

**FOUNDATION OF CSUMB  
MERIT PAY PROGRAM ADMINISTRATION  
REVISED 11/20/02**

#	Criteria	Grant \$	Administrative funds- NonGrant Funds
1	Who is eligible?	<i>Temporary and Benefited employees</i>	<i>Benefited employees only.</i>
2	Hire date for eligibility	1/1/2002* or prior	1/1/2002 or prior
3	Maximum raise	4% per Grant	Based on State Merit Pool and department % pool.
4	Maximum raise for an EE	4%	Same as above
5	% recommended by	Supervisor/PI	Supervisor
6	Approved by	G & C	VP or Area Manager
7	Effective retro-to date	7/1/2002* <u>    </u>	7/1/2002
8	Selected month for definition	6/30/2002* <u>    </u>	6/30/2002
9	Vacant positions are included	No	Yes
10	New positions are included	No	Yes
11	Change in Employee compensation between 1/1/2002 and 8/31/2002 eligible for merit?	No	No
12	Source document for the payroll action	ESF	ESF
13	Performance evaluation must be on file	Yes	Yes
14	Raises correlate with performance ratings	Yes	Yes
15	Merit based on Performance Appraisal, Not availability of Funds	Yes	Yes
16	Consistent Merit increase across all funding sources per employee -	Yes – All PI's must concur.	Yes

**\* Effective 03/04 merit increases will be effective 09/01/2003 with 3/1/2003 being the date of eligibility.**

#	Steps	Date	Who's responsible
1	Submit performance evaluation to HR	TBD* each merit year	Supervisor/PI
2	Determine the pool	TBD each merit year	HR with Acct and G&C
3	Grant Budget Issues?	TBD each merit year	PI and G&C
3	Supervisors are advised on the pool and individual budget lines	TBD each merit year	HR
4	Make raise recommendations	TBD each merit year	Supervisors
5	Recommendation are approved and forwarded to HR	TBD each merit year	Area Managers G & C
6	ESFs are audited and entered into the system	TBD each merit year	HR
7	Paychecks and back-pay checks are generated and distributed to EEs	TBD each merit year	Payroll

\*TBD = To Be Determined