



## **Merit Based Compensation (Staff) Frequently Asked Questions (FAQ's)**

### **What employee status qualifies for staff merit?**

*Regular full-time and regular part-time staff employees employed prior to July 1, 2023, are eligible for merit.*

### **What is the process for determining merit for staff employees?**

*Supervisors have evaluated employees by the end of the 2022-2023 review period and assigned an overall evaluation rating based on individual employee performance. Merit decisions are determined by employee performance during the evaluation period.*

*After the completion of 2022-2023 performance evaluations, all eligible non-exempt and exempt staff employees receiving a "Proficient," "Highly Effective," or "Exceptional" rating will receive a minimum 4% merit increase.*

*After minimum merit increases are applied to base non-exempt and exempt staff salaries, Vice Presidents and Division Heads will be provided with the remaining 1% available merit allocations to be awarded to non-exempt and exempt staff employees as additional discretionary merit pay based on performance during the 2022-2023 evaluation period. Discretionary merit pay amounts are to vary by individual from 0-3%. Total merit pay amounts vary by individual not to exceed 7%. The minimum total merit pay amounts will be \$1,500 (pro-rated for part-time).*

### **Are the merit awards added to base salaries?**

*Yes. Any eligible merit awards will be added to the base salary in the form of a monthly merit award amount. The monthly merit award amount is determined by the total annual merit award divided by the number of pay periods the merit award recipient works annually (9, 10, 11 or 12).*

### **Why are employees hired on July 1, 2023, or later ineligible for merit?**

*All programs, even at other higher education institutions, have necessary cutoff dates. In previous years where merit has been awarded, a cutoff date has been implemented. The cutoff date is subject to change each year.*

### **What is the effective date of the increase and when will I see it on my paycheck?**

*The effective date of the merit increase for eligible employees is January 1, 2024, to be reflected on the January 16, 2024, paycheck for non-exempt employees and the February 1, 2024 paycheck for exempt employees.*



**What kind of discretion will the unit leaders be given when awarding merit?**

*In general, the discretion is designed to be flexible. However, unit leaders may be given directed guidance or determinations by their division Vice President or equivalent.*

**What if I want to appeal my merit increase?**

*Merit increases are not subject to appeal. As always, Human Resources reserves the right to review any action that violates relevant state and federal law.*

**What if I am in an interim position?**

*If you are currently in an interim role and were hired prior to July 1, 2023, you are eligible for a merit increase based on the salary of your position prior to your “interim” appointment.*

**If I received a salary increase as a result of a reclassification, promotion or equity adjustment on July 1, 2023, or later, am I eligible for a merit increase?**

*Staff employees in a reclassified, promoted, or equity adjusted position that resulted in a salary increase on July 1, 2023, or later are ineligible for merit.*

**What if I was a student assistant, graduate assistant, temporary employee or adjunct faculty member and transitioned into a staff position? Am I eligible for the merit increase?**

*If you were in a temporary, non-eligible position (temporary, student assistant, graduate assistant, adjunct faculty, etc.) and hired into a regular part-time or regular full-time staff position July 1, 2023, or later, you are not eligible for a merit increase. However, if you were hired into a regular part-time or regular full-time staff position prior to July 1, 2023, you are eligible for a merit increase.*

**What if I terminate my position at TWU prior to the first paycheck date?**

*Employees must be employed in a regular part-time or regular full-time staff position on the effective date of the merit increase, January 1, 2024, to be eligible for merit. Non-exempt employees must be employed on the date of the first paycheck date of January 16, 2024, to be eligible to receive the first merit increase amount. Exempt employees must be employed on the date of the first paycheck date of February 1, 2024, to receive the first merit increase amount.*