

Deans, Department Heads, Management Services Officers, and Administrative Assistants:

The memo below is being sent to the dlist-I listserv. Thank you for serving as one of the representatives for your department to receive this memo. Please distribute this message to the colleagues in your department.

Thank you.

\*\*\*\*\*PLEASE GIVE WIDEST DISTRIBUTION\*\*\*\*\*

July 10, 2019

TO: Campus Community

FR: Cynthia Señeriz, Director, Human Resources

**RE: Merit Program Guidelines for Non-Represented (Policy-Covered) Staff (FY 2019-20)**

The following guidelines are intended to assist with the implementation of the merit program for non-represented career PSS and MSP staff.

### **Eligibility**

Non-represented career PSS and MSP staff are eligible to participate in the merit program if:

1. Appointed to a career position on or before January 2, 2019; and
2. On pay status or approved leave on July 1, 2019 for monthly and bi-weekly paid employees.
3. Transfers from another UC location are eligible assuming no break in service and the above eligibility criteria is met.

Excluded from the merit program are:

- Non-represented PSS and MSP staff in limited, contract, or per diem appointments.
- Student employees in casual-restricted appointments.
- Employees covered under collective bargaining agreements.
- Bi-weekly paid employees who separate from the University, with or without notice, before September 4, 2019.
- Monthly paid employees who separate from the University, with or without notice, before August 30, 2019.

### **Effective Date**

- The merit increase is effective retroactively to July 1, 2019 for eligible monthly paid non-represented staff and June 30, 2019 for bi-weekly paid non-represented staff.
- Merit increases will be reflected in the September 4, 2019 paycheck for biweekly paid employees and in the August 30, 2019 paycheck for monthly paid employees, including retroactive pay.

### **Performance Evaluations and Ratings**

Every non-represented staff member should be appraised at least annually in writing by the employee's immediate supervisor. This year's merit program will require the submission of performance ratings for merit processing, as well as the submission of completed performance evaluation forms for audit purposes. The

procedure to submit the completed performance evaluation forms to Human Resources will be included in the Merit Administration Instructions.

**Merit Program Principles**

As announced by UC President Napolitano, this year’s salary program will be merit-based, with any salary increases based on the individual’s performance and contribution. The merit-based approach is also consistent with feedback received from staff in the last Staff Engagement Survey.

- An effective merit program is supported by meaningful and timely performance evaluations in relation to the merit increase effective date.
- The merit fund pool will be calculated at 3% of the payroll base of career non-represented staff<sup>ii</sup>. The sum of all salary increases must balance to the 3% control figure within each department and division. The fixed budget means that there may be instances where employees rated as Exceeds Expectations or Exceptional will only receive a 3% merit increase because the cumulative total of actual merit increases cannot exceed the merit fund pool allocated to each department and division.
- Across the board increases are not permitted (defined as all eligible staff receiving the same percentage increase regardless of performance rating).
- Merit decisions concerning individuals who have not received a performance evaluation will be made by the VC/EVC of the division.
- Each department/division should use a consistent method in determining individual merit increases.
- Pro-ration of merit increases is acceptable for situations in which an equity, reclassification, or promotional increase was granted in the prior 12 months, or if hired within the past 12 months.
- Eligible non-represented staff should be informed of their merit increase *after* final approval by the divisional control points.
- The maximum permissible merit increase is capped at 5.0 percent. All recommended salaries must fall within the FY2019-20 salary range minimums and maximums.
- The merit matrix shown below is a suggested approach in allocating merit increases. Each division has the flexibility to administer their internal process in the manner that is most effective for them.

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

**Salary Ranges**

The Career Tracks salary grade minimums and maximums will be adjusted by 2.5%, in accordance with the merit program effective dates.

**Funding**

The department is responsible for covering the merit increase for eligible non-core funded positions. The fund source(s) used for the merit increase should be the same fund source(s) from which the employee is paid. Specific questions concerning funding for the merit program should be directed to Ambar Campos, Budget Analyst, Office of Budget and Planning (email at [ambar.campos@ucsb.edu](mailto:ambar.campos@ucsb.edu) or phone extension 2054).

**Balancing to the Merit Fund Pool**

In addition to ensuring the sum of all salary increases does not exceed the merit fund pool, the 3% control figure for “Core” funds *cannot be exceeded*. The control figure for “Non-Core” funds can be exceeded,

however this would require a decrease in the amount of Core funds to be used since the sum of all salary increases cannot exceed the 3% merit fund pool calculation.

### **Approvals**

Merit increase recommendations require the approval of the appropriate next higher level authority to the manager/supervisor of the employee receiving the merit increase.

### **Merit Administration Instructions**

Specific instructions for merit roster processing, including timelines, will be communicated separately via the UCPath listserv no later than Friday, July 12<sup>th</sup>.

### **Web Resources**

- Merit Program (Guidelines, FAQs, Campus communications) - <https://www.hr.ucsb.edu/compensation/salary-increase-programs/merit-program-policy-covered>
- Performance Evaluations - <https://www.hr.ucsb.edu/managers-supervisors/performance-evaluations>

### **Contacts**

If you have questions regarding the merit program guidelines, please contact Human Resources/Compensation:

- Kathy Moore, Compensation Manager, ext. 7137, [kathy.moore@hr.ucsb.edu](mailto:kathy.moore@hr.ucsb.edu)
- Amy Arnold, Senior Human Resources Analyst, ext. 4068, [amy.arnold@hr.ucsb.edu](mailto:amy.arnold@hr.ucsb.edu)
- Linda Broen, Senior Compensation Analyst, ext. 4832, [linda.broen@hr.ucsb.edu](mailto:linda.broen@hr.ucsb.edu)
- John Ibach, Compensation Analyst, ext. 4459, [john.ibach@hr.ucsb.edu](mailto:john.ibach@hr.ucsb.edu)
- Andrea Dittman, Compensation Analyst, ext. 4661, [andrea.dittman@hr.ucsb.edu](mailto:andrea.dittman@hr.ucsb.edu)
- Cynthia Señeriz, Human Resources Director, ext. 8137, [cynthia.seneriz@hr.ucsb.edu](mailto:cynthia.seneriz@hr.ucsb.edu)

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<sup>i</sup> *Non-represented career staff includes individuals whose career appointment is in the Professional and Support Staff (PSS) personnel program and the Managers and Senior Professionals (MSP) personnel program. Additional policies may apply if total cash compensation exceeds the Indexed Compensation Level (ICL) established by the Office of the President. Eligibility of SMG members are subject to applicable SMG policies and guidelines issued by the Office of the President.*

<sup>ii</sup> *The merit roster spreadsheets will calculate the available merit fund pool by division/department and display it at the top of each roster. Additional information will be available in the Merit Administration Instructions that will be distributed under separate cover.*