

This memo is being sent to the MANAGERS-L LISTSERV. The following information is being provided to you in your capacity as a Department Head, Director, Manager or Supervisor.

Monday, August 12, 2019

TO: Department Heads, Directors, Managers and Supervisors

FR: Cynthia Señeriz, Director, Human Resources

RE: **Completion of Merit Program for Non-Represented (Policy-Covered) Staff (FY 2019-2020)**

The merit program for non-represented (policy-covered) staff employees is now complete. The pay increases are reflected in UCPATH with an effective date of July 1, 2019 for monthly (MO) paid employees and June 30, 2019 for bi-weekly (BW) paid employees. Please take a moment to review UCPATH to confirm that all eligible employees were properly updated and included.

#### **Finalized Merit Rosters:**

The finalized merit rosters (named "DEPT\_Finalized") have been distributed to each departmental box, in ucsb.box.com.

#### **Merit Increases:**

- MO paid employees – New salaries will be reflected in the August 30 paycheck.
- BW paid employees - New salaries will be reflected in the August 21 paycheck. *(Please note, it was previously expected that the merit increase would be reflected in the September 4<sup>th</sup> paycheck. Early processing allowed the merit increase to be included in the August 21<sup>st</sup> paycheck.)*

#### **Retroactive Payment of Merit Increases:**

- MO paid employees - The retroactive merit increase payment for July 1 – July 31 is scheduled to be paid out on August 30.
- BW paid employees - The retroactive merit increase payment for June 30 – July 27 is scheduled to be paid out on August 21.

Please be advised that the retroactive payment will inflate the gross pay on the paychecks issued on August 21<sup>st</sup> (for biweekly paid employees) and August 30<sup>th</sup> (for monthly paid employees). This has caused some confusion in the past when the paycheck contains a retroactive portion in addition to the merit increase.

#### **UCPATH Freeze:**

The UCPATH freeze period imposed for all salary and job data actions for policy-covered employees has been lifted.

#### **Salary and/or Job Data Actions To Be Processed After the Merit Upload:**

If you have any outstanding salary or job data actions (such as reclasses or equities) that are going to be effective prior to the merit effective date, please follow the "Retroactive Reclass or Equity Process"

instructions on how to enter those actions into UCPATH. These instructions include the necessary steps for re-entering the adjusted merit increase after you enter the reclass or equity. Instructions can be found on the Merit Program page of the HR website at <https://www.hr.ucsb.edu/compensation/salary-increase-programs/merit-program-policy-covered>.

### **Salary and/or Job Data Actions Already Processed After the Merit Effective Date:**

If you processed any salary or job data actions (such as promotions, transfers, reclasses or equities) in UCPATH (for policy-covered employees) between June 30 – August 9, that were effective after the merit effective date, you will need to re-enter those actions into UCPATH now that the merit increases have been uploaded.

### **Processing the Merit for Employees on Unpaid Leave or Partial-Year Career Furloughs:**

If you have any policy-covered employees on unpaid leave or partial-year career furloughs, please wait until they return from leave or furlough before entering their merit increase into UCPATH. Please follow the “Manual Entry of Merit Upon Return from an Unpaid Leave” instructions on how to enter those actions into UCPATH. Instructions can be found on the Merit Program page of the HR website at <https://www.hr.ucsb.edu/compensation/salary-increase-programs/merit-program-policy-covered>.

### **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](mailto:SMO-ucsbeval@ucsbconnect.onmicrosoft.com)

Complete instructions for submitting the performance evaluations can be found in the [Merit Program Administration Instructions memo](#) dated July 12, 2019 (located on the Merit Program page of the HR website at <https://www.hr.ucsb.edu/compensation/salary-increase-programs/merit-program-policy-covered>). All evaluations should be forwarded by Friday, August 30, 2019.

### **Additional Questions:**

Please contact one of the following employees in Human Resources if you have any questions:

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)  
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**\*\*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 2019-2020 Merit Program for Non-Represented (Policy-Covered) Staff. Your new pay rate is \$\_\_\_\_\_/year or /hour, effective June 30, 2019 for bi-weekly paid employees or July 1, 2019 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 2019-2020 Merit Program for Non-Represented (Policy-Covered) Staff. Your new pay rate is \$\_\_\_\_\_/year or /hour, effective June 30, 2019 for bi-weekly paid employees or July 1, 2019 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 your merit increase amount.

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

Sincerely,

[*Supervisor or Department Head*]