

**Guidelines**  
**for**  
**Administering ESU Merit Pool Awards**

June 30, 2011

**Eligibility Requirements**

Awards shall be effective June 30, 2011 for those on the payroll as of April 1, 2011. Members hired after April 1, 2011 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, 2011 (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, 2011

**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, 2011, shall be eligible if:

- The most recent annual performance evaluation or quarterly review form which was due prior to June 30, 2011, was NOT completed by their supervisor.

**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.