

2019-2020 Employee Merit Guide

Overview

Employee Merit (EM) is a [web-based system](#) is used for annual merit distribution. Salary increases are to be distributed strictly on the basis of merit and amounts must coincide with the performance appraisal rating for the employee.

Timeline

- EM screen released to Owners by May 10, 2019
- EM information due from Final Approvers on May 31, 2019
- Notification to Deans, Directors and Vice Presidents to release merit increases to employees is expected by June 28, 2019

CONTENTS	Page
Roles in Employee Merit System	1
Merit Pool for 2019-2020	1
Employee Merit Rules	2
Faculty Employee Merit Information	2-3
Staff (Exempt and Non-exempt) Special Situations	4-5
Limited Term Researchers and Post-Docs (Researchers and Fellows)	5
Employee Merit JED Web Forms and When to Use Them	5
When to Process a Regular JED Web Form	5
Employee Merit System Icons	6

Roles in the Employee Merit System

Owners – receive merit information first and route to those designated to make the merit distributions

Editors – distribute the merit amounts among eligible employees while ensuring the total amount is equal to the merit pool

Contract Changers – make necessary changes to faculty contract information

Final Approvers – review and approve all distributions by routing EM screens to Central HR

Merit Pool for 2019-2020

The merit pool is an amount equal to the merit pool percentage multiplied by a unit's current year's base salary.

Personnel Category	*Merit Pool %
Faculty Full-Time	2.00
Faculty Part-Time	2.00
Exempt	2.00
Non-Exempt	2.00
Chairperson	2.00

*Merit Pool Percentages should not be considered the "average" merit amount when distributing the EM to employees. This percentage is merely a means to determine merit pool dollars.

Employee Merit Rules

1. Merit Pools dollars cannot be mixed between personnel categories (e.g. nonexempt and exempt)
2. Employees eligible for merit increases:
 - Exempt and non-exempt staff - hired prior to 4/1
 - Faculty - hired prior to the end of the current spring semester
 - Employee separating after the merit date 7/1 (fiscal) or 9/1 (academic)
 - Employees who do not have a pre-approved salary
3. Employees not eligible for merit increases must be removed* from EM Pool:
 - Employee with predetermined salaries
 - Employee hired or promoted prior to 4/1, but whose new salary reflects an amount inclusive of merit
 - Employee on leave without pay or inactive status and will not be returning 7/1 or 9/1
 - Employee separating before 7/1 (fiscal) or 9/1 (academic)

*Remove an employee from the pool with a checkbox on the EM screen
4. Any merit increase above the upper limit of 4%, must have a comment added in the merit screen detailing justification for the increase.

Faculty Employee Merit Information

Structural Adjustments for 2019-2020

Structural Adjustments are a centrally-determined increase designed to make salaries of employees competitive with external markets. For 2019-2020, the CBA has outlined Structural Adjustments for Faculty members (section 12.4.b).

Faculty	Structural Adjustment
Instructor	\$750
Assistant Professor	\$920
Associate Professor	\$1090
Professor	\$1540

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.

Faculty Promotions to...	Academic Year	Fiscal Year
Associate Instructor	\$6030	\$7310
Senior Instructor	\$7400	\$8910
Assistant Professor	\$4535	\$5545
Associate Professor (or Non-Tenure Faculty 3 Yr. Contract Renewal)	\$6030	\$7310
Professor (or Non-Tenure Faculty first 5 Yr. Rolling Contract)	\$7400	\$8910

Continuing Track Faculty Contract Renewals

Contract renewal increases 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 Web Form and be based on the amounts as listed in the promotional increments table above. Further information about Non-Tenure Track Faculty contracts can be found in the [Faculty Handbook section 4.1.6](#).

Continuing Track Faculty Progression (general)	Instructor Titles	Pay Increase Upon Renewal
Initial 2-year appointment	Instructor	n/a
Second 2-year appointment	Instructor	n/a
Third 2-year appointment	Instructor	n/a
3-year appointment	Associate Instructor*	\$6030 Academic contract \$7310 Fiscal contract
4-year appointment	Associate Instructor	
5-year “rolling” appointment	Senior Instructor*	\$7400 Academic contract \$8910 Fiscal contract

* Department will need to submit an HR Position Change Web Form to update **Instructor** title.

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 EM screens.

Faculty Minimum Salary Levels

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 in the EM screens with a comment noting why. Minimums as specified in section 12.9 of the CBA.

Faculty Minimum Salary	Academic Year	Fiscal Year
Instructor	\$55,610	\$65,075
Associate Instructor	\$61,765	\$72,335
Senior Instructor	\$69,320	\$81,240
Assistant Professor	\$79,800	\$95,405
Associate Professor	\$92,490	\$111,090
Professor	\$113,130	\$135,725

Staff (Exempt and Non-exempt) Special Situations

Employee Transfers

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.

Incumbent Salary Exceeds Maximum Salary for the Grade

Employees exceeding the maximum for their grade 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>

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 Web Form must be processed to either terminate or re-appoint these employees.

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 Web Form effective upon the contract renewal date.

Partial Year Employees

Benefitted employees who work full-time workweeks for part of the year (9, 10, or 11 months) have a flag that displays "Partial Year".

- This flag indicates that the merit screen is showing their annual rate as the amount they earn over their contract period.

- This annual rate will be divided by 24 pays to calculate 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 minimum or over the maximum.

Admin Supplement Adjustments

- Adjustments for staff that are based on a percentage of base pay need to be adjusted outside of the merit screen – process a JED web Form
- If no longer applicable, remove Admin Supplement on EM screen

Limited Term Researchers, Post-Doctoral Researchers, 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 (paid for by the department) should be made by increasing the EM Annual Rate on the merit screens.

Employee Merit JED Web Forms and When to Use Them

Employee Merit (EM) JED Web Forms are JEDs that originate from a link within the EM screens.

- Any increase submitted on an EM JED will be reflected on the merit screen in the JED “Increase” column once it is approved.
- This allows the EM Final Approvers to see the new annual rate that results from an increase submitted by an EM JED Web Form.

These are the specific situations where an EM JED Web Form is appropriate:

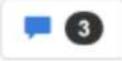
- Faculty promotional increase amounts and tenure updates
- Renewal increases for 3- or 5-year Continuing Track faculty contracts
- Provost-approved “Other” increases for faculty in primarily administrative roles
 - This is in lieu of the “Other Increase” column which is only available on faculty EM screens (e.g. associate deans)
- To bring someone up to the minimum salary for the grade
 - This is **not** included in the merit increase column as it is not based on their performance appraisal
- Variable contract employees cannot be updated via EM, they are displayed on the screen for distribution and allocation of pool dollars

When to process a regular JED Web Form

These situations require a regular JED (**not** an EM JED):

- Terminations
- Retirements
- Contract date updates
- Tenure updates
- Variable employee contract renewals
- Staff administrative supplement adjustments

Employee Merit System Icons

<p>Comment(s)</p> 	<p>Used to enter comments and displays the number of comments entered. Some changes require comments, such as when someone is removed from the merit pool. The overnight update process will add a comment for any changes that impact merit which occur after the screens have been created.</p>
<p>Over Maximum</p> 	<p>Annual rate is at or over the maximum.</p> <ul style="list-style-type: none"> • No action required. • EM System will not increase the employee's EM annual rate. • EM System will move the portion of the Merit Increase that is over the maximum to a Merit Supplement.
<p>Below Minimum</p> 	<p>Annual rate is under the minimum</p> <ul style="list-style-type: none"> • Enter the employee's merit increase. If it is still under the minimum (icon still appears), complete an EM JED to bring up to minimum. • If the merit increase brings the person to the minimum or above, the icon will disappear.
<p>40 Hour Employee</p> 	<p>Employee is listed as working 40 hrs/week. Minimum salaries are different for 40 hr/week vs 37.5 hr/week positions.</p>
<p>Retired</p> 	<p>Retired and \$ removed from merit pool; overnight update process will add a comment in addition to this icon for someone who retires after the merit screens were created.</p>
<p>Terminated</p> 	<p>Terminated and \$ removed from merit pool; overnight update process will add a comment in addition to this icon for someone who terminates after the merit screens were created.</p>
<p>Partial Year</p> 	<p>Partial year (9-, 10-, and 11-month) employee; annual rate reflects the rate earned over the contract period. The merit system will calculate the 12-month annual salary when determining if minimum salary is met or if salary is over the maximum; min and max are based on 12-month annual rate.</p>
<p>Old Annual Rate Adjustment</p> 	<p>This will be added by the overnight update process when the old annual rate has changed; this will adjust the EM annual rate.</p>
<p>Variable Contract</p> 	<p>Variable Contract</p> <ul style="list-style-type: none"> • This is informational only; merit system will not update the job record for these employees • JED will need to be done to renew contract and apply merit increase upon contract renewal date (varies by employee)