



## HUMAN RESOURCES POLICIES AND PROCEDURES

<b>Subject:</b> Merit Increase Policy	<input type="checkbox"/> Complete revision	<b>Policy # UAS -</b>	<b>Issue Date:</b> Dec. 5, 2005
	<input type="checkbox"/> Partial revision	UASHR7	<b>Effective Date:</b> Immediately
	<input checked="" type="checkbox"/> New	<b>Page 1 of 1</b>	

### Policy

- UAS policy on merit increases will reflect the guidelines set by CSULA.
- Contracts & Grants recipients may receive increases beyond CSULA guidelines only if the funding agency has specifically approved merit increases in the budget (with the exact percentage stated), and approval is obtained from the one-up signing authority (Director, Dean, Chair, or VP).
- All MPP-Equivalent Merit Increases must have the one-up and UAS Executive Director's approval signature.
- MPP positions reporting to the UAS Executive Director require approval of the Associate Executive Director, Finance & Administration.
- An Employee Performance Evaluation and an ETR (Employee Transaction Report) should accompany annual rate increases, and promotions and/or transfers (if a wage increase is involved).

### Reference

MPP Evaluation Form  
 Non-MPP Evaluation Form  
 Performance Level Rating  
 Follow-up Action Form  
 Employee Performance Evaluation Policy (UASHR6)

### Procedure

- I. Complete an Employee Performance Evaluation Form.
- II. Complete a Follow-up Action Form.
- III. If a wage increase is involved, complete an ETR form if:
  - a. The increase is within the guidelines for wage increases set by CSULA.
  - b. Department or Organization budget permits.
  - c. Employee's performance warrants an increase.
- IV. Submit the Forms to UAS Human Resources Department.

**Approved by:** UAS

**Date:** 12/05/05