



April 9, 2013

TO: Executive Leadership Team  
Deans' Working Group

FROM: Jim Bean, Senior Vice President and Provost

RE: Merit component of salary program as applied to Officers of Administration

This memorandum concerns the **merit** component of the recently announced salary program and applies to **Officers of Administration**. A separate memo will be sent regarding Officers of Instruction and Research who are excluded from the United Academics bargaining unit.

As we have announced, the FY14 salary program for Officers of Administration will include two components for eligible staff: (1) a 1.5% across the board increase, and (2) a merit/equity increase pool equivalent to 2% of salary for eligible staff. Internal salary equity may be factored into the amount of a merit increase but is not an independent basis for a salary increase. There are two 2-percent merit pools: one for all Officers of Administration, and one for all unrepresented Officers of Instruction and Research.

There are two steps in the process for determining the allocation of each 2-percent pool: (1) a performance evaluation of each individual covered by each pool, and (2) allocation of each 2-percent pool among the eligible individuals whose performance warrants a merit increase.

### General Guidance

You must conduct a performance review of each Officer of Administration during FY 13 so that each is eligible for the salary program's merit component. A typical annual performance review will suffice. If you have already conducted such a review, you do not need to conduct another one. As always, you have some latitude to define the reviews, but you should consult the Human Resources website for additional information. Once you have completed your reviews, please make sure to enter this information into the OA performance review tracking database on the HR website.

Information on OA performance management program can be found on the HR website at: <http://hr.uoregon.edu/oa-employment/oa-performance-management-overview>. At this site, you will find OA appraisal formats and

Senior  
Vice President  
and Provost  
202 Johnson Hall  
(541) 346-3186

Academic Affairs  
207 Johnson Hall  
(541) 346-3081

OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

1258 University of Oregon, Eugene OR 97403-1258 F (541) 346-2023 [www.uoregon.edu](http://www.uoregon.edu)





coaching information on conducting performance reviews. Under the section "OA Performance Review Submission," you are asked to enter electronically the date of an OA's review and the review period for tracking purposes. Please make sure to fill out this information once your performance reviews are complete.

Each Officer of Administration must be rated as exceeding expectations, meeting expectations, or failing to meet expectations. We will expect to see a legitimate distribution of these ratings. In other words, we expect that most employees will be rated as meeting expectations. Only employees who meet or exceed expectations may receive a merit increase. If you have previously done your reviews without using these categories and cannot easily translate it into these categories, you will need to document your basis for the merit increases given. In all cases, there should be a clearly delineated variation of merit increases directly related to the content of the performance reviews. Internal equity considerations must also be documented in arriving at the amount of the increase. The documentation is subject to a spot check.

All performance evaluations and recommended salary increases must be completed and submitted to the appropriate appointing authority (Provost, Senior Vice-Provost, or Vice President, Athletic Director, General Counsel) by June 15<sup>th</sup>, 2013. Appointing Authorities must submit all approved salary increases to Unclassified Personnel Services by June 30<sup>th</sup>, 2013. Increases will be applied starting on July 1<sup>st</sup>, 2013.

#### **Other Guidance**

Any proposed FY14 increase above 10 percent (including both across the board plus merit components) must be supported with a brief narrative justification based on unit or division criteria. These increases will need to be approved by the Provost.

While some units may have additional resources, those funds may not be used to expand the program. Our goal is to have this program applied consistently across the university.

For additional information, please refer to my email of March 4th. Please let me know if you have any questions.