

Tennessee State University 2012 Merit Increase Plan

Training Presentation
Office of Human Resources
October, 2012

Background

- The TSU 2006 Compensation Plan has a merit component.
- The University submitted an implementation plan to the Tennessee Board of Regents (TBR) for approval in August 2012.
- TBR approved the plan at its September 2012 board meeting.

TIMELINE

- 10-12-12 Human Resources completes training with Deans and Department Heads on the merit increase process.
- 10-19-12 Department Heads submit completed packets to Deans.
- 10-26-12 Deans submit completed packets to Division Heads.
- 11-08-12 Division Heads select employees for merit increases.
- 11-12-12 President approves employees for merit increases.
- 11-15-12 Deadline for Department Heads to enter increases in People Admin.
- 11-26-12 Employees receive notification letters.
- 11-30-12 \$1,000 merit increases received by employees with regular pay.

OVERVIEW

Merit increases are available for regular full-time employees as well as regular part-time employees (on a prorated basis). These one-time lump-sum payments of \$1,000 will be included in the payroll dated November 30, 2012. As these bonuses are intended to recognize only the highest-achieving employees for their documented *meritorious* service, there will be a maximum of 125 awards.

ELIGIBILITY

Employees must meet all of the following eligibility requirements:

- **REGULAR EMPLOYEE** of the University on a continuous basis since July 1, 2011.
- **ANNUAL PERFORMANCE EVALUATION** with proper approvals submitted to Academic Affairs (for faculty) or Human Resources (for non-faculty) not later than August 31, 2012. Faculty members must have a minimum 90% overall rating and non-faculty employees must have a minimum 4.5 overall rating.
- **NO FORMAL DISCIPLINARY ACTION** during the 2011-2012 evaluation period and up to the time of submission of the Merit Salary Increase Form.

CRITERIA

Employees must have overall exemplary ratings on their performance evaluations and demonstrate meritorious service related to one or more the following:

- * Access and Diversity
- * Academic Quality and Student Success
- * Business-Friendly Practices
- * Revenue Generation/Research/
Resourcefulness
- * Engagement

ACCESS AND DIVERSITY

Relates to growth in enrollment, distance education, transfer students, and under-served populations.

Examples:

- Increased enrollment of under-served student populations
- Enhanced technology innovation and instruction
- Integrated and strengthened graduate education and research

ACADEMIC QUALITY AND STUDENT SUCCESS

Relates to college completion, benchmarks, and improvements in student learning.

Examples:

- Developed effective enrollment/retention plan
- Designed academic courses or programs that were creative in concept, content, delivery, etc.

BUSINESS-FRIENDLY PRACTICES

Relates to improvements in user satisfaction with the University's core business and educational functions.

Examples:

- Exceeded service level agreements
- Developed and provided training
- Managed a complex project

REVENUE GENERATION/ RESEARCH/RESOURCEFULNESS

Relates to increases in external grants and contracts, alumni giving and private donations; and plans that generate cost savings in existing operations.

Examples:

- Exceeded fundraising or research goals
- Generated additional tuition or other revenue
- Enhanced public-private partnerships
- Reduced operating costs through innovation

ENGAGEMENT

Relates to community service, extension contacts as a land-grant institution, and international education.

Examples:

- Led students/employees in community service
- Developed international programs
- Enhanced land-grant opportunities
- Served as officers in civic/professional organizations as advocates for the University

HOW TO REQUEST A MERIT INCREASE

- Department Heads determine employees who meet the eligibility requirements in their respective departments.
- Department Heads determine which employees meritoriously demonstrate one or more of the five criteria.
- Department Heads complete merit increase packets comprised of: Request for Merit Salary Increase Forms (see Slide #17); 2012 annual performance evaluations; and supporting documentation as appropriate.

MERIT INCREASE APPROVAL

- Academic Department Heads will submit completed packets to their respective Deans.
- Deans and non-academic Department Heads will submit completed packets to their respective Division Heads.
- Division Heads will review the packets and select up to the maximum number of eligible employees for their divisions, i.e., 88 for Academic Affairs, 18 for Business and Finance, 9 for Student Affairs, 2 for University Relations and Development, and 8 for the Office of the President = 125.
- Division Heads will review the nominees submitted, may add nominees, and will select the employees to receive merit increases.

NOTIFICATION AND PAYMENT

- Employees who are selected to receive merit increases will receive written notification from the President.
- The \$1,000 merit increases will be added to the regular November 30, 2012 payroll.

SUMMARY

- This merit program will recognize only the “top 10%” of high performers in each division, for a maximum of 125 awards university-wide.
- Department Heads and Deans are encouraged to establish internal nomination and/or review processes before submitting candidates to their Division Heads.

SUMMARY

- The President is the only person with authority to approve merit increases.
- Employees approved to receive these awards will be notified no later than November 26, 2012, and their Department Heads will be responsible for processing Extra Service Pay forms through the on-line People Admin system.

Tennessee State University
REQUEST FOR MERIT SALARY INCREASE FORM

TYPE: _____ Faculty _____ Management _____ Prof/Admin _____ Clerical/Support

Employee Name: _____ T#: _____

Department: _____ Hire Date: _____

FTE Percent: _____ Disciplinary Action: _____ Yes _____ No

Date of Performance Evaluation: _____ Overall Numerical Rating _____

Give precise description of performance warranting consideration of merit pay. Attach current annual performance evaluation and all supporting documentation. Use additional sheet if necessary.

Recommended by:

Department Head Date

Dean (if applicable) Date

Approved by:

Division Head Date

President Date