded into PPS. The Web Merit training PowerPoint that was presented at the September 11th HR contact meeting may be found at www.academicaffairs.ucsd.edu/staffHR/compensation/webmerit_training.pps.

Department Rosters: Your department roster is based upon the PPS upload into Web Merit. If an employee is missing from your roster, or an employee who is not eligible for a merit increase appears on your roster, you may have a PPS coding problem. If you believe someone is missing from your merit worksheet who should be eligible for a merit, please contact Bobb Barile (bbarile@ucsd.edu or x41231). Additions to the merit roster must be processed via a manual merit in PPS. (see process below). Attach a copy of the PAN to the merit report that is sent to

the SVCAA office. If an employee who is not eligible for a merit increase appears on your roster, you must delete the employee using the delete function in Web Merit. (Indicate in the comments section that the employee is not eligible for a merit and why.)

If you are not sure why an employee does or does not appear on your roster, consider the questions that follow below. If you answer “yes” to each question, the employee will appear on your roster. Contact Mary Coronado in the campus Human Resources Office at 4-0281 or mcoronado@ucsd.edu for assistance reconciling your roster.

- Is the employee coded as a career employee (type 2 and 7) in PPS?
- Is the employee’s *Next Salary Review Code* “2” and *Next Review Date* “10/1/07” or earlier in PPS?
- Is the employee *Hire Date* “4/1/07” or earlier in PPS?
- Does the employee have active REG distribution lines in effect 10/1/07 or later in PPS?
- Are you the home department in PPS?

Web Merit Access: Web Merit access is granted upon approval by the Office of the SVCAA. Departments should notify Earline Ventura of any Web Merit user access issues (additions, deletions or changes). Earline may be reached at 4-0129 or ejventura@ucsd.edu.

Web Merit Processing: Every employee listed on the merit update system must have a merit entered (including zero) or be deleted. There are several reasons for deleting an employee:

- (a) employee terminated or has not passed probation,
- (b) wrong salary information due to a reclass, equity increase, etc.
- (c) new salary (with merit) will exceed current range maximum or Regental Threshold
- (d) employee otherwise ineligible for a merit.

Employees deleted because of reasons (b) or (c) above will require a manual PPS update with the new merit information. Please annotate these changes on your department merit worksheet as well as any resulting change in the total allocation amount. Attach a copy of the PAN to the merit report that is sent to the SVCAA office.

Please note that there will be a PPS “freeze” from October 3rd to October 22nd for all policy-covered employees (99’s) who are receiving a merit increase via web merit. Other than hirings or separations, NO CHANGES should be made to affected employees’ PPS entries during this freeze.

Manual merit process: All manually entered merit increases must use action code 04, and in the comments section state “Manual merit increase effective 10-1-07” and include the evaluation rating and the date that the evaluation was signed. All manual merit increases must be reported to the Office of the SVCAA. In addition, please consult with the Office of the SVCAA **prior to** processing a manual increase of greater than 4.0% as these increases count towards your overall 4.0% merit control figure.

You will need to give justification for ALL zero (\$0) merit entries. Attach the explanation to your signed Merit Salary Increase Reports.

Staff positions holding a title code of 9999 will not be included in the Merit Rosters. You will need to process their merits manually via PPS for all eligible employees in your area. Please annotate these changes on the merit worksheet as well as any resulting change in the total allocation amount.

Web Merit *TENTATIVE* Timeline:

Access to the on-line merit entry database for Academic Affairs will be opened to all areas no later than **Monday, October 8, 2007**. Authorized web merit users will be notified by email when web merit is open for input.

The deadline for submitting your merit recommendations to the Senior Vice Chancellor's Office is **Friday, October 12, 2007 by 4:00pm**. All signed reports must be received in our office in Bldg 104 by this time. This will allow us sufficient time to prepare the final submission to Human Resources, review all department recommendations, ensure that the Academic Affairs targets have not been overcommitted and follow-up with departments on any problems. Formal notification of approved increases will be transmitted to departments the week of October 16th after we receive the information from HR. Individual employees should not be informed of approved increases until departments receive formal notification.

Web Merit data will be uploaded into PPS the weekend of October 20th

Please ensure that all necessary manual revisions are updated in PPS and that any modification of your department's calculated allocation is clearly annotated at the bottom of the merit report. When you have completed the on-line update of your department's merit recommendations, print a copy and have your department head sign it. Please remember that you cannot sign for your own merit. Merit Salary Increase Reports should be signed off by the Department Head.

Your completed packet should include the Merit Salary Increase Report, justification for all zero (\$0) merit entries, and a printout of the PAN for any PPS updates that you had to make independent of the automated merit update. Send the packet to Earline Ventura at mail code 0001, retain a copy for your files. If you do not expect campus mail to reach Academic Affairs by the established deadline please fax the information to Earline at 822-0072 and follow-up by sending a hard copy of the packet.

We encourage departments to try to complete this process as early as possible. If you are able to complete the on-line merit update earlier than the 12th, please send an email to Earline Ventura (ejventura@ucsd.edu) so that we can review your department submission. **Access to the on-line merit program will terminate at 4:00pm on Friday, October 12, 2007**. If you have any questions about the Academic Affairs process or these instructions, please do not hesitate to contact Bobb Barile (x41231) or Earline Ventura (x40129). This information will also be posted on the Academic Affairs HR web page at: <http://academicaffairs.ucsd.edu/staffhr/>.