INSTRUCTIONS: This form is used by supervisors to request approval and payment of merit pay for eligible employees. Merit payments are subject to the procedures and guidelines outlined in UPS Operational Policy: TC4.

Once this form is completed by the supervisor, it should be routed for signature approval by the division’s Director, Dean and/or AVC. Once those signatures are obtained, the form should be routed to the Office of Human Resources. The HR office will complete a compliance review and will then submit the form to the division head for final approval.

*Note: If the employee does not have a performance evaluation on record effective on or after February 1, 2017, an updated evaluation must accompany this form for eligibility of merit payment.*

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| **Employee Name:**  | **Employee Title:**  |
| **Supervisor Name:**  | **Supervisor Title:**  |
| **Department:**  |
| **Division:** [ ]  **Chancellor’s Office / Advancement** [ ]  **Academic Affairs / Provost’s Office** [ ]  **Student Affairs** [ ]  **Administrative Services**  |

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| **Section 1: Eligibility Criteria** (please ensure all criteria are met before completing Section 2 and 3) |

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| [ ]  The employee was employed with UW Oshkosh on or before July 1, 2017[ ]  Employee classification is one the following: [ ]  Professional Academic Staff (renewable contract only) [ ]  University Staff (continuous or project appointment) [ ]  Limited Appointee [ ]  The employee received a performance evaluation on or after February 1, 2017:[ ]  Yes, it is attached [ ]  Yes, it is in their personnel file in the HR office |
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| **Section 2: Merit Recommendation** (please check only one box) |

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| [ ]  Solid Performance - The most recent performance review ratings are generally “meets expectations” or higher. Employee competently performs most or all aspects of the job on a consistent basis. At times may exceed expectations.[ ]  Extra-Meritorious Performance – Frequently exceeds performance expectations and job requirements. Demonstrates very high level of performance in most or all areas of responsibility. [ ]  Outstanding Performance – Rare, superior performance. Typically evidenced by a significant effort beyond the fulfillment of all job duties and normal expectations of the position – effort that is major, key or vital to the unit and that resulted in a significant positive impact or productivity gain.[ ] Do Not Recommend – Employee has not demonstrated solid performance.  |

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| **Section 3: Justification for Merit Recommendation**  |

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| This section must be completed for extra-meritorious or outstanding performance ratings. Please include a specific description of performance justifying merit payment. Evidence of accomplishments must be clearly documented in measurable terms. Examples could include the following: * Extraordinary efforts and high performance on major projects or initiatives, including those of a considerable time duration
* Extraordinary effort during times of critical need (e.g., meeting a critical deadline that could otherwise have an adverse impact on critical business operations or major project)
* Accomplishments that led to significant cost reductions or savings to unit, or generated new revenue

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| Signature Approval 1: Obtain all signatures before routing to Human Resources |
| Supervisor Signature: | Date: |
| Next Level Signature (Director, Dean, etc): | [ ]  Approve recommendation [ ] Do not approve recommendation | Date: |
| Next Level Signature (Director, Dean, etc. – if applicable): | [ ]  Approve recommendation [ ] Do not approve recommendation | Date: |
| Asst/Assc Vice Chancellor Signature: | [ ]  Approve recommendation [ ] Do not approve recommendation | Date: |
| **Signature Approval 2: For Human Resources use only**  |
| [ ] Meets eligibility requirements [ ]  Performance evaluation on record or is attached[ ]  Justification warrants merit increase | Date: |
| **Signature Approval 3: FINAL**  |
| Division Head Signature (Chancellor or VC): | [ ]  Approve recommendation [ ] Do not approve recommendation | Date: |