2018-2019 Employee Merit Information

Employee Merit is a web based system used for annual merit distribution. Navigation Aids/Instructions are available as well as a Resources page which provides detailed instructions for each role, checklists, and a key to assist with the employee merit process. If you have questions regarding personnel data on the merit screens, contact your HR Systems Analyst via e-mail or at x2171.

Owners receive merit information first and route merit to those who have been designated as editors for merit pool distributions and/or to contract changers to make necessary changes for faculty contract information. Final Approvers must approve all distributions and route screens to central HR by choosing the drop down field of "HR Office" for review, audit and implementation.

- Employee information is due from Final Approvers June 1, 2018
- Notification to Deans, Directors and Vice Presidents that they can release merit increases to employees is expected by June 30, 2018

1. Merit Pool Percentages

The merit pool is an amount equal to the merit pool percentage multiplied by the current year’s base salary. See the current merit pool percentages in the table below.

<table>
<thead>
<tr>
<th>Personnel Category</th>
<th>Merit Pool %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Full-Time</td>
<td>2.00</td>
</tr>
<tr>
<td>Faculty Part-Time</td>
<td>2.00</td>
</tr>
<tr>
<td>Exempt</td>
<td>2.00</td>
</tr>
<tr>
<td>Non-Exempt</td>
<td>2.00</td>
</tr>
<tr>
<td>Chairperson</td>
<td>2.00</td>
</tr>
</tbody>
</table>

To be eligible for a merit increase, an employee must:

- have been hired prior to 4/1 for non-faculty
- have been hired prior to the end of the spring semester for faculty
- not have a negotiated salary

a. Merit Pools are to be distributed strictly on the basis of merit.

b. Merit Pool Percentages should not be considered the “average” merit amount. This percentage is merely a means to determine merit pool dollars.

c. Merit Pool Percentages MUST coincide with the performance appraisal’s overall rating for the employee.

d. Merit Pools for employees who have negotiated or predetermined salaries may not be distributed to other employees. If a merit increase is not part of the negotiated salary, the REMOVE EMPLOYEE FROM POOL box should be checked to reduce the pool.

e. Merit Pool funds for employees on leave without pay or on inactive status, who will not be returning as of 7/1 or 9/1 and who are not being given an increase, cannot be spread among other employees. The REMOVE EMPLOYEE FROM POOL box should be checked to reduce the pool.
f. Merit Pools cannot be mixed between personnel categories.

g. If a faculty member is hired prior to the end of the current semester and will be here for the Fall Semester, they are entitled to all increases indicated by the CBA.

h. For any merit increase above the upper limit of 4%, a comment detailing justification for the increase must be added in the merit screen.

2. Structural Adjustments

Structural Adjustments are a centrally determined increase designed to make salaries of employees competitive with external markets. This column is only used if a central decision is made for a group of employees and not for departmental increases. For 2018-2019, the CBA has outlined Structural Adjustments for Faculty members (section 12.3.b). See the table below for those Structural Adjustments. The structural adjustment column on the Employee Merit Screens will prepopulate with the amount associated with the faculty member’s grade as displayed on the screens. Should there be a change necessary, a comment should be entered into the Merit Screen and HR Systems will adjust.

**Structural Adjustments for 2018-19:**

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Structural Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>$740</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>$910</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>$1080</td>
</tr>
<tr>
<td>Professor</td>
<td>$1520</td>
</tr>
</tbody>
</table>

3. Faculty Promotions

Faculty promotions approved by the Board of Trustees have an associated promotional increase amount. These promotions should be processed on an EM JED. Faculty promotional increments as defined in the AAUP CBA section 12.7 are listed in the following table.

<table>
<thead>
<tr>
<th>Faculty Promotions to…</th>
<th>Academic Yr</th>
<th>Fiscal Yr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Instructor</td>
<td>$5910</td>
<td>$7165</td>
</tr>
<tr>
<td>Senior Instructor</td>
<td>$7255</td>
<td>$8735</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>$4445</td>
<td>$5435</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>$5910</td>
<td>$7165</td>
</tr>
<tr>
<td>(or Non-Tenure Faculty 3 Yr. Contract Renewal)</td>
<td>$5910</td>
<td>$7165</td>
</tr>
<tr>
<td>Professor</td>
<td>$7255</td>
<td>$8735</td>
</tr>
<tr>
<td>(or Non-Tenure Faculty first 5 Yr. Rolling Contract)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. Continuing Track Faculty Contract Renewals

Contract renewals for continuing track faculty members in their first year of a three year contract or in their first five year contract should be processed on an EM JED and be based on the amounts as listed in the promotional increments table in #3 above. Further information about Non-Tenure Track Faculty contracts can be found in the Faculty Handbook section 4.1.6.

5. Faculty Other Increases

Other increases for faculty may be made under special situations with Provost approval. These other increases should be entered in the Other Increase column on the screens.

6. Minimum Salary Levels - Faculty

If the Merit Increase plus Promotional Increment do not bring the faculty member up to the CBA minimum, add the additional amount required in the other increase column with a comment noting why. Minimums as specified in section 12.9 of the CBA:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Academic Yr</th>
<th>Fiscal Yr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>$53770</td>
<td>$63050</td>
</tr>
<tr>
<td>Associate Instructor</td>
<td>$59805</td>
<td>$70165</td>
</tr>
<tr>
<td>Senior Instructor</td>
<td>$67210</td>
<td>$78895</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>$77315</td>
<td>$92615</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>$89585</td>
<td>$107820</td>
</tr>
<tr>
<td>Professor</td>
<td>$109370</td>
<td>$131525</td>
</tr>
</tbody>
</table>

7. Employee Transfers

For employees who have transferred to other departments after merit screens are created, the old department will need to discuss the merit increase with the new department. If an employee’s EM group is changed, the change in EM group will be reflected in the merit system via an overnight update process.

8. Faculty Moving to Non-Faculty Positions

For any faculty who are members of the bargaining unit on the last day of the current year (6/30 or 8/31) but not on the first day of the new year (7/1 or 9/1), merit should be given based on the non-bargaining unit merit percentages. Any merit percentage greater than the faculty merit % must be processed on an EM JED. The EM JED merit percentage plus the CBA faculty merit % must not exceed the non-faculty percentage unless fewer merit dollars are given to others in the appropriate category.
9. Limited Term Researchers, Post Doctoral Researchers and Post Doctoral Fellows

Limited Term Researchers, Post Doctoral Researchers and Post Doctoral Fellows are included on the merit screens. They are not included in the Merit Pool. If they are to be continued for the new year, their salary increase, which is paid for by the department, should be made by increasing the EM Annual Rate on the merit screens.

10. Managing Compensation for Incumbent Salaries that Exceed Maximum for the Grade

Employees exceeding the maximum for their grade for Employee Merit 2018-2019 will be noted on the merit screens. Effective July 1, 2015, base salaries will not be increased for any employee with a salary that is equal to or greater than the maximum of their salary grade until future adjustments to the salary structure result in a salary grade maximum that is greater than the current salary. Salary increases resulting from employee merit will be made in the form of an "over-the-grade maximum" payment in lieu of an increase to their base salary. These payments will be issued as supplements and will not be permanently added to an employee's base salary. An employee who reaches the maximum for their grade due to their employee merit increase will also be noted on the merit screens. If that increase will put them over the maximum for their grade, the additional merit increase will be made in the form of an “over-the-grade maximum” payment.

“Over-the-grade maximum” increases resulting from the Employee Merit process will be consistent with the merit-based percentage increase, but will be paid in the regular pay cycle during the course of the year. This means that "over-the-grade maximum" payments will not be compounded on the base pay from year to year. For additional information regarding this, please review the Classification & Compensation Guidelines, section 2.6: [http://www.udel.edu/hrclass/compsystem/Compensation-Guidelines.pdf](http://www.udel.edu/hrclass/compsystem/Compensation-Guidelines.pdf)

11. Terminal Contracts

Employees on terminal contracts are not listed on the merit screens. A list of employees on terminal contracts will be provided separately with information regarding salary increases. A JED must be processed to either terminate or re-appoint these employees.

12. Variable Contracts

Employees who are on variable contracts will display on the screens with a flag. Because the start dates vary, they are included for informational purposes only in order to better reflect the appropriate merit pools. Any merit increase entered for a variable contract employee will need to be submitted on a JED effective upon the contract renewal date.

13. Partial Year employees

Those benefitted employees who work full-time workweeks for part of the year (9, 10, 11 months) have a flag that displays “Partial Year”. This indicates that the merit screen is showing their annual rate as what they earn over their contract period. This annual rate will be divided by 24 pays to receive the per pay compensation rate. The minimums and maximums read by the merit system are based on a 12 month annual rate; for partial year employees, behind-the-scenes the merit system will automatically calculate their 12 month annual rate for purposes of determining if the salary is under the min or over the max.