

Information Regarding Merit Increases for Unclassified Professional Staff

A merit increase may be provided, depending on funding availability, as an annual change in compensation for unclassified professional staff based on work performance.

Process Explanation

- The increase is part of the annual University budget process; the State Legislature and Kansas Board of Regents may designate an overall percentage increase which is allocated at a University division level as a merit pool.
- Overall department increases must be within the average percentage as designated yearly in the annual budget process by the Chancellor/Provost for all funding sources for the duration of the fiscal year. This includes sponsored project funded personnel.
- Merit increases cannot be awarded on an across-the-board basis. There must be variation among the amounts and/or percentages awarded to staff within a unit.
- The merit increase may be based on annual evaluation that should occur before assigning merit. Generally speaking, annual evaluations should be completed during the time period from January to March, with deadlines as established by each University division, in order to precede budgetary recommendations for merit increases.
- A supervisor may recommend the amount or percent of a merit increase to the department head who reviews and seeks approval through budgetary channels. Approvals must be obtained through budgetary channels before the effective date of the increase.
- Merit increases cannot be appealed.
- For sponsored project funded employee, the annual increase must coincide with the merit increase dates for other unclassified professional staff.
- Increases are generally made effective with the first payroll period after the Kansas Board of Regents has authorized the University operating budget in late June.
- If a merit increase is effective at the time other than the annual budget process, the administrative hierarchy and Human Resources & Equal Opportunity must approve the increase.

Notification Process

- Many departments/schools provide a notice letter to employees.
- Resulting salary increases are reflected on the employee's annual salary notice and on the "View Appointment Information" page on the Kyou portal after the annual budget load process.

Additional Resources on Related Topics

Guidelines for Unclassified Professional Staff Position and Salary Actions:

<http://www.hreo.ku.edu/files/documents/salaryactions.pdf>

Total Compensation Summary Definition:

http://www.hreo.ku.edu/files/documents/comp_definitions.pdf

Compensation Rate Change Worksheet:

http://www.hreo.ku.edu/files/documents/comp_rate_amt_percent.xls

Guidelines for Appointments with Special Conditions of Employment:

http://www.hreo.ku.edu/files/documents/Guidelines_Appts_w_Special_Conditions_of_Employment.pdf

Notice of Non-Reappointment for Unclassified Professional and Academic Staff:

http://www.hreo.ku.edu/files/documents/Notice_of_Non_reappt.pdf