

## Procedure IV.4001.A.i, Merit Salary Increases

### Associated Policy

Policy IV.4001.A, Compensation

### Procedure

Full-time, regular employees are eligible for annual merit salary increases when funds are authorized by the Board of Trustees. Merit salary increases are typically approved by the Board of Trustees annually and are effective September 1 of the subsequent fiscal year. Salary increases are calculated on the base salary as of August 31 of the preceding fiscal year. Employees hired after September 1 will receive a prorated increase for the subsequent fiscal year.

Merit salary increases are differentiated in percentage based on the validated performance management rating awarded annually. Merit salary increases are subject to employee disciplinary and behavioral issues which may affect the performance management rating which could reduce or negate any salary increase.

Full Time Temporary Faculty are not eligible for annual merit salary increases as referenced in the Temporary Full-Time Faculty Positions Definition and Hiring Guidelines. *This document is located on the Human Resources page of the College website.*

### Definitions

**Prorated Increase:** A prorated increase is the pro-rata share of the applicable merit salary percentage (e.g. someone hired in March will received 6/12 of the merit pay adjustment to cover the period from March through August).

Date of SLT Approval	October 30, 2018
Effective Date	December 4, 2018
Associated Policy	Policy IV.4001.A, Compensation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources