

## Pay Increases

Pay increases are dependent on authorization and funding by the State Legislature or by the University. Pay increases are of three types: longevity pay for employees with at least two years of service; legislated across-the board increases, which are awarded to all employees; and merit increases.

Merit increases are restricted by **available funding for each fiscal year**. Merit increases will be awarded to staff that perform their jobs satisfactorily and meet or exceed the job expectations. The size of the merit increase will be determined by funds available, employee productivity, efficiency and/or exceptional quality of work performance above and beyond that which would be considered standard performance of duties. An employee's length of service is not a selection criterion. **Probationary employees are not eligible for merit increases**. Employees whose overall performance is less than satisfactory or unsatisfactory will not be considered for a merit increase.

Merit increases are based on the performance of the duties listed on your position description. Anything above or below satisfactory performance on an individual's evaluation must be backed up by documentation that has been accumulated through the year in the form of semi-annual reviews, written reprimands, specific examples, etc. Listed below are the evaluation categories based on our scale from three (3) to one (1), with three (3) being the highest possible rating:

- 3 – Performance **exceeds** expectations: Performance overall exceeds expectations.
- 2 – Performance **meets** expectations: Overall performance is good and solid.
- 1 – **Does not meet** expectations: Performance has not met key responsibilities.

The better your performance, the better opportunity you will have for a merit increase.