The guidelines and timelines below are being established for the effective implementation of the Annual Merit Compensation Process (AMCP) within the Office of Student Life for 2017-2018. Tied to our Student Life Compensation Philosophy and a Performance Management system, these guidelines assist our implementation of AMCP for the fiscal year.

PARAMETERS:

- Student Life will be operating with a 2% 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 overall between A&P and CCS employees is permitted.

RANGES:

- The following ranges/assigned rates will be used and are aligned with the Student Life Performance Management System.
  - Unsuccessful: 0.0-0.0%
  - Marginal: 0.0-0.0%
  - Successful: 1.75-2.0%
  - Commendable: 2.10-2.35%
  - Distinguished: 2.45-2.70%

ADDITIONAL CONSIDERATIONS

- Equity: through Workforce planning, most equity concerns have been addressed in the last few years, although it is possible that a few critical issues remain. **We expect there will be no additional equity reviews until January 2018.**
- Cash awards are divided into two separate categories, cash bonus awards and cash awards in lieu of base pay. Cash bonus awards are in addition to a merit increase, and are not subject to retirement contribution. Cash in lieu of base pay replaces the normal merit increase by providing the merit in the form of a cash incentive, and is subject to retirement contribution. These options can be used simultaneously. Both categories will need a brief justification.
- Cash bonus awards should be considered for exceptional project work and contributions, as well as for top performers. Cash Bonus Award is to be used only for only a small % of successful and above rated employees. The criteria below explains the monetary options. Contact your HR Generalist for consultation.
- Cash in lieu of base pay increase should be considered for employees who are at the top or over the top of their market range. The HR Generalists can assist with those recommendations. The Executive Team will consider these employees from a holistic perspective before the decision to pay in lieu will be made.
• A limited number of additional base pay increases may be considered for optimal performance-“Distinguished” rating only. Additional base pay is to be used only for a small % of eligible employees. Anything higher than 2.7% will be considered, but must have demonstrated performance rationale, as represented through the Performance Management system.

• All additional consideration requests need to be approved by the Sr. Vice President for Student Life.

PROCEDURES

• Each Director will receive a listing of the unit’s regular, eligible staff that will include their name, title, current salary, performance rating and the corresponding increase will be populated.

• Columns for merit increase, additional base pay consideration, cash award, and cash in lieu of will be available for population by the Director.

• The merit increase is populated at the lowest of the appropriate range for performance level. It can be adjusted by the Director within that range. Directors are encouraged to differentiate performance within the range provided.

• There will be no equity columns included in the salary rosters. These critical exception requests should be discussed with your HR Generalist and AVP.

• Employees to be considered for cash in lieu should have an “x” populated in the “cash-in-lieu” column in the spreadsheet. The merit increase column should reflect the percentage increase intended to be awarded.

• Additional base pay requests must have a brief justification for SVP consideration in the spreadsheet, and the percentage requested should be reflected in the merit column.

• Cash bonus awards must include a brief justification in the spreadsheet. The comment box on the provided spreadsheet will suffice.

• Discussions with your HR Generalist and AVP (or AVP designee) must occur for consideration prior to submission. It will be necessary to discuss with your AVP or designee prior to July 17.

TIMELINES

• July 7-12: Spreadsheets distributed and units work with Generalists and Business Managers on any necessary support documentation for cash and/or critical equity requests, and meet to discuss with AVP or AVP designee.

• July 12, 2017: Units to return populated rosters to SLHR at end of business, including:
  o All 0% explanations
  o All cash award, additional base pay requests over 2.7% and/or explanations
  o Any additional requests
- **July 13-16**: SLHR makes salary entries and may request additional information as needed for Executive Team review.
- **July 18**: Executive Team review
- **July 18 & 24, 2016**: SLHR and SLSVP review and approvals/denials take place
- **July 27, 2016**: Special requests (if any) must be submitted by Student Life to OAA and OHR
- **July 28, 2016**: All requests finalized
- **August 2, 2015**: All entries finalized and AMCP closes.
- **August 3-August 18, 2016**: Provost/OHR approval period
- **August 28, 2017**: (Tentative) 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.

**CASH BONUS AWARD CRITERIA:**

A select percentage of successful and above-rated employees may be considered for cash award for the FY 2017 review period. Please use the levels below as general guidelines for award distribution.

- **Student Life unit impact**: $500
- **Student Life-wide impact**: $1000
- **University-wide impact**: $1500

Examples of work that would qualify for consideration include:

- Project Accomplishment (outside of normal scope) -- completion and implementation of a project
- Additional Responsibilities - scope, people, duration, etc.
- Special Accomplishments — unforeseen responsibility, committee work, unique contributions, etc.

Work with your generalist to identify potential recipients and create a brief justification for consideration.