

WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS

West Virginia State University

BOG Policy #46

Title: Merit Increases for Classified Staff

Section 1. General

1.1 The West Virginia State University Board of Governors has approved the general policies related to the salaries of West Virginia State University (WVSU) employees as specified in BOG Policy #2 - Salary Policy. An essential element of that policy related to classified staff (Section 2.2) is to “implement a policy for reaching full compliance” with Senate Bill 703 which established a new classified employees salary schedule. This policy extends those salary considerations to include the awarding of merit increases to classified staff employees.

1.2 Authority: WV State Code §18B-9-5(a).

1.3 Effective Date: July 8, 2005

Section 2. Policies and Procedures

2.1 When all classified staff employees of WVSU are being paid at least at the Classified Staff Salary Schedule levels specified by Senate Bill 703, the following procedures will be utilized to distribute merit funds to these employees.

2.2 WVSU will establish amounts of funding consistent with their budgetary flexibilities to be distributed as merit increases for their classified staff.

2.3 The Classified Staff Council shall develop a rating tool to be used to determine those within their institution who will qualify for merit increases;

2.3.1 Each rating tool shall be appropriate for all classified staff within the institution;

2.3.2 The individual classified staff employee shall determine their own self-evaluation score based on 0 to 100 percent;

2.3.3 The immediate supervisor will provide an additional score based on 0 to 100 percent;

2.3.4 The total (final) score shall be the sum of these two scores.

2.4 The merit funds for classified staff will be distributed in such a manner to be proportional to the total points earned on the rating tools, but allowing not more than 30% of the classified staff of the institution to qualify for merit increases in any particular year.

2.5 The dollars per point will be the same for all classified staff employees throughout the institution.

2.6 Any merit increase earned by a classified staff employee shall become part of their base salary.

2.7 The awarding of merit increases to classified staff employees does not impact, and is not impacted by, any other components of overall salary increases, including i) across-the-board increases, ii) increases based on a salary schedule, or iii) Annual Increment increases.