

Guidelines for Merit Increase and Increases Based on Additional Work.

General Standards for Increases

Increases may be recommended for one of two reasons, merit or increased responsibilities. **Merit increases** are recommended for performing one's duties with exceptional quality, or dedication, or both.

An **increase in responsibilities** may justify reclassification or an upgrade for some titles. In other titles, such as college assistants, where reclassification or upgrade is not applicable, an increase in the hourly rate may be recommended because of a change of duties entailing significantly more demanding responsibilities, either in the nature of the assigned duties (reassignment) or in the amount of the work assigned to the individual (increased responsibilities).

Specific Standards and Procedures for Increases

Each recommendation by a Vice President or Dean to the Staff Review Committee must be entered on a Staff Review Personnel Action Form (copy attached)

College Assistants – A rate increase for a college assistant may be advocated for one of two reasons, merit or increased responsibilities.

Merit Increases – An hourly increase of a dollar or less may be recommended for meritorious work. Such increase will be recommended in .25¢ increments. (.25¢, .50¢, .75¢, \$1.00).

Merit increases of a \$1.00 or less may be considered annually. A merit increase more than a \$1.00 may be recommended no sooner than once every two years.

Increased Responsibilities – An increase in the hourly rate may be recommended because of change of duties entailing significantly more demanding responsibility, either in the nature of the assigned duties (reassignment) or in the amount of the work assigned to the

individual, (increased responsibilities). Such increases may exceed \$1.00 but may not exceed \$2.00.

Higher Education Officers

Merit – HEO's recommended for a merit increase may receive a one or two step increase. Such a recommendation may only be made once in a two year period.

Increased Responsibilities -Where an HEO employee has been assigned significantly more responsibilities, a position reclassification may be considered. If a position reclassification is not justified based on the additional duties, the supervisor may wish to consider a merit increase. Where a position reclassification is recommended, a one step-increase will be processed

An individual whose position has been reclassified may be recommended for a merit increase after one year of service in the new title.

Civil Servants

Special rules apply to civil servants and they are not covered by this policy statement.

Exceptions

It is recognized that unique situations may arise necessitating exceptions to the above guidelines. These exceptions will be reviewed on a case-by-case basis by the Staff Review Committee.

Recommendations to President

All Staff Review recommendations are advisory to the President.