Monday, June 20, 2016

TO:      Business Officers and PPS Preparers/Reviewers

FR:      Cynthia Señeriz, Director, Human Resources

RE:      Employee Communication Template - Non-Represented (Policy-covered) Staff Merit Program

The merit program for non-represented staff is now complete. The pay increases are reflected in PPS with an effective date of June 19, 2016 for bi-weekly paid (BW) employees and July 1, 2016 for monthly paid (MO) employees.

This year is a significant departure from the past eight years where across-the-board pay increases were the norm.  I expect that the thinking and the approach to the Merit Program will continue to evolve over the next several years as the campus and the divisions adapt to a merit program philosophy.  We are all in the process of recalibrating our expectations.  Continued communication and refinement of the merit program philosophy will be needed to build on the foundation of this transition year.

Please take the proactive step to notify your employees individually of the merit pay increase they received.  Below are samples for department heads and supervisors to use as a starting point depending on the particular circumstances. Feel free to edit and personalize these communications as needed.  If there are unique situations in your department that the sample templates do not adequately address, please feel free to contact your department’s designated [Employee & Labor Relations Specialist](http://www.hr.ucsb.edu/labor-relations/contacts).

**Submission of Performance Evaluations**

Please remember to send an electronic copy of the signed performance evaluation form for all career non-represented staff receiving a merit increase via the designated email drop box, per prior communication in the Merit Program Administration Instructions [memo dated June 2, 2016.](http://www.hr.ucsb.edu/memos/2016/merit-program-administration-instructions-policy-coverednon-represented-staff-fy-20162017)  All evaluations should be forwarded by July 11, 2016.

**Additional Questions:**
Please contact Amy Arnold, Senior Human Resources Analyst: extension 4068, or email at amy.arnold@hr.ucsb.edu (link sends e-mail)

\*\*Sample Employee Communication Templates\*\*

Template #1

Dear [*Employee Name*]:

I am pleased to inform you that a \_\_\_% increase to your base pay has been approved under the 2016-2017 Merit Program for Non-Represented (Policy-covered) Staff.  Your new pay rate is $**\_\_\_\_\_\_\_/month or /hour**, effective June 19, 2016 for bi-weekly paid employees or July 1, 2016 for monthly paid employees. If you have any questions regarding your merit increase or performance evaluation, please do not hesitate to ask me.

Thank you for your continued commitment and dedication to our University.

Sincerely,

[*Supervisor or Department Head*]

Template #2 (for reduced or pro-rated merit increases)

Dear [*Employee Name*]:

I am pleased to inform you that a \_\_\_%\_ increase to your base pay has been approved under the 2016-2017 Merit Program for Non-Represented (Policy-covered) Staff.  Your new pay rate is $**\_\_\_\_\_\_\_/month or /hour**, effective June 19, 2016 for bi-weekly paid employees or July 1, 2016 for monthly paid employees.  Please note that the (choose applicable reason: promotional /equity /reclassification) increase you received this last fiscal year was factored into the determination of the merit increase amount.

Thank you for your continued commitment and dedication to our University.

Sincerely,

[*Supervisor or Department Head*]