IANR MERIT PROCESS

MERIT CONVERSATION

OUTLINE FOR SUPERVISORS

[This conversation happens mid-late June when merit numbers have been finalized by the VCs/Deans/Department Heads.]

1. Supervisor schedules the conversation with employee. Business Centers can provide salary information to supervisor.

2. Explain how the increase pool was distributed.
   - X.XX% was communicated by the Chancellor
   - X.XX% was available to your unit
   - X.XX% was held back in your unit to address ________________
   - X.XX% was available to be distributed to staff

3. Explain that increases are based on merit/performance

4. Explain that performance conversations along with other performance related information is used by the supervisor to make a merit increase recommendation.

5. Explain that final merit increase decisions are made by the Unit Administrator.

6. Explain that employees no longer receive numeric ratings as a result of the performance conversations. Instead, employees should have a clear idea of their performance in relation to established expectations based on discussions during their performance conversations and regular check-ins.

7. Discuss the employee’s performance.
   - You could say, “During our performance conversations we discussed how you, fulfilled, somewhat fulfilled, or did not meet expectations” and then provide a brief description of why.

8. Communicate the amount of their increase.
   - You could say, “Because your performance was exceptional, consistently exceeded, fulfilled, somewhat fulfilled or did not meet expectations this year, you will (or will not) receive an increase of $______ or ______% increase. Your new salary will be $______ effective July 1, 20XX.

9. Reaffirm how the employee’s role and performance contribute to the mission of the university and the unit.

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