

## Announcement Regarding Merit Pay Submissions December 6, 2018

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The revised due date for the merit raise submissions is now Friday, December 14<sup>th</sup>. President Peterson's principal merit raise guideline is the following:

“The merit raises for eligible employees should average approximately 2% for each major campus division, regardless of the funding sources. Deans and other division heads may determine the level of aggregation within their divisions at which the averages are computed.” ([Fiscal 2019 Salary Adjustment Guidelines](#) issued 11/7/2018)

The spirit of the raise guidelines was emphasized in this message from the Executive Leadership Team to their respective division heads:

“You are welcomed and encouraged to adjust and reallocate the pool dollars within your sub-units to better meet the objective of a 2% average increase for all eligible employees. Further, you are strongly encouraged to *work within the spirit of the guidelines*, even if funds remain in your division's allocation.”

The initial targets issued by the Budget Office for the Resident Instruction/General Operations (RI/GenOps) raise pools were calculated on the basis of 1.31% of all non-group, regular positions funded by RI/GenOps. This method provided adequate funding Institute-wide. However, since some areas have a larger percentage of employees earning below \$150,000 than other areas, many of these units would not have enough funding to reach the 2% average for eligible employees, while other units would have more than required.

In keeping with the spirit of this merit raise, the Budget Office has re-calculated the raise pool targets for the divisions and departments on the basis of 2% of the salaries of eligible employees in each unit. This calculation is based on the SPD distribution from January through June. The Budget Office will provide the targets and the budget allocation details to the division-level budget/finance directors this week. This fiscal year's budget allocation will be one-time, and the Fiscal 2020 allocation will be permanent (details to follow).