

Policy

This policy establishes merit guidelines for limited appointees who are eligible for compensation changes for superior and meritorious performance in accordance with UW System Administrative Policy 1277. UWRF recognizes that some employees perform at a higher than satisfactory level by doing significantly more than what is normally expected of the position. Merit criteria/factors to consider include but are not limited to:

- Length or frequency of outstanding performance.
- Overall significance or importance of the employee's work products to the organization.
- Regularity with which the outstanding performance or unique contribution is demonstrated (e.g. an employee who routinely demonstrates exceptional performance and performs special projects on an ongoing basis, as compared to an employee who completes a one-time special project).
- Whether the employee has acquired additional competencies (e.g. educational attainment, certifications, etc.), which are both specialized and critical in carrying out the permanent functions of the position.

Eligibility Criteria

1. Employees must be continuously employed at UWRF in a Limited Appointee position for at least twelve months prior to the effective date of the merit increase.
2. Employees who have received a 5% or greater pay adjustment within the twelve months prior to the effective date of the merit increase are not eligible to receive a merit increase.
3. Employees must have completed mandatory training required for state and local compliance (for example, but not limited to, Executive Order 54 training and Outside Activity Reporting).
4. Employees who are supervisors must have completed performance reviews for all of their subordinates by scheduled timelines for the fiscal year.
5. Employees must have a current performance review documented and on file in Human Resources with a rating of "Exceeds Expectations" or "Exceptional".
6. Employees are not eligible to receive a base merit increase for two consecutive years.

Procedure:

1. If merit is budgeted for a fiscal year, the budgeted pool will be distributed by the Chancellor to each division head based on the number of employees who received a rating of "Exceeds Expectations" or "Exceptional" on their current performance evaluation.

2. The Division Head will have the discretion to determine the amount of the award for eligible limited appointees within their division. The determination should be based on the current performance evaluation.
3. The Chancellor has final approval of all merit awards.

Responsible Party	Process	Timeline
Immediate Supervisor	Performance evaluation is completed	By the 2 nd Friday in June
Human Resources	Identify Limited Appointees that received an “Exceeds Expectations” or “Exceptional” on the current performance review and meet eligibility criteria	By the 3 rd Friday in June
Division Head	Review evaluations and select employees for merit. Determine amount of merit award.	By the 4 th Friday in June
Chancellor	Reviews requests and informs Division Head of approval or denial	By the 1 st Friday in July
Division Head	Informs employee of outcome.	By the 2 nd Friday in July
Human Resources	Process base bay adjustment	August 1 effective Date

Authority

The UW-River Falls Chancellor approves this policy in accordance with the Administrative Policy process. The Vice Chancellor for Business and Finance is responsible for the substance of, and compliance with all administrative policies. Request an exception to this policy by writing to administrative-policy@uwrf.edu.

Sanctions and Appeals Process

Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

University Responsibilities

The Vice Chancellor for Business and Finance is responsible for administration of this policy.

Related Documents

UW System Administrative Policy 1277 Compensation

Contact

Please direct questions about this policy to administrative-policy@uwrf.edu.