

LOCAL 73 (CLERICAL) MERIT INCREASE GUIDELINES

Eligibility All status employees represented by Local 73 (Clerical) who are not in a probationary period and who have not reached the range maximum are eligible for merit increase consideration. An employee may receive only one merit increase per salary (contract) year.

Evaluation A merit increase nomination for a Local 73 (Clerical) employee must be accompanied by a written evaluation of the employee's performance. As set forth in Article IV, Section 7(e) of the Agreement, a merit increase may be awarded based on the employee meeting or exceeding the following criteria:

1. Superior knowledge of the requirements of his/her position.
2. Superior quality of work
3. Ability to handle responsibility
4. Acceptable rate of productivity
5. Demonstrated initiative
6. Good attendance record

Increase Amount and Authorizations A merit increase (e.g., 2% or 4%) recommended for an eligible employee must result in the employee being placed on a specific step in his/her salary grade, but the increase cannot exceed 8%. Supervisors must submit the written evaluation justifying the merit consideration along with a Local 73 (Clerical) Merit Increase Authorization Form (Page 2) to the unit head via appropriate departmental channels. Since merit increases are discretionary, each nomination is subject to the review and written approval of the Dean, Director, Department Head or Chairperson as well as the authorization of the Vice Chancellor or Vice President who has ultimate authority for the organization to which the employee is assigned. The signature of the College/Administrative Unit is also required for expenditure confirmation.

Funding Funding for any merit increases awarded will need to come from internal reallocation within units.

Timing and Transmittal Approved increases will be implemented by the Human Resources Department, to become effective the pay period of receipt of the completed authorization form.

**ALL APPROVED INCREASE NOMINATIONS MUST BE SENT TO:
HUMAN RESOURCES COMPENSATION SECTION
HRB 305 (M/C 897)**

LOCAL 73 (CLERICAL) MERIT INCREASE AUTHORIZATION FORM

(This form must be included with each individual merit increase submission and must be accompanied by a written evaluation of performance as described in the Local 73 (Clerical) Merit Increase Guidelines.)

Administrative Unit _____ / _____
(Vice Chancellor) (Department)

College/Department Org Code _____

Employee's Name _____

Employee's UIN number _____

Classification _____
(Complete Title)

Proposed Increase Percentage _____%

Present Step _____ Proposed Step _____

(Please reference the Local 73 Clerical Wage Plan to ensure that the proposed increase result in the employee being placed on a specific step in his/her salary grade.)

AUTHORIZATIONS The following signatures are required for all merit increases.

Dean, Director, Department Head or Chairperson:
(Print or type name) _____

(Signature) _____

College/Administrative Unit:
(Print or type name) _____ (Expenditure confirmation)

(Signature) _____

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