

Thursday, August 16, 2018

TO: Business Officers and PPS Preparers/Reviewers

FR: Cynthia Señeriz, Director, Human Resources

RE: Completion of Merit Program for Non-Represented (Policy-Covered) Staff (FY 2018-2019)

The merit program for non-represented (policy-covered) staff employees is now complete. The pay increases are reflected in PPS with an effective date of July 1, 2018 for both bi-weekly paid (BW) employees and monthly paid (MO) employees. Please take a moment to review PPS to confirm that all eligible employees were properly updated and included.

Retroactive Payment of Merit Increase

The retroactive merit increase payment for July 1 – July 31 for MO paid employees and July 1 – July 28 for BW paid employees has been processed in PPS and will be paid out on August 22nd for BW employees and August 31st for MO employees.

Employee Communication Templates

Please notify your employees individually of the merit pay increase they received. Below are sample templates for department heads and supervisors to consider using. 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 and Labor Relations Specialist](#) for assistance.

Submission of Performance Evaluations

Please remember to send in electronic copies of the signed performance evaluation forms for all career non-represented staff receiving a merit increase via the following email drop box:

SMO-ucsbeval@ucsbconnect.onmicrosoft.com

Complete instructions for submitting the performance evaluations can be found in the [Merit Program Administration Instructions memo](#) dated July 30, 2018. All evaluations should be forwarded by Friday, August 31, 2018.

Additional Questions

Please contact Kathy Moore, Compensation Manager, at ext. 7137 (Kathy.moore@hr.ucsb.edu) or Amy Arnold, Senior Human Resources Analyst, at ext. 4068 (amy.arnold@hr.ucsb.edu), if you have any further questions.

****Sample 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 2018-2019 Merit Program for Non-Represented (Policy-covered) Staff. Your new pay rate is \$_____/ **month or /hour**, effective July 1, 2018 for both bi-weekly and 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 2018-2019 Merit Program for Non-Represented (Policy-covered) Staff. Your new pay rate is \$_____/ **month or /hour**, effective July 1, 2018 for both bi-weekly and 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 your merit increase amount.

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

Sincerely,

[*Supervisor or Department Head*]