

**FY19 MERIT ELIGIBILITY CHART
AS OF 9/11/18**

Scope:

- Policy covered, staff employees are included
- Employee with a contract appointment that receives a pay increase as part of the contract renewal is not eligible for merit (unless contract indicates otherwise)
- Known excluded job titles are:
 - Student Interns: 4740 (Student Intern), 4739 (Per diem), 9236 (Pharmacist Grad Intern)
 - Business Technical System Analysts 2,3: 7558 (BTSA2), 7559 (BTSA3)
 - Counseling Psychologists 2,3: 4392 (Counseling Psych 2), 4393 (Counseling Psych 3), 6640 (Counseling Psych 3 GF)
 - 9120 (Permittee Interim Nurse)

Merit Eligible – But Follow Alternate Process Outside Merit Tool

- Recreation Program Instructor (4011)
- Police Sergeant (5313), Police Sergeant Supervisor 2 (5314), Police Lieutenant Manager 1 (5977), Police Captain Manager 2 (5979)
- MSP Physicians & Dentists: 0768 (Physcn Diplomate Sr.), 0769 (Physcn Sr.), 0772 (Ast Physician), 0771 (Asc Physcn), 0770 (Asc Physcn Diplomate), 0778 (Consulting Physcn SHS), 0774 (Dentist Sr.), 0775 (Dentist Diplomate)

Considerations

- The intent of the merit eligibility chart is to ensure that eligible employees receive a merit increase for the upcoming fiscal year
- If an employee has already received a merit increase as a result of a system-wide union negotiated wage increase, then approval can be obtained from human resources to remove an employee from merit eligibility
- If an employee received a pay increase from a renewed contract agreement, then approval can be obtained from human resources to remove an employee from merit eligibility
- Employees that separate employment **before** the implementation of the data file into OLPPS (9/17/18) would not be eligible for a merit increase
- Employees that transfer from another University should be included for a merit increase if one has not been provided by the other UC for the upcoming fiscal year and they meet all eligibility requirements
- Any transfers, promotions, or reclassifications done during the merit processing period would not impact merit eligibility if the employees meets all other aspects of merit eligibility in the new position

Hire Type Changes			
Description	Eligibility	Example	Comments
External Hire (Not UC Transfer) – Employees must hold an active career or contract appointment (50% or greater)	Date of Hire on or before 1/2/18		When salary setting, consider merit eligibility to determine best salary placement. Please note the offer letters should not be inclusive of merit.
UC Internal Hire (Intra- and Inter- Campus Transfer):	Must be in a policy covered merit eligible position by merit effective date (i.e. 7/1/18)	<p>An employee that transferred from the School of Medicine to the School of Dentistry on 2/1/18 <u>would meet</u> the eligibility requirement:</p> <ul style="list-style-type: none"> • As long as their original date of hire was on or before 1/2/18 • Employee meets all other eligibility requirements such as an additional probationary period in the new job 	When salary setting, consider merit eligibility to determine best salary placement. Please note the offer letters should not be inclusive of merit.

Job Type Changes			
Description	Eligibility	Example	Comments
Represented Job to Policy Covered Job	If the employee transfers to the new position without a break in service and had previously completed a probationary period in the represented title, then the employee does not serve a new probationary period. The employee would be merit eligible.	If an employee held a represented position until March 15, 2018, then moved into a policy covered job on March 16, 2018, the employee would be eligible if a successful probationary period was served in the represented title.	When salary setting, consider merit eligibility to determine best salary placement. Please note the offer letters should not be inclusive of merit.

Probationary Period

Description	Eligibility	Example	Comments
PSS Career Appointments	PSS employees must have passed the probationary period to be eligible for merit as of the merit effective date. Probationary period is typically six months, unless it has been extended.	<p>An employee who is hired on 1/2/18 into a merit eligible title will be eligible for a merit increase providing they successfully complete their probationary period.</p> <p>Note: Employees who have their probationary period extended beyond 7/1/18 will not be eligible for a merit increase.</p>	<p>When salary setting, consider merit eligibility to determine best salary placement. Please note the offer letters should not be inclusive of merit.</p> <p>For probationary period extensions: please note that this <u>does</u> affect merit eligibility. As a reminder, probationary extension considerations should be discussed with your Manager/LER.</p>
MSP Staff appointments (<u>do not serve a probationary period</u>)			<p>When salary setting, consider merit eligibility to determine best salary placement. Please note the offer letters should not be inclusive of merit.</p>
Contract appointments (50% or more) do not have any probationary period in contract language			<p>When salary setting, consider merit eligibility to determine best salary placement. Please note the offer letters should not be inclusive of merit.</p>

Employee Conversions

Description	Eligibility	Example	Comments
Per Diem to Career PSS Staff Appointments	<p>Must pass a 6-month probationary period to be eligible by merit effective date.</p> <p>Per Diem appointment employees who transfer into a Career appointment that is the same position that they held as a Per Diem employee, may have time from their Per Diem appointment credited towards their probationary period. Refer to PPSM Policy 22 for details.</p>	<p>An employee who held a Per Diem appointment who has transferred (via intra-campus transfer) into a “new” Career Staff appointment on 1/15/18, would not be eligible for a merit increase on 7/1/18 (i.e. probationary period not completed until 7/15/18).</p>	<p>When salary setting, consider merit eligibility to determine best salary placement. Please note the offer letters should not be inclusive of merit.</p>
Post-Docs/Academic position to Career Staff	<p>Would need to be reviewed on a case by case basis. Please confirm with your Staff Manager/LER if you feel they are eligible.</p> <p>In some situations, an academic employee who transfers to staff titles needs to serve a six month probationary period.</p>		<p>When salary setting, consider merit eligibility to determine best salary placement. Please note the offer letters should not be inclusive of merit.</p>
Limited to Career: Would need to be reviewed on a case by case basis. Please confirm with your Staff Manager/LER if you feel they are eligible.	<p>Must pass a 6-month probationary period by merit effective date to be eligible.</p> <p>Limited appointment employees who transfer into a Career appointment that is the same position that they held as a Limited employee, may have time from their Limited appointment credited towards their probationary period. Refer to PPSM Policy 22 for details.</p> <p>In some situations, an employee’s appointment will default to career if the length of employment has exceeded the policy limit for a limited appointment. In this situation, the employee will likely have met the probationary period requirement.</p>	<p>An employee who held a Limited appointment who has transferred (via intra- or inter- campus transfer) into a <u>different</u> Career Staff appointment (with no break in service) on 1/15/18, would not be eligible for a merit increase on 7/1/18 (probationary period not completed until 7/15/18).</p>	<p>When salary setting, consider merit eligibility to determine best salary placement. Please note the offer letters should not be inclusive of merit.</p>