Merit Review

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<th>Section: Compensation</th>
<th>Policy Number: 303</th>
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<td>Responsible Office: HR/Compensation</td>
<td>Effective Date: 04/01/01</td>
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<td>Revised: 10/01/10</td>
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Scope
This policy applies to full-time and regular part-time administrators and staff who are in active working status. Employees whose positions are funded by external sources (i.e. grants and contracts) may not be eligible for certain University-funded compensation programs.

Policy
In order to be eligible for merit pay, employees must be in an active working status on the payroll of St. John’s at the time that merit increases are paid. Employees who have resigned, retired, or been terminated are ineligible for merit pay. In addition, prorated merit payments will not be made to employees who resign, retire or are terminated during the year.

The merit review provides an opportunity for the employee and supervisor to discuss the employee’s performance over the past year in the context of the employee’s position responsibilities and the objectives of the department. The merit review is an opportunity to provide salary increments which reward performance that meets or exceeds expectations. The pool of funds available reflect recent economic conditions, the market, and the University’s performance.

The objective is to administer salary actions that will ultimately move an individual’s salary to a position that falls between the minimum and maximum of the assigned salary range that is most consistent with the employee’s job performance level, as assessed through the Partnership for Performance program. (See Partnership for Performance, policy #202.)

Typically, recommendations for promotion or reclassification should be submitted to the Office of Human Resources outside of the merit review process to ensure proper and thorough analysis. An employee should be considered for promotion if there is a significant ongoing and substantive increase in responsibilities requiring the employee to exercise greater judgment, discretion and skill within the context of the job title. Proper approvals, available funding and submission of a current job description are required to review requests for promotion. (Refer to policy #123, Employee Promotions, in the Employment section of this Manual.)