

College of Engineering Policy on Merit Increases for Faculty and Staff

1.0 Purpose

This policy establishes guidelines for administering general merit increases for faculty & professional staff within the College of Engineering. This policy does not apply to in-grade or retention increases which will be subject to separate policies as required.

2.0 Revision History

No revisions to date.

3.0 Persons Affected

- 3.1 COE Managers and Supervisors
- 3.2 COE Chairs
- 3.3 COE Administrators/fiscal staff
- 3.4 COE faculty and professional staff
- 3.5 COE Office of the Dean and the Dean

4.0 Policy

General merit increases for faculty and professional staff are authorized by the State Legislature and the UW Board of Regents.

Professional staff who are employed by the University of Washington at least 90 days before the increase effective date are eligible to receive merit increases. All faculty on the payroll are eligible for merit increases subject to the discretion of their department chair.

Unless otherwise noted, the chairs and supervisors have discretion in determining the merit amount within the guidelines set forth by Academic Human Resources (for faculty) or the Compensation Office (for professional staff) based on performance.

Merit recommendations for faculty & professional staff are subject to approval by the Dean or Dean's designee.

Merit is funded from central sources for faculty and staff budgeted on state (01- or 02-) or departmental 74- budgets. Merit for faculty & staff not budgeted on the above budgets (grants, gifts, RCR) is self-funded by each budget.

Each unit is required to stay within the average merit percentage authorized for faculty or professional staff, **regardless** of the source of funding.

5.0 Definitions

- 5.1 **General merit increase:** merit increase approved by the State Legislature that applies to an entire class of employees. The increase is then given to each employee in the class based on performance, and not applied across-the-board. (*Note: Classified and contract-classified staff are subject to a different process where they are given automatic step increases each year within their salary ranges, as part of their compensation package.*)

6.0 Responsibilities

- 6.1 COE managers and supervisors are responsible for issuing merit raise recommendations to the department chair for professional staff.
- 6.2 COE faculty are responsible for issuing merit raise recommendations to the department chair for faculty in alignment with department practices.
- 6.3 COE chairs are responsible for oversight of this merit process for faculty and staff in their departments, in accordance with University rules and department practices and issuing recommendations for merit raises to the Dean.
- 6.4 COE Administrators and fiscal staff are responsible for budget oversight and ensuring that the unit stays within the average merit percentage authorized for faculty or professional staff, **regardless** of the source of funding. They are also responsible for ensuring that Professional staff are employed by the University of Washington at least 90 days before the increase effective date are eligible to receive merit increases.
- 6.5 COE Office of the Dean is responsible for oversight and overall coordination of the merit process and for ensuring that average merit percentages are aligned for each unit.
- 6.6 The Dean is responsible for approving all merit increases for faculty and professional staff.

7.0 Procedures

- 7.1 Approximately 120-150 days before effective date of the merit increase, the Dean's Office staff reviews the budgeted salaries for each department to verify the BGT system and HEPPS are in alignment. Dean's Office staff may contact departmental administrators for more information if any changes are needed.
- 7.2 The Budget Office sends the Director of Finance the official centrally-funded merit amount. The Director verifies that these numbers match the Dean's Office figures.
- 7.3 Ninety days (90) before the effective date of the merit increase, the Dean's Office sends a list of all faculty & professional staff to the unit who are eligible to receive merit increases to the Department Chair or Program Director in an electronic file (Excel). The file contains:

- employee name
- employee ID (EID) number
- current budgeted salary
- HEPPS/OPUS salary sources & FTE on each budget
- the unit's total merit that is centrally funded (expressed as dollars)

7.4 The Chair or Director or designee reviews the file and inputs the merit recommendation % for each employee, while taking care not to exceed the centrally funded merit dollar amount. The Chair or Director also should not exceed the average percentage (%) merit increase authorized for faculty and professional staff **regardless** of funding source.

7.5 Any 0% merit recommendation for faculty or professional staff should be documented and forwarded to the Dean's Office with the completed electronic file.

7.6 The Dean reviews the merit recommendation for each unit and will communicate any questions, comments or changes via meeting or email. The Dean or designee approves the final merit increases for Engineering faculty and professional staff.

7.7 The COE Dean's Financial Office will send a copy of the final merit file to the Budget Office for review and approval by Academic Human Resources (faculty merit) and the Compensation Office (professional staff merit).

7.8 Once the file is approved by the appropriate office, the Dean's Financial Office will enter the merit into the Merit Module in the BGT system. HEPPS/OPUS will automatically update for faculty and professional staff employees through a system merge.

7.9 After the system merge, departments should carefully review faculty and professional staff salaries to ensure they match the final merit file. If any changes need to be made, department staff should first contact the COE Dean's Financial Office. Unless otherwise communicated, the COE Dean's Financial Office will make any salary changes in OPUS related to general merit.

8.0 Content Creator:

COE Fiscal Administrator

9.0 Effective Date:

May, 2006