Non-aligned Merit Increase Program
For Non-aligned Staff in Legacy UMDNJ Positions

Fiscal Year 2015–2016
Guide for Deans and Directors
October 2015

Program Overview

The Non-aligned Merit Increase Program links employee pay to job performance for eligible non-union staff in legacy UMDNJ positions. This program is conducted in accordance with University Policy (60.9.28 – Performance Appraisals – available at http://policies.rutgers.edu/view-policies/human-resources-hr-%E2%80%93-section-60). The merit program provides formal annual performance evaluations and includes a merit based salary increase component for eligible staff during years where funding is available. Program funding has been approved for fiscal year 2016 increases, which will be implemented retroactive to July 1, 2015. Non-union employees must have been evaluated and informed by their supervisors of the appraisal results by October 16, 2015. These performance evaluations will be used to determine salary increases for Fiscal Year (FY) 2015–2016.

The Salary Program for FY 2015–2016

- The permanent salary increase pool for all eligible non-aligned employees is the aggregate of 2.0% of eligible salaries as of March 1, 2015.
- All salary increases and/or one-time, lump-sum payments will be based on performance and the eligible employee’s salary in effect on March 1, 2015.
- Performance awards resulting from the 2015 – 2016 merit program will be effective retroactive to July 1, 2015. Salary increases and one-time, lump-sum payments, as applicable, will be reflected in the December 4, 2015 paycheck. All applicable retroactive payments will be included in the December 18, 2015 paycheck. In order to receive their performance awards, employees must remain in a program-eligible title through the date of payment.
- Effective July 1, 2015, the grade maximums of all applicable July 1, 2014 salary structures were increased by 2.0%

Eligibility

The Non-aligned Merit Increase Program applies to all regular full- and part-time non-union legacy UMDNJ staff in program-eligible titles that meet standards and the program eligibility criteria. Please see the Legacy UMDNJ Staff Performance Review Table at http://uhr.rutgers.edu/sites/default/files/userfiles/Legacy-UMDNJ-Staff-Performance-Review-Table.pdf to review eligible non-union employee groups.
Eligible Employees

- Employees in a program-eligible title on or before January 1, 2015 who meet standards and receive a performance appraisal rating of “5”, “4”, or “3”, for the evaluation cycle of July 1, 2014 to June 30, 2015 are eligible to participate in this year’s program.

- Eligible staff members who report to a new supervisor or accept another program-covered position in a different area are able to participate in this program cycle. The new supervisor is responsible for discussing and collaborating with the former supervisor or department head to arrive at an evaluation approach that will ensure the appraised employee has a fair performance review and salary recommendation, as appropriate.

- Staff who retire after being appraised as required for this year’s program, but are still on the university’s payroll in a program-eligible title on the dates that the awards are scheduled to be paid are eligible to receive their performance awards.

Ineligible Employees

- Staff who were newly hired at the university after January 1, 2015 are not eligible for salary increases, but performance standards should be established for the next rating period.

- Staff who had been on a leave of absence for more than six months as of January 1, 2015 are not eligible for the merit increase program, but performance standards should be established upon their return.

- Staff who change to a program-eligible position with an effective date after January 1, 2015 are not able to participate in this program cycle, but performance standards should be established for the next rating period.

Performance-based Salary Program Details

Performance-based salary increases for FY 2015–2016 will be based on performance rating levels as defined above and within the budgetary allocations provided to each chancellor and vice president. The increases and any resulting one-time, lump-sum payments will be implemented according to the pay period date provided in the Program Overview.

- Worksheets will be provided to units listing eligible legacy UMDNJ staff in order to facilitate the process of awarding increases. University Budgeting and the Office of the Chancellor for Rutgers Biomedical and Health Sciences (RBHS) will distribute the worksheets to units and schools participating in this program.

- Preliminary award recommendations are reviewed by the chancellors and vice presidents or their designees to ensure consistency with program standards prior to being discussed with appraised employees. Award recommendations will not be final until approved by the chancellor or vice president. Once approved, supervisors may notify staff of their performance-based salary increases and any resulting one-time, lump-sum payment amounts, if applicable.
Chancellors and vice presidents will notify University Human Resources by **November 6** that salary and one-time performance awards for their areas have been approved.

**Performance Awards**

- Eligible non-union staff who meet standards and receive a performance appraisal rating of “5”, “4”, or “3”, will receive a permanent salary increase of a minimum of 1 percent and ranging up to 6 percent.

- Eligible staff whose salaries are currently close to or at the maximum of their salary grade may receive a permanent salary increase of up to the grade maximum established in the July 1, 2015 salary schedule currently in effect. Employees whose proposed salary increases exceed the maximum salary for their salary grade shall receive a one-time, lump-sum payment for the amount that exceeds the maximum salary for the grade. The sum of the salary increase and the one-time, lump-sum payment cannot exceed the 6 percent permissible-award maximum. You can review the applicable salary schedule at the UHR website, [Staff Salary Schedules](http://uhr.rutgers.edu/performance).

- Employees who do not satisfactorily meet job expectations and overall do not consistently perform their assigned responsibilities adequately will be given a rating of “2” or “1”. Staff who do not meet job standards are not eligible for a merit salary increase. Employees rated in this category should be provided with specific guidelines on how to improve performance and be reevaluated within 90 days after the original appraisal is completed and provided to the employee. If a re-evaluation results in a “Meets Standards” rating, the employee will not be eligible for a salary increase or one-time, lump-sum payment. With continued satisfactory performance and if eligible for participation, such employee may be considered for a performance award if a merit program is approved for the next evaluation cycle.

- Eligible staff that are promoted or reclassified to another program-eligible title with an effective date of June 30, 2015 or earlier may be recommended for a performance award. In such circumstances, the amount of the merit increase award will be based on the March 1, 2015 salary and will be added to the salary in effect on June 30.

**Program Assistance**

If you have questions about the merit program or need further assistance, contact your HR Generalist at 973-972-6741 for RBHS-Newark, or 732-235-9401 for RBHS-New Brunswick. You may also access information regarding the performance evaluation process information, tools and resources at the Performance Evaluations for Legacy UMDNJ Positions webpage at: [http://uhr.rutgers.edu/performance-evaluations-legacy-umdnj-positions](http://uhr.rutgers.edu/performance-evaluations-legacy-umdnj-positions).
FY 2015 – 2016
Non-aligned Merit Increase Program

PROCESS SCHEDULE

October 2015
Merit pool allocations distributed to the chancellors and vice presidents on October 2.

Performance evaluations for eligible employees must be completed and employees notified of appraisal results by October 16.

The signed appraisal forms must be forwarded to Human Resources Data Administration at University Human Resources (UHR), Administrative Services Building II, Cook Campus, no later than October 16.

November 2015
Chancellors and vice presidents will notify University Human Resources by November 6 that salary and one-time performance awards for their areas have been approved.

Supervisors will notify employees of salary increases and/or one-time, lump-sum payments awarded.

December 2015
Performance awards resulting from the 2015 – 2016 merit program will be effective retroactive to July 1, 2015. Salary increases and one-time, lump-sum payments, as applicable, will be reflected in the December 4, 2015 paycheck.

All applicable retroactive payments will be included in the December 18, 2015 paycheck. In order to receive their performance awards, employees must remain in a program-eligible title through the date of payment.