

**Office of Court Administration**

**Merit Salary Increases**

**And**

**One-Time Merit Payments Policy**



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## **Merit Salary Increases and One-Time Merit Payments**

**Policy:** Merit salary increases and one-time merit payments for OCA employees shall be administered consistently and fairly and in accordance with the following procedures.

### **Definitions:**

- Classified employee (Salary Schedule A or B): An employee in a classified position as specified by the State Position Classification Act.
- Merit salary increase: An increase to an employee's monthly salary as a reward for job performance and productivity in the classified position that are consistently above that normally expected or required.
- One-time merit payment: A one-time compensation payment to an employee as a reward for job performance and productivity in the classified position that are consistently above that normally expected or required.

### **Eligibility:**

A classified employee is eligible for a merit salary increase or one-time merit payment if he or she meets all the following criteria:

- The employee has been employed with the agency for six continuous months before the date of the increase;
- The effective date of the increase is at least six months after the effective date of the employee's last promotion, merit salary increase for performance in that position, enhanced compensation award, or one-time merit payment for performance in that position;
- The employee's personnel file contains an evaluation completed within 14 months preceding the merit recommendation that reflects that the employee's job performance and productivity level are consistently above that which is normally expected or required; and
- The employee must not be on any type of disciplinary plan at the time of the recommendation.

### **Timing:**

Division directors and presiding judges will periodically review the range of classified salary groups within their supervision and may recommend a merit salary increase or a one-time merit payment for an eligible employee. Merit salary increases may be awarded at any time during the year, but one-time merit payments typically are awarded only toward the end of the fiscal year.

### **Procedures:**

- A recommendation for a merit salary increase or a one-time merit payment must document the employee's eligibility, the reasons justifying the recommendation, recommended amount, and the effective date.
- To ensure funds availability, the division director must receive documentation from Finance & Operations, and the presiding judge must receive documentation from the

Specialty Courts Program Director, that funds are available. The documentation may be in any form, such as by initialed approval on the recommendation or by e-mail.

- After funds availability is verified and documented, the recommendation is forwarded to the human resources manager for eligibility verification.
- After eligibility is verified and documented by the human resources officer, the recommendation is sent to the administrative director for review. If approved, the recommendation is returned to the human resources officer for preparation of the personnel action form.
- After the personnel action form is forwarded to the division director or specialty courts program director for signature, the employee may be notified of the salary increase.