

**UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER  
FY 2008 MERIT INCREASE PROCEDURES**

- Purpose: Support enhanced staff performance through alignment of performance, rewards and departmental initiatives.
- Vehicle: A Merit Bonus system that rewards non-faculty employees whose job performance and productivity are consistently above that normally expected or required and contributes to the accomplishment of departmental initiatives.
- Distribution of Merit funds: Merit pool funds will be distributed to Vice Presidents / Deans for all departments under their budget authority. The merit pool is equal to 3% of non faculty salaries. The VP / Dean will distribute the funds to their departments. Merit funds for Department Heads will be pooled at the VP / Dean level and will not be allocated to the department. The expense of individual one-time merit payments will be allocated in direct proportion to the funding source(s) of the employee's position. This program will be administered in a manner to prevent unlawful discrimination throughout the institution. One-time merit payments must meet the guidelines set out in UNTHSC-FW Personnel Policy 3.05.
- Eligibility Criteria\*:

Staff Member has at least six months of continuous service as of September 1, 2007 (completed probation).

At least six months since staff member's last promotion, demotion, disciplinary action, or merit increase

Staff member's job performance and productivity must be consistently above that expected or required (a composite score of 4.0 or above) and documented by a performance evaluation completed between July 15 and August 31 (UNT Health classified staff evaluations may be dated between January 1, 2007 and August 31, 2007). The evaluation period is September 1, 2006 to the date of the evaluation. Completed evaluations must be received by HRS no later than September 14, 2007.

Employees identified to receive a one-time merit payment under this procedure must still be employed by the health science center on the date of the merit payment to be eligible.

**\*Non-faculty employees paid wholly or partially by UNT Health funds will be covered under a separate merit program.** Details of the UNT Health merit program for FY 2008, if approved, will be made available by October 1, 2007.

- A department may not recommend more than 75% of their employees (headcount) for a merit bonus without approval by their Vice President / Dean. For purposes of this program, headcount is defined as the total number of benefits eligible staff positions within the department (note: faculty positions and student employees are not included in the headcount). The Vice President/Dean will work with small departments of less than 5 people to ensure equitable distribution of merit consideration.

2007 One-time Merit Payment guidelines\*:

<i>Relative Ranking (within Department)</i>	<i>% Increase eligible</i>
4 <sup>th</sup> Quartile	6 to 10%
3 <sup>rd</sup> Quartile	3 to 6%
2 <sup>nd</sup> Quartile	up to 3%

**\*A minimum composite score of 4.0 is required to be eligible for consideration of a merit.**

- Merit recommendations must be submitted to Human Resource Services on the One-time Merit Payment form. These forms need to be in Human Resource Services no later than September 14, 2007.
- All non-faculty evaluations must be completed on an HSC approved Performance Evaluation form.
- Employees recommended for a merit bonus payment should be the highest performing employees in the department based on a current evaluation.
- Date of Payment: November, 2007

# UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER AT FORT WORTH ONE TIME MERIT PAYMENT

Staff Member's Name \_\_\_\_\_ Title \_\_\_\_\_

Employee ID Number \_\_\_\_\_ Department \_\_\_\_\_

The criteria for a one-time merit payment is:

- \$ the staff member must have been employed for at least six continuous months at the health science center prior to the merit increase, excluding any full months of leave without pay;
- \$ at least six months must have elapsed since the employee's last merit payment, award, promotion (as defined in Personnel Policy number 3.02), demotion, disciplinary action, one-time salary increase, or merit salary increase;
- \$ the employee's job performance and productivity must be consistently above that normally expected or required and;
- \$ employee's performance must be documented by a current performance evaluation.

Describe the institutional impact made by this individual and the performance activities that are considered exemplary (add additional sheet, if necessary).

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Base HR Department Number \_\_\_\_\_

Funding Source \_\_\_\_\_ Amount \_\_\_\_\_ Funding Position (HR Use Only) \_\_\_\_\_

Funding Source \_\_\_\_\_ Amount \_\_\_\_\_ Funding Position (HR Use Only) \_\_\_\_\_

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Funding Source \_\_\_\_\_ Amount \_\_\_\_\_ Funding Position (HR Use Only) \_\_\_\_\_

Amount of one-time Merit Payment \$ \_\_\_\_\_ Check Date: \_\_\_\_\_

A one-time payment is not to be considered when determining the amount of the State's contribution to retirement.

I approve the merit increase certifying that the employee meets the criteria detailed above and that this recommendation complies with the institutional procedures established for the FY 2008 merit program.

\_\_\_\_\_  
Account Holder's Signature

\_\_\_\_\_  
Department Head

<b>Budget Office Use Only:</b>		
Increase in budget for current fiscal year	State \$ _____	Other \$ _____
Increase in budget for next fiscal year	State \$ _____	Other \$ _____

\_\_\_\_\_  
Human Resource Services                      Date

\_\_\_\_\_  
Exec. VP Finance & Administration                      Date

\_\_\_\_\_  
Dean/Vice President                      Date