

CLASSIFIED COMPENSATION PROCEDURE

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 Dean/Head/Director of the employee's department and approved by Human Resource Consultant 2 at the Business Center.

TASK:

1. Department submits a request that is signed by the Dean/Head/Director of the employee's department to Business Center along with a letter of justification and a copy of the most recent performance evaluation.
2. Human Resources Consultant 2 (HRC2) receives request, letter of justification and most recent performance evaluation from the department.
3. HRC2 reviews position history and verifies the incumbent has been in the position a minimum of 3 years.
4. HRC2 reviews the job history to ensure the incumbent has not already received an extra-meritorious increase in their current position.
5. HRC2 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. HRC2 approves increase if it meets policy.
7. If approved, Human Resources Consultant 1 (HRC1) processes pay increase.
8. HRC2 refers exceptions to OHR Classification and Compensation team for their 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: 05/05/2014