

## CLASSIFIED COMPENSATION PROCEDURE

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### PROCEDURE FOR EXTRA MERITORIOUS INCREASE

**DEFINITION:** An extra meritorious increase is a 1 step increase in the classified employee's salary range.

#### CRITERIA

- An extra meritorious increase is a one (1) step increase in the classified employee's salary range.
- An employee may receive only one (1) extra meritorious increase while in a position.
- An employee must demonstrate continuous, sustained and exemplary service for three (3) years.
- The most recent performance evaluation must document the employee's outstanding performance.
- The request must be signed by the unit budget authority of the employee's department and approved by the Classification and Compensation Team.
- \*Classified IT follow the IT Award Pay as outlined in Article 61, Sec. 2

#### TASK:

1. Department submits a request that is signed by the Dean/Head/Director of the employee's department to the Classification and Compensation Team along with a letter of justification and a copy of the most recent performance evaluation.
2. Classification and Compensation Consultant receives request, letter of justification and most recent performance evaluation from the department.
3. Classification and Compensation Consultant reviews position history and verifies the incumbent has been in the position a minimum of 3 years.
4. Classification and Compensation Consultant reviews the job history to ensure the incumbent has not already received an extra-meritorious increase in their current position.
5. Classification and Compensation Consultant reviews performance appraisals for the last 3 years. If any are missing, they contact the supervisor. The last performance appraisal must be marked outstanding; the other two must at least be satisfactory.
6. Classification and Compensation Consultant approves increase if it meets policy.
7. If approved, HR Support Services processes pay increase.
8. Classification and Compensation Consultant refers exceptions to Director-Classification and Compensation for approval.

**COMPLIANCE:** [OHR Criteria for Extra Meritorious Increase](#)

**SUBJECT MATTER EXPERT:** OHR Classification & Compensation

**MAINTENANCE OF TASK:** Annual review. Must review and revise when a change affects the task.

**DATE OF IMPLEMENTATION OR REVISION:** 05/22/2023

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