SALARY INCREASE RECOMMENDATIONS
FOR ADMINISTRATIVE STAFF
2010/2011

EMPLOYEE NAME_____________________________ POSITION/TITLE________________________

I. Based upon my review of this staff member’s performance, as detailed in the Annual Performance Evaluation, I have assigned an overall rating of (check appropriate line):

_____ Exceptional: Outcomes achieved/performance consistently exceeds expectations/plans in all performance categories, and has had a measurable impact, departmental or college-wide in at least one key area of responsibility.

_____ Very Effective: Outcomes achieved/performance effectively meets expectations/plans in all performance categories and exceeds expectations/plans in many key areas of responsibility.

_____ Effective: Outcomes achieved/performance meets expectations/plans in all or most performance categories and may even exceed expectations/plans in some key areas of responsibility.

_____ Needs Improvement: Outcomes achieved/performance meets expectations/plans in a number of performance categories but falls below expectations/plans in some key areas of responsibility.

_____ Unsatisfactory: Outcomes achieved/performance does not meet expectations/plans in most performance categories or key areas of responsibility.

II. In accordance with the Merit Adjustment policy approved for the 2010/2011 academic year, the performance rating assigned and the guidelines attached, I recommend the following merit adjustment effective 7/1/2010.

Merit Increase _____%

III. COMMENTS IN SUPPORT OF RECOMMENDATIONS All recommendations must be fully supported by the annual performance appraisal; attach additional pages to briefly justify salary recommendation.

IV. RECOMMENDED BY (IMMEDIATE SUPERVISOR):

__________________________    ____________________________
Supervisor Name                Signature                       Date

V. APPROVED BY (LINE EXECUTIVE):

__________________________    ____________________________
Line Executive Name           Signature                       Date
Guidelines for Salary Increase
Recommendations Administrative Staff
2010/2011

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 rating.

Note: Supervisors may recommend merit percentage adjustments at a rate which is less than the maximum allowed for those rated Needs Improvement or Effective to note differences in individual performance/contribution. Those rated Very Effective or higher should receive the maximum percentage increase called for and may receive an additional adjustment in accordance with Item 3 (above).