

TO: All Meet & Confer employees

FROM: Cathy Kubiak  
Jessica Berens

DATE: May 12, 2020

SUBJECT: Important updates for completing Meet & Confer 2019-2020 Merit Compensation System

As we do each May, all of you will complete the 2019-2020 Meet & Confer employee performance evaluations. You and your supervisor will meet during the month of May to complete the process. Here are some important reminders for you.

- 1. Performance evaluations.** Your supervisor must complete their year-end assessment for sections I and II and complete section III of the performance evaluation form. Supervisors are expected to provide written comments to employees in this process....each of us need this feedback to understand how we are meeting expectations and/or how to make improvements.
- 2. Worksheet to recommend merit increases.** Supervisors are NOT responsible to complete the worksheet for this fiscal year. Human Resources will complete the calculation for the recommended merit increase for each Meet and Confer employee. After the final recommendation and approval of the budget by the Board of Trustees, Human Resources will follow up with the Supervisor and Supervisor's Supervisor with the recommended merit increase for each Meet and Confer employee and seek their approval.

**Completed performance evaluations are due to Jessica Berens (HR) by Monday, June 1, 2020.**

After the Board of Trustees approves the new budget on June 15, the Executive Budget Control Officer's (EBCO's) will finalize their approvals. Human Resources will implement the increases, effective July 1, 2020. As we have done previously, both you and your supervisor will receive documentation from Human Resources regarding your 2020-2021 compensation during the second week of July. The approved merit increases take effect on July 1, 2020 (which is a Wednesday). You will see the increase in pay reflected on the July 24, 2020 pay check (June 29-July 10 pay cycle).

- 3. General information updates and reminders.**
  - **Effective July 1, 2020, our pay grade ranges will be adjusted by 1.5%.** We engaged our compensation study consultant to review the market pay range adjustments in the spring of 2019. His recommendation was a 3.0% change. We are implementing this recommendation over two years (with BOT approval)...1.5% on July 1, 2019 and 1.5% on July 1, 2020. This strategy is consistent with how the consultant collects the data and makes a recommendation, it allows us to maintain our budgets, and we will continue to have attractive entry level compensation in the labor market.
  - **Employees must have completed six months of service to be eligible for a merit compensation increase** (you must be hired by 12/31/2019 to be eligible for a July 1, 2020 increase).
  - If an employee is on a Performance Improvement Plan as of May 1<sup>st</sup> they are not eligible for an increase.
  - **Green circled employees** (those below the minimum of the pay grade level). These employees will receive their increase per their appointment letter, provided they meet effective/satisfactory performance.
  - **Employees who are now below the July 1, 2020 compensation structure minimum (due to the 1.5% increase to the pay grade levels).** You will receive an increase to move your pay to the minimum **plus** you are eligible for a merit increase per the worksheet recommendation from your supervisor.
  - **Employees who are very close to the maximum of their pay range will be eligible for the following:**

- Maximum base compensation is the maximum of the pay grade level. For example, an employee who is recommended for a 2.5% increase AND who will exceed the maximum with a 2.5% increase will receive their increase split into two ways. First, their compensation will move to the maximum and secondly, they would receive a stipend for the balance.
  - **Red circled employees who are at or above the maximum of their pay range will be eligible for the following:**
    - These employees are eligible for the merit compensation recommendation via the worksheet. This increase in pay will be paid in a stipend form and NOT added to base pay. This stipend will be paid on the July 24th pay check.
  - **Grant or externally funded employees.** BCO's for grant or externally funded Meet & Confer positions must obtain approval from their EBCO prior to submitting any recommendations. (Grants or external funds must support all pay increases). Any increase is dependent on the grant budgets/funds.
  - **If an employee does not understand or agree with their merit increase, they will have an opportunity for an appeal discussion.**
    - First, a meeting with their supervisor to review the performance evaluation and merit compensation worksheet to review how the increase was determined.
    - If the employee is not satisfied, the employee will be asked to provide a written appeal and will meet with their supervisor and EBCO to review their concerns.
4. **Training.** If you would like some 1x1 time with Jessica Berens or Cathy Kubiak to cover any of your questions.....please contact us via phone, email or calendar appointment!
- For helpful information visit the [Meet and Confer Merit Compensation](#) webpage.

Please let us know if you have any questions.  
Cathy Kubiak (x. 3971) and Jessica Berens (x. 3179)