2011-2012 Merit Program for Policy Covered Staff
Policy Covered Staff

Personnel Policies for Staff Members (PPSM)

AKA: non-represented
AKA: Unit 99
General Eligibility Criteria:

- Professional and Support Staff (PSS) and Management and Senior Professional (MSP) staff appointed to a career position by January 1, 2011
- Nonprobationary staff with a performance rating of satisfactory/solid or better
- Annual salary that is less than $200,000 and less than the salary range maximum
- Must not have received another salary increase on or after January 1, 2011
- Senior Management Group (SMG) staff are not eligible
What’s the merit control figure?

3%
Amount of Merit Increases

• Up to 6% and within budget
• Unsatisfactory rating = 0%
• Improvement Needed rating = 0%
• Within grade
• Regental Threshold ($218K)
• VC offices may not establish supplemental guidelines
Key Dates

- July 1\textsuperscript{st} MO effective date
- July 10\textsuperscript{th} BW effective date
- Oct 3\textsuperscript{rd} (EVE) Web Merit loaded from PPS
- Oct 5\textsuperscript{th} Web Merit open to VC Offices
- Oct 10\textsuperscript{th} Web Merit opened for department
- Oct 14\textsuperscript{th} Web Merit closed to department input
- Oct 18\textsuperscript{th} Web Merit closed to VC offices
- Oct 22\textsuperscript{nd} (WKD) PPS update
- Nov 1\textsuperscript{st} MO payday
- Nov 9\textsuperscript{th} BW payday
- TBD - Retro payment tentative scheduled for December
PPS “freeze” Oct 4th to Oct 24th

Unit 99 only
Unit 99 Separations OK
Unit 99 New Hires OK
Other Units OK
PPS data selection criteria

1) Coded as a career employee (type 2 and 7).
2) Next Salary Review Code “2” and Next Review Date “07/11” or earlier.
3) Hire Date “01/01/11” or earlier.
4) Active REG distribution lines in effect
5) Place on home department roster.
Guidelines

UCSD Guidelines are still pending. Seeking clarification from UCOP.

Final guidelines to be posted on Blink.
Web Merit

- Department testing week of September 19th
- User access via VC office approval and DSA request via ATLNG
- Training week of September 12th
Manual Merits

Obtain VC office approval

PPS Action Code 04

Include explanation in PPS comments
Other Increases Pending

• RX & TX 3% ATB effective October 1, 2011
• SX 3% ATB and $13.50 minimum increase effective October 1, 2011.

Please note that the 3% ATB increase for SX is on hold at this time per UCOP. Central HR will process the $13.50 minimum increase centrally. SX new hire rates effective on or after October 1st must be keyed into PPS at $13.50