The below guidelines and timelines are being established for the effective implementation of the Annual Merit Compensation Process (AMCP) within the Office of Student Life for 2014-2015. Tied to our Student Life Compensation Philosophy and a Performance Management system, the below guidelines will assist us as we implement it for this fiscal year.

PARAMETERS:

- Student Life will be operating with a 1.5% aggregate pool. The total aggregate will be managed at the Student Life level, and not at the individual Director level.
- Merit increases will be directly tied to overall performance as identified by the SL Performance Management process, and will be assigned for your review.
- Employees’ awards with split JED’s and/or dual reporting must be agreed upon by all parties.
- No more than a .5% difference between A&P and CCS employees is permitted.

ADDITIONAL CONSIDERATIONS

- Equity concerns* may be addressed in this year’s AMCP process, but only for areas of critical concern. Such requests must be coordinated with your AVP and SLHR.
- Cash Awards can be considered for top performers and those receiving in lieu of base pay. Contact your HR Generalist for consultation.
- Additional Base Pay Increases may be considered for optimal performance.
- All additional consideration requests need to be approved by the Vice President of Student Life.

PROCEDURES

- Each Director will receive a listing of the unit’s regular, eligible staff that will include their name, title, current salary, and performance rating and corresponding increase will be populated.
- Columns for Equity, Additional base pay consideration, and Cash Award will be available for population by the Director.
- Cash Award and Additional Base pay is to be used only for 7% of total, eligible employees who are the top performers.

TIMELINES

- **July 11, 2014:** Units will receive their salary roster/spreadsheets (if not before)
- **July 11-17, 2014:** Units work with Generalists on any needed support documentation for cash and/or critical equity requests
- **July 17, 2014:** Units to return populated rosters to SLHR, including:
  - All 0% explanations
  - All cash award, base pay addition requests and/or explanations
  - Any critical equity requests
- **July 18-25, 2014:** SLHR and SLVP review and approvals/denials take place
August 6, 2014: All entries finalized and AMCP closes.

August 6-August 20, 2014: Provost/OHR approval period

August 30, 2013: Salary letters will be delivered to Directors for distribution. The letters will be expected to be hand delivered where possible. The university has not guaranteed a date in August that the salary increases will be approved, and therefore we cannot guarantee a date for the salary letters. We will commit to an earlier delivery of salary letters as more specific information becomes available.

* Through Workforce Planning, many equity concerns have been addressed in the last several months, though possible there are issues that remain. Depending upon the issue, the decision could be to address it outside of the AMCP process. There will be no additional equity reviews until January, 2015, per university guidelines.