



FY22 Merit Based Compensation Timeline

Targeted Dates	Activity
Merit Based Compensation Activities	
December 17, 2021	<ul style="list-style-type: none"> ▪ VP's submit final merit awards based on known salaries (Noon)
December 17, 2021 – January 15, 2022	<ul style="list-style-type: none"> ▪ Merit data verification (Budget, HR, IT). No changes accepted by divisions).
January 1, 2022	<ul style="list-style-type: none"> ▪ Effective date of eligible merit increases
January 3, 2022 – January 14, 2022	<ul style="list-style-type: none"> ▪ Merit data upload by ITS and Payroll
January 10, 2022 – January 17, 2022	<ul style="list-style-type: none"> ▪ Merit Letters provided to Unit Leaders
January 31, 2022	<ul style="list-style-type: none"> ▪ Pay slips available for viewing online
February 1, 2022	<ul style="list-style-type: none"> ▪ Monthly merit increase amount reflected in paychecks for merit eligible employees

Highlights of Staff Merit Based Compensation Notes and Rules:

After the completion of 2020-2021 performance evaluations, all eligible non-exempt and exempt staff employees receiving a “highly effective” or “exceptional” rating will receive a 1.5 % merit increase. All eligible non-exempt and exempt staff employees receiving a “Proficient” rating will receive a 1 % merit increase.

After merit increases are applied to base non-exempt and exempt staff salaries, Vice Presidents will be provided with the remaining available merit allocations to be awarded to non-exempt and exempt staff employees as additional discretionary merit pay based on performance. Allocations for discretionary merit will be 3% of the total salary budgets less the amounts awarded with the 1.5%, 1% merit increases and the minimum increases of \$750 described below. Discretionary merit pay amounts are to vary by individual from 0-7%. Vice Presidents will be responsible for providing allocations to their department heads/unit leaders.

After merit increases are finalized, a review of eligible employees in full-time positions with base salaries less than \$25,000 (prorated for employees in regular part-time positions) will be conducted to ensure these employees receive a minimum of \$750.

- The 2020/2021 Performance Evaluation review period is June 1, 2020 – May 31, 2021.
- Supervisors will complete a performance evaluation for all regular full-time and regular part-time employees hired prior to May 1, 2021.
- Employees must have demonstrated meritorious performance as documented on a current performance evaluation with a “Proficient” or higher overall rating that has been conducted in accordance with the university policies.

- Employees must be employed in a regular full-time or regular part-time position to be eligible for merit. Student employees, graduate assistants and other employees in a temporary position are ineligible to participate.
- Employees must have been employed in a regular full time or part time position prior to January 1, 2021 to be eligible for merit.
- Employees in a reclassified, promoted, or equity adjusted position that resulted in a salary increase prior to January 1, 2021 are eligible for merit.
- Staff employees in a reclassified, promoted, or equity adjusted position that resulted in a salary increase between January 1, 2021 and August 31, 2021 are ineligible for merit. However, if the promotion or reclassification salary increase is lower than the merit increase that would be received, the employee will receive the greater of the merit increase or the promotion or reclassification salary increase, but not both.
- Eligible merit increases will be based on salaries effective August 31, 2021 with the monthly merit increase effective January 1, 2022.
- Employees serving in an “interim” capacity are eligible for a merit increase based on their salary prior to their interim appointment.
- Employees must be employed on the effective date of the merit increase to be eligible for merit and must be employed on the date of the first paycheck following the effective date to receive the monthly merit increase amount.

Highlights of Faculty Merit Based Compensation Notes and Rules:

- Faculty must be employed in a regular full-time or regular part-time position to be eligible for merit.
- Faculty must have been employed in a regular full-time or part-time position prior to January 1, 2021 to be eligible for merit.
- Faculty serving in an “interim” capacity are eligible for a merit increase based on their salary prior to their interim appointment.
- Eligible merit increases will be based on salaries effective August 31, 2021 with the monthly merit increase effective January 1, 2022.
- Faculty must be employed on the effective date of the merit increase, January 1, 2022, to be eligible for merit and must be employed on the date of the first paycheck, February 1, 2022, to receive the monthly merit increase amount.
- Merit pay for each faculty member will be determined as the sum of the following components:

A. Rating-based merit pay (using most recent [Periodic Performance Review - PPR](#)):

Effective or Exceptional*: 1.5% of current salary

Needs Improvement: 1% of current salary

Ineffective Performance: 0.0%

* If the most recent review was a promotion and/or tenure review, a positive result from the review is equivalent to a rating of Effective or Exceptional in determining rating-based merit pay.

B. Discretionary Merit Pay (amounts to vary by individual from 0-7%)

In addition to the amounts generated by application of the ratings-based percentages, each Dean may allocate additional amounts of merit pay to individual faculty members based on her/his accomplishments in the domains of Teaching, Scholarship, and Service (including Administration, as appropriate). Deans will use the information provided in the most recent PPR and associated CV.

Regardless of when the last performance review was completed, faculty members wishing to specifically identify exceptional accomplishments between September 1, 2019 and August 31, 2021 that should be considered by the Dean when determining Discretionary Merit pay allocations, may document accomplishments and send to the applicable email address below:

COPEmerit@twu.edu College of Professional Education

CHSmerit@twu.edu College of Health Sciences

CASmerit@twu.edu College of Arts and Sciences

CONmerit@twu.edu College of Nursing

COBmerit@twu.edu College of Business

Note: created September, 23, 2021 Rules are not exhaustive and are to subject to change based on the discretion of the Chancellor and/or Vice Presidents.

Updated November 1, 2021

Updated November 30, 2021