

Applies to: OFMD Supervisors, Managers, Assistant Directors and Directors

GUIDELINES:

Issued: 9/29/16

Revised: 1/29/18

Process Owner: Director of OFMD Business Operations

PURPOSE:

To outline the process of submitting merit increase letters for OFMD employees each fiscal year.

DEFINITIONS:

OFMD – Operations & Facilities Management Department

PROCESS:

Please follow the below steps to submit merit increase information:

1. Performance evaluations must be completed and submitted to OFMD Administration prior to merit setting each year. The calendar of evaluations must be followed for the supervisor submitting merit to be considered for performance merit.
2. Managers, Assistant Directors and Directors should input merit increase information into HRMS on their employees by May 1 of each fiscal year.
3. The Director of Business Operations will formulate the budget and discuss with the Assistant Vice Chancellor, Assistant Dean of Operations & Facilities Management based on university guidelines each fiscal year.
4. Once all merit increases are approved, the Director of Business Operations will inform the Supervisors, Managers, Assistant Directors and Directors of the merit for their employees.
5. The Director of Business Operations will forward a spreadsheet to the Program Manager with the employee's name, service area, supervisor, current base rate of pay, current shift differential (if applicable), new base rate of pay, and new shift differential (if applicable).
6. The Program Manager will use the "Merit Increase Letter Form" to create letters for all of OFMD. The Program Manager will send out the letters to the Supervisors, Managers, Assistant Directors and Directors to distribute to their employees and will also send the letters to HR to upload into each employees' file.

Fiscal Year Schedule

August 1 – August 20: Update goals for employee at this time (informal process).

October 20 – November 17: Fill out employee mid-year performance appraisals and meet individually with each employee to give his/her review. Scan signed appraisals and send to HR for loading in electronic personnel file.

November 18 – December 1: Custodial process only – Mentors to fill out mentor report and mentor letter and send to AVC/AD for review.

March 1 – March 30: Fill out employee year-end performance appraisals and meet individually with each employee to give his/her review. During performance appraisal, set goals for employee. Set up monthly

meetings with employee for a performance improvement plan and monthly/quarterly meetings with employee for a performance development plan.

April 2 – April 13: Scan signed appraisals and send to HR for loading in electronic personnel file.

April 2 – April 30: Determine and input merit for each employee.

May 1 – May 15: Custodial process only – Mentors to fill out mentor report and mentor letter and send to AVC/AD for review.

July 2 – July 6: Automated employee merit letters will be generated by Business Operations and distributed to each employee.