The merit control figure is 3%.

The effective date of the increase is 7/1/11 for monthly paid employees and 7/10/11 for biweekly paid employees. The increase will appear in the 11/1/11 monthly and in the 11/9/11 biweekly paychecks for October earnings. The retroactive portion will be paid in a separate check to be issued following the regular monthly and biweekly paychecks.

ELIGIBILITY

General Eligibility Criteria for Professional and Support Staff:
- Appointed to a career position by January 1, 2011
- Successfully completed probation
- Performance rating of “satisfactory/solid” or better
- Annual salary less than $200,000 and less than the salary range maximum
- Must not have received another salary increase on or after January 1, 2011
- No Senior Management Group (SMG) staff are eligible

Common Eligibility Questions:
(a) Are employees who were exclusively represented on January 1st and then became non-exclusively represented prior to July 1st eligible for a merit review? Yes, if they otherwise qualify.
(b) Are employees who transfer from another UC campus eligible for a merit review? Yes, if they have successfully completed their probationary period at the other UC campus and are otherwise eligible. (Note: they will not appear on the Web Merit department roster and will require a manual merit update.)
(c) Does time worked in a limited appointment count toward the probationary period? Up to 1,000 hours on pay status (excluding overtime and on-call) in a limited appointment may be credited towards completion of the probationary period, if it is in the same position with the same supervisor immediately preceding the career appointment.
(d) Does time served in an academic appointment prior to being hired into a career staff appointment count toward the probationary period? No.
(e) Are employees eligible, who separate before the merits are distributed? No.

See PPSM 22 Probationary Period for more information on probationary requirements for policy covered career staff employees. Contact Employee Relations at 4-4115 if you have questions regarding the probationary status of an employee.

BUDGETS

The Campus Budget Office will coordinate merit increase funding for employees permanently budgeted on State General Funds and Student Services Fee Funds who are eligible for a merit increase. Departments are responsible for funding increases for
employees who are not permanently budgeted on State General Funds or Student Services Fee Funds. Contact Traci Carpenter in the Campus Budget Office at x40502 if you have any additional questions regarding the funding departments will receive.

PERFORMANCE APPRAISALS

(7) Performance appraisals should be completed within the twelve months preceding the processing of any merit increase. The performance appraisal is intended as a means of measuring and enhancing individual, team, and institutional performance; fostering professional development and career growth; aiding in the determination of merit increases; and meeting the internal and external demands for documentation of individual performance. The merit increase should align with the performance appraisal results. An individual whose performance rating is *Unsatisfactory* or *Needs Improvement* may not receive a merit increase.

(8) Performance Appraisal Ratings Translation Table. The OP Web Merit software requires translating the UCSD performance appraisal ratings into generic OP ratings in accordance with the table below.

<table>
<thead>
<tr>
<th>UCSD</th>
<th>UCOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>E Exceptional</td>
<td>5 Superior/Outstanding</td>
</tr>
<tr>
<td>A Above Expectations</td>
<td>4 Exceeds Expectations/More than Satisfactory</td>
</tr>
<tr>
<td>S Solid Performance</td>
<td>3 Meets Expectations/Satisfactory</td>
</tr>
<tr>
<td>I Improvement Needed</td>
<td>2 Partially Meets Expectations/Improvement Needed</td>
</tr>
<tr>
<td>U Unsatisfactory</td>
<td>1 Fails to Meet Expectations/Unsatisfactory</td>
</tr>
<tr>
<td>N No Evaluation</td>
<td>X No Evaluation</td>
</tr>
</tbody>
</table>

AMOUNT OF INCREASES

(9) Within grade salary advancement is based primarily on merit and funding availability. Factors to consider include the individual’s performance as it relates to current pay and assigned responsibilities; performance relative to other members of the review unit; and position within the range.

(10) The amount of the merit increase may not exceed 6%. Additionally, the total increase (merit, equity, promotional, and reclassification) for any individual during a fiscal year may not exceed 25% of the individual’s salary as of June 30th of the prior fiscal year (June 30, 2011).

(11) No increases may be granted to individuals whose base salary is currently $200,000 or more. Additionally, the post-merit total cash compensation (including potential incentive compensation) should not exceed $218,000. Please contact Judy Johnson, Senior Management Group Coordinator, at 4-3391 or jjohnson@ucsd.edu, for guidance.

(12) Rounding of salaries is not required.
WEB MERIT

(13) Web Merit is a web-based application which enables authorized users to recommend merit increases for eligible employees. Data from PPS (Payroll/Personnel System) is downloaded into Web Merit. The application is then opened for departments to enter performance appraisal information and merit recommendations. Upon review and approval by the cognizant Vice Chancellor office and Campus Human Resources, the new salaries are uploaded into PPS.

Employees who are not eligible for a merit increase but are included in Web Merit must be deleted from Web Merit.

(14) Web Merit tentative Timeline
Evening of Oct 3rd: Web Merit loaded with PPS data
October 5th: Web Merit opened to VC offices
Oct 10th: Web Merit opened for department input
Oct 14th: Web Merit closed for department input
Oct 18th: VC offices complete their review
Weekend of Oct 22nd: Web Merit data uploaded into PPS

(15) Department Rosters. Your department roster is based upon the PPS upload into Web Merit. If an employee is missing from your roster, you may have a PPS coding problem. If an employee who is eligible for a merit is missing, you will need to notify your Vice Chancellor office and process a manual merit. (Use PPS Action Code 04 and indicate in the comments that the increase is being processed manually because the employee is missing from Web Merit.) **If an employee who is not eligible for a merit increase appears on your roster, you must delete the employee using the delete function in Web Merit.** (Indicate in the comments section that the employee is not eligible for a merit and why.)

(16) If you are not sure why an employee does or does not appear on your roster, consider the five questions that follow below. If you answer “yes” to each question, the employee should appear on your roster. Contact Mary Coronado in the Campus Human Resources Office at 4-0281 or mcoronado@ucsd.edu for assistance with reconciling your roster.

(a) Is the employee coded as a career employee (type 2 and 7) in PPS?
(b) Is the employee’s Next Salary Review Code “2” and Next Review Date “7/1/11” or earlier in PPS?
(c) Is the employee Hire Date “1/1/11” or earlier in PPS?
(d) Does the employee have active REG distribution lines in effect 7/1/11 or later in PPS?
(e) Are you the home department in PPS?

(17) Web Merit Access. Contact your department DSA (Department Security Administrator) to request access to Web Merit via AccessLink/ALTNG. Web Merit access is granted upon approval by the cognizant Vice Chancellor office. Please contact Caprece Speaks-
Toler at cspeaks@ucsd.edu if you have any questions regarding the WM user access status spreadsheet and contact ACT by email at act-access@ucsd.edu if you have any questions regarding the WM profile/department status spreadsheet.

MISCELLANEOUS RELATED QUESTIONS

(18) When can salary increases be granted for Limited, Floater or Contract employees? Limited and Floater employees who are not exclusively represented may receive salary increases at the time their appointment is renewed. Contract employees may be granted increases at the time their contract is renewed.

(19) What is the order when more than one salary action takes place at the same time? For policy-covered employees the order is:
(a) merit increase
(b) promotion, reclassification, transfer, demotion or equity adjustment
(c) range adjustment.