



## **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.*

### **What is the process for faculty merit awards?**

*There is a separate process facilitated by Dr. Kapinus for faculty merit awards.*

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

*After 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 to be awarded to staff employees as additional discretionary merit pay based on performance. Discretionary merit pay amounts are to vary by individual and total merit awards may not exceed 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.*

### **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 January 1, 2021 or later ineligible for merit?**

*All programs, even at other higher education institutions have necessary cutoff dates. 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, 2022 to be reflected on the February 1, 2022 paycheck.*



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**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 January 1, 2021, 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 between January 1, 2021 and August 31, 2021, am I eligible for a merit increase?**

*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 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, equity adjustment or reclassification salary increase, but not both.*

**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 January 1, 2021 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 January 1, 2021, you are eligible for a merit increase.*

**What if I terminate my position at TWU prior to the pay date of February 1, 2022?**

*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, 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.*