



## FY2020 MERIT INCREASE GUIDELINES

The University of Houston-Downtown's merit increase program is designed to recognize and reward meritorious performance and valuable contributions of faculty and staff.

### Staff Merit

- 2.5% pool
- Based on meritorious performance during the most recent evaluation period.
- 2018-19 Annual Staff Performance Evaluations and Probationary Staff Evaluations finalized on or before September 30, 2019 will be used to establish three staff groups:
  - **High Merit** - Approximately top 25% of their cohort
  - **Regular Merit** - Approximately middle 65% of their cohort
  - **No Increase** – Approximately 10% of all staff, including:
    - Bottom 10% of their cohort
    - Staff scoring below 3.00/5.00 (Meets Expectations) in their 2018/19 Annual Performance Evaluation
    - Administrative Staff scoring below 2.00/4.00 (Meets Expectations) in their 2018/19 Annual Performance Evaluation
  - **Not Eligible**
    - Staff placed on suspension or PIP on or after March 1, 2019
    - Probationary staff
    - Temporary staff
    - Staff not completing the annual mandatory training by the published deadline
    - Staff having outstanding financial obligations to the University of Houston System
- Merit raises for eligible employees who were reclassified, promoted or hired into a new position beginning January 1, 2019 may not exceed 2.5% of their new salary as follows:
- High Merit – 2.5% of their new salary
- Regular Merit – 1.5% of their new salary
- Merit increases will not take into account stipends or interim appointments; the merit
  - increase will be based on the base salary excluding any type of additional compensation.
- The University President has discretionary authority for awarding merit increases outside of these guidelines.

Proposed staff merit increases have been reviewed and approved by ESO and the appropriate vice president.