

Guidelines
for
Administering ESU Merit Pool Awards

June 30, 2012

Eligibility Requirements

Awards shall be effective June 30, 2012 for those on the payroll as of April 1, 2012. Members hired after April 1, 2012 shall not be eligible.

Determination of Merit Pool

The Merit Pool for each division is determined as follows:

1. Total the annual salaries of all ESU members within the division effective June 29, 2012 (the day prior to the effective date of the increase).
2. Multiply this amount by ½%.

Merit Award Criteria

A Merit pool equal to ½% of the total salaries within each division shall be distributed by the Vice Chancellor to ESU members within their division who meet all of the following criteria:

1. Employee must have been on payroll as of April 1, 2012.

AND

2. The most recent annual performance evaluation or quarterly performance review was completed and the member received a rating of Very Good or Outstanding on the annual performance evaluation or a rating of satisfactory on the quarterly performance review.

Employees who did not have an annual evaluation completed prior to June 30, 2012, shall be eligible if:

- The most recent annual performance evaluation or quarterly review form which was due prior to June 30, 2012, was NOT completed by their supervisor.

AND

3. ESU members must have performed meritoriously by making a significant contribution at the department, division, and/or or campus community level.

Determination of Merit Awards

- In order to receive a merit award, employees must meet all three criteria outlined above and the respective Vice Chancellor must solicit and approve justification for meeting the meritorious criteria.
- The Vice Chancellors will determine the merit award amount for those individuals who meet all three criteria listed above.
- Any funds remaining in pool after the Vice Chancellor's distribution will be discussed at the Cabinet level for distribution and shall be distributed to the remaining unit members who were rated at or above very good and made a contribution but not at the meritorious level
- The maximum award shall be no more than 2% of the member's annual salary.

- Total merit awards for any given division cannot exceed ½% of the total salaries of that particular division.
- Vice Chancellor may award merit to an employee who has been employed for less than a year, and has at least a quarterly performance evaluation. The rationale for such awards must be substantiated and well documented.
- Vice Chancellors must be able to justify all merit awards based on performance using the ESU Merit Pool Justification Form.
- Awards are added to the member's base pay.
- The dollar amount of the award is not subject to an appeal or grievance process.
- No awards will be given until justifications have been approved by the respective Vice Chancellor and reviewed by Chancellor MacCormack.

Impact on Grant-Funded Employees

The source of funds in effect at the time of the increase will be charged for these increases. For grant-funded employees, Human Resources must work closely with the Office of Research Administration to ensure that sufficient grant monies exist to provide for these payments. If sufficient grant funds do not exist, the university has no obligation to pay these increases from alternative sources of funds. Only the increases that are actually paid to the grant-funded employee will be charged to the grant.

Notification of Merit Awards

For each year of merit a report shall be generated for the ESU Chair after the distribution of merit funds to the unit members to include the total amount of merit funds in the pool by division, a list of all unit members sorted by division with the name, title, department, evaluation rating and amount of merit awarded to unit members.