Faculty, Administrative and Professional (A&P), and Classified Employees
Merit Guidelines and Instructions

Effective Date: September 1, 2015
for meritorious performance during 2/1/14 – 1/31/15
Paycheck Date: October 1, 2015

I. General Information

Merit is a salary adjustment awarded to employees as recognition of their contribution to meeting the goals and objectives of the department, college, and university during the previous year. Merit increases are based on evaluation of performance for the respective position and job requirements.

Award of the merit increases discussed in this document is subject to approval of the FY 2016 operating budget by the Board of Regents.

**Deadlines for submission of merit awards will be strictly enforced.**

II. Employee Eligibility

A. An employee must be employed as of the effective date of the merit (September 1, 2015), with a hire date on or before February 28, 2015, as a regular, benefits-eligible employee (full or part time, 50% or greater).

B. Employees in student titles (those titles requiring student status as a condition of employment including GRA's and GTA's) are not eligible.

C. Benefits eligible non-tenure track faculty may be eligible for merit based on the criteria established by the Provost.

D. For the review period February 1, 2014 through January 31, 2015, all employees (A&P, classified, and faculty) must have a current performance appraisal on file in Human Resources.

E. All employees required to complete the Compliance Acknowledgement (ACK) Training must be current on their training. Vice Presidents receive a monthly list of employees who are non-compliant.

III. Merit Pools

A. A 3.0% permanent merit pool will be established for eligible Faculty, Classified and Administrative & Professional staff.

B. The funding for merit awards for employees paid from *Educational & General funds (21XX)* will be allocated from central budgets. The cost of merit awards for employees paid from non-E&G sources must be covered by those fund sources.
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Note: Funds 5100, 5200, 5300, 5400 - Grant funded employees: Merit increases are encouraged for employees paid from grant/contract accounts; however, such increases may only be awarded within the provisions of the sponsor guidelines for the grant, or contract. As such, it is the responsibility of the grant administrator to certify that merit increases for grant and contract employees are warranted under the terms and conditions of the sponsors’ guidelines and if allowed.

C. Allocation of Pool Amounts: The Budget Office will determine the merit pool amounts for benefits eligible employees on the payroll as of February 28, 2015, using the aforementioned percentages. The pool will be based on salaries as of May 31, 2015 and will not be increased for any salary changes that occur after this date. A department will receive a pool allocation for any otherwise eligible employee who has terminated after May 31, 2015.

Pools will be established by department, by fund, by division. A Vice President may internally reallocate and/or redistribute their pool amount between departments, but the overall amount within a fund group cannot exceed the overall pool allocation for a division.

IV. Merit Awards

A. Although there is no minimum or maximum increase amount or percentage that may be awarded to an individual employee, pool allocation by employee category cannot be supplemented or exceeded, with the exception that A&P merit funding can be used for Classified staff awards, but not vice-versa.

B. For exempt employees whose salary is over the position range maximum, and for whom managers will grant an increase, managers have the option to award merit as either a one-time lump sum payment or increase to base pay. However, for non-exempt employees whose salary is over the position range maximum, managers only have the option to award merit as an increase to base pay. As with all decisions relating to employee compensation, managers should ensure that this decision is made equitably within their department. Questions or assistance should be directed to HR/Compensation at extension 4254.

C. If an award is recommended for an employee that transfers to another UTSA position before the merit is paid, the merit award amounts, not percentages will follow the employee. In all cases, the prior department head will make the decision about the amount of merit to be awarded based on performance in the previous position for the review period. Merit status should be clearly communicated in writing to the applicant at the time of the job offer. Please work with Human Resources on this aspect. For E&G funded positions, the Budget Office will coordinate any transfers of
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merit funding to the new department. All other funding sources must pay the merit increase for employees that have transferred into a non-E&G funded position due to an internal recruitment.

D. If an employee has multiple appointments in one or more accounts that are shown on different merit templates between divisions, or with different department heads, the same merit percentage must be awarded and reflected on the templates because the employee received only one performance evaluation. This does not apply to employees who have multiple appointments with different titles/job codes. If necessary, the Budget Office may assist in resolving outstanding allocation issues.

E. If a merit eligible employee receives a reclassification or promotion that is not reflected in the salary used to determine the pool allocation, their merit award will be a whole dollar amount based on their former salary rate. Any exceptions, due to oversight, must be reviewed by Human Resources.

F. If a merit eligible employee paid from E&G funds terminates after September 1, 2015, the permanent increase portion of the merit award will remain with the recipient department.

G. Changes to any employee’s merit award recommendation after a President/Vice President has signed and forwarded the official award template to Budget and Human Resources, will require a new form and new President/VP signature that denotes authorization of the changed merit award. These signed changes must be submitted to HR for review prior to submission to the Budget Office.