

2019 UCSB Annual Merit Program FAQs

July 12, 2019

Policy-Covered Employees

Box Access (ucsb.box.com):

1. What do I do if I can't access the roster in Box?

To be sure you don't have access, first Log in to ucsb.box.com using your UCSB NetID and password and check to see if there is an Excel document in your box with your department ID or other merit grouping name. Merit "groups" were created for departments containing multiple department codes (i.e. HDAE, DFSS, ETS, etc.). If you don't see anything, and you were appointed by your department head or control point to have access to the roster, please send an email request for access to Kathy.moore@hr.ucsb.edu.

Merit Roster:

2. What do I do if my current, eligible employee is not on my merit roster?

Check the employee's job details in UCPATH to ensure that:

- Job (Employee) Status = Active
- Job (Employee) Class = Career (2) or Partial Year Career (7)
- Job Expected End Date = blank or a date that is later than the merit effective dates (6/30/19 for BW and 7/1/19 for MO)
- Please submit an email request to Kathy.moore@hr.ucsb.edu to have an employee added to the roster. Only HR has the ability to unlock the rosters and make corrections, additions, and deletions.

3. When should I delete an employee from the roster?

You will not have the ability to delete employees from the roster. If an employee needs to be removed, please submit an email request to Kathy.moore@hr.ucsb.edu. Only HR has the ability to unlock the rosters and make corrections, additions, and deletions.

4. If an employee transferred to another department on or after the effective date of the merit, on whose roster should they appear? Do I have to give them a merit increase if they are no longer in my department?

The merit roster is meant to reflect a snapshot of employees from June 30, 2019 (or June 29 for BW) therefore the employee should appear on the roster for the department they were employed by on or before the snapshot date. Yes, the employee is eligible to receive a merit increase to recognize their performance for the last performance cycle.

Note: The only exception to this is for employees whose promotion date is equal to the merit effective date of 6/30 or 7/1. They would appear on the new department's roster.

5. How do I get my own merit increase entered if I'm the department preparer?

You can enter your own merit increase and performance rating onto the roster in Box so long as it's been approved by your supervisor or manager. Control points will also have an opportunity to review and verify all increases entered.

Eligibility:

6. If an employee is on leave, are they eligible to receive a merit increase?

If the employee is on PAID leave AND meets the eligibility criteria, they should appear on the roster. If they are on UNPAID leave AND they meet the merit eligibility criteria, they will not be on the roster. They will

not be eligible to receive a merit increase until they return from leave. Instructions for entering post-merit process transactions in UCPath is forthcoming.

7. If an employee is appointed to a career position from a limited appointment position after the established eligibility date of 1/2/19, are they eligible for a merit increase?

No. An employee has to be in a career position on or before the eligibility date to be eligible for a merit increase. There are no exceptions to this rule.

8. If an employee has already received increases equal to 25% or more for the fiscal year, will they be eligible to receive a merit increase?

Yes. The annual 25% limit on all salary increases no longer exists in PPSM policy.

9. If an employee recently received an increase from a promotion, equity, or reclass, are we required to give them a merit increase as well?

Yes. The merit program is designed to reward employees for performance (unlike increases received for promotional, equity or reclass). However, you have the discretion to pro-rate the merit increase amount in situations where an equity, reclassification, or promotional increase was granted in the prior 12 months, or if the employee was hired within the past 12 months. If you hired someone from another department or campus during the year and you rolled their future merit increase into their promotional salary offer, you may give them a 0% merit increase on the merit roster so long as they accepted the promotional salary offer with that condition.

10. For employees who were hired by January 2 but are still on probation, are they eligible to receive a merit increase?

Yes. However, if they are still on probation due to performance related issues, you have the discretion to give them an increase that correlates to their level of performance. The chart below is a guideline for recommended increase amounts according to level of performance.

Performance Rating	Consistently Below Expectations	Improvement Needed	Fully Meets Expectations/Solid Performance	Exceeds Expectations	Exceptional
Increase %	0% - 1%		2% - 3%	3% - 5%	

11. Are members of the Senior Management Group eligible to receive an increase?

SMG members are eligible to participate in the annual merit program, however, their increases will be coordinated and processed through the Systemwide Executive Compensation Group.

12. Are contract appointment employees eligible to receive a merit increase through the annual merit program?

No. The annual merit program only applies to career and partial-year career non-represented employees. Please consult with HR/Employment for other options for contract employees.

13. If an employee has already given notice that they will be leaving the University, do we have to give them a merit?

The department has the discretion to decide whether or not to give the employee a merit in this situation.

Performance Evaluations:

14. Which performance evaluation form should be used?

All policy covered (non-represented) employees should be evaluated using the newest evaluation form that was created in 2015, and recently revised in 2017 ("Performance Evaluation Form – Non-Represented

Staff (Type-In) Version 2017”), located on the Managers & Supervisors section of the HR website at (<http://www.hr.ucsb.edu/managers-supervisors/performance-evaluations>).

15. What if I evaluate my employees on a calendar year or other annual basis and not a fiscal year basis?

Performance evaluations completed within the last 12 months (no earlier than July 1, 2018) will be accepted for this merit process. However, we do encourage you in the future to move to an April 1 – March 31 cycle to ensure plenty of time to complete performance evaluations prior to the rollout of a merit program.

16. What happens if a department has not completed a performance evaluation for their employee(s)?

PPSM 23, Performance Management, stipulates that every policy covered staff member should be appraised at least annually in writing by the employee’s immediate supervisor. The merit program requires submission of a performance rating and a completed performance evaluation. If no performance evaluation was completed, the department is considered out of compliance and the merit increase decision will be escalated to the VC/EVC of the division.

17. If an employee is rated “Consistently Below Expectations” is the performance evaluation process handled differently?

The department should be in consultation with [Employee and Labor Relations \(ELR\)](#) for situations such as this.

Merit Increases:

18. Are across-the-board increases permitted (defined as all eligible staff receiving the same percentage increase regardless of performance rating)?

No. A performance based approach, as described in the Chancellor’s memo to campus and the merit guidelines distributed by HR, should be administered.

19. How do we handle the increase for employees who are appointed in more than one department?

The departments involved will have to collaborate and agree on one overall performance rating and one overall increase %. The cost is then split between the departments based on distribution and/or appointment percentage. Each department should enter the full merit increase percent for their employee. UCPATH will automatically prorate the increase based on the funding FTE (distribution %).

Merit Fund Pool/Budget:

20. If ineligible employees appear on my roster do I get to reallocate the merit funds to other employees?

The reallocation of the merit funds from ineligible employees requires approval from divisional control points who may determine the need to re-allocate these funds within their division.

21. What happens if I allocate more than the budgeted 3% overall for core-funded positions?

You will only be provided 3% for core-funded positions, therefore you cannot allocate more than 3% overall. Your control point will most likely adjust the percentages you entered if your roster doesn’t balance.

22. Can a department augment the merit fund pool with other funds in order to exceed the 3%?

No. The total of all increases may not exceed the 3% overall budget.

23. What is the expectation for employees funded by grants or other restricted fund sources? Will they receive merit increases even though no funding is provided to cover those increases?

Employees are eligible to receive the merit increase regardless of fund source. It is the department’s responsibility to identify funding for positions not centrally funded by the budget office.

Changes to Comp Rate or Job Code in UCPATH (reclasses, equities, promotions):

24. What do I do if I already processed or need to process a job code or comp rate change in UCPATH that is effective on or after the merit effective date for a merit eligible employee?

Please wait until after the merit freeze has been lifted and then wait for instructions from HR on how and when to enter or re-enter the actions retroactively. HR will also provide advice on adjusting reclass, equity and promotional pay increases to reflect the increase from the merit.

25. What do I do if I need to process a job code or comp rate change in UCPATH that is effective prior to the merit effective date for a merit eligible employee?

Please wait until after the merit freeze has been lifted and then wait for instructions from HR on how and when to enter the actions retroactively. HR will also provide advice on how to manually re-enter and adjust the merit increase in these situations.

Temporary Stipends:

26. How do I handle an employee with a temporary stipend?

The merit increase is only applied to the permanent base pay rate for each employee. It is not applied to the temporary stipend rate. If a department wishes to adjust the stipend rate to reflect the merit increase (this is not required), they will need to submit a request via OACIS to update the stipend action.

Salary Ranges:

27. Will we receive funds for those employees who are not eligible for the salary increase, but whose salaries need to be brought up to the new range minimum?

No. Departments are responsible for covering this cost.

28. Will the Career Tracks salary ranges be adjusted this year?

Yes. The ranges have been adjusted by an average of 2.5%, effective June 30, 2019 (BW) and July 1, 2019 (MO). Due to rounding issues, the increases at the minimum, midpoint and maximum vary but average out to 2.5% overall.

29. Will an employee whose salary is above the maximum of the salary range be eligible to receive an increase?

No.

Other:

30. What is the order of salary adjustments that have the same effective date?

Per Personnel Policy for Staff Members (PPSM) 30 Compensation, B.3.5, if more than one salary adjustment takes place on the same date, actions occur in the following order:

1. Systemwide Salary Program action resulting from a general increase (e.g. across-the-board increase);
2. Merit increase;
3. Individual salary action resulting from promotion, reclassification, lateral transfer, demotion, or equity increase; and
4. Salary grade range adjustment

