

**Guidelines for Salary Increase**  
**Recommendations For Administrative Staff**  
**2009/2010**

1. The Merit Increase Pool is 2.5 %, comprised of two separate elements as described in Items 2 and 3 below.
  
2. Determining Appropriate Salary Adjustment Recommendations:
  - a. Individuals who receive an overall evaluation rating of Unsatisfactory are not eligible to receive a Merit Adjustment.\*
  - b. Individuals who receive an overall evaluation rating of Needs Improvement are eligible to receive a Merit Adjustment of up to 1.25 %.\*
  - c. Individuals who receive an overall evaluation rating of Effective are eligible to receive a Merit Adjustment of up to 2.5 %.
  - d. Individuals who receive an overall evaluation rating of Very Effective or Exceptional are eligible to receive a Merit Adjustment of 2.5 %.
  
3. Unused Merit Adjustment Funds. Once all Salary Adjustment Recommendations for Administrative Staff are completed (in accordance with #2 above) and returned to The Office of Human Resources, the amount of unused Merit Adjustment funds will be determined by subtracting the total of recommended Merit Adjustments from the allocated pool of funds, which is 2.5 % of covered salaries. Unused Merit Adjustment funds will be returned to the Line Executive for re-distribution, with the concurrence of the Executive Vice President, to individuals who receive an overall rating of Very Effective or higher.

*\* Employees who receive a rating of Needs Improvement or Unsatisfactory may have their performance re-evaluated at the end of the calendar year and may receive an adjustment at that time provided their rating improves to an Effective or higher rating. The total merit adjustment for re-evaluated staff cannot exceed 2.00% for those who had received a rating of Needs Improvement and 1.25% for those who had received a rating of Unsatisfactory.*



