

UNIVERSITY of  
**HOUSTON**

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Executive Vice President, Administration and Finance  
University of Houston

MEMORANDUM

TO: Vice Presidents and Deans

FROM: Dr. Carl Carlucci, Executive Vice Chancellor and Executive Vice President for Administration and Finance 

DATE: June 9, 2010

SUBJ: Fiscal Year 2011 Staff Salary Increases

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Fiscal Year 2011 salary increases for staff will become effective on September 1, 2010. A 3% pool will be distributed based on Merit. To be eligible, a staff member must be employed in a benefits-eligible staff position continuously since March 1, 2010 and have a current PCD (Performance Communication & Development) form on file in Human Resources with a rating of "Generally Meets Expectations" or better.

Recommended merit increases based upon PCD ratings are

- 1-2% for Generally Meets Expectations
- 2-3% for Fully Meets Expectations
- 3-5% for Exceeds Expectations

These guidelines should not be used to make awards across the board.

The 3% pool is calculated based upon the base salaries of staff that are eligible for merit. Employees not eligible for merit include those who

- Were hired after March 1, 2010 or have a break in service after March 1
- Have a current pay rate over the pay range maximum
- Received an increase after March 1, 2010 of 10% or greater
- Have not completed the mandatory training
- Received a 2010 PCD with a rating of Needs Improvement

Other specific requirements can be found attached and in the Planning and Budget Guide available online.

The processing of recommended salary increases will occur in the university's budget development system (BDM). On June 9, 2010, the Budget Office will distribute worksheets of eligible employees and merit pool amount. This worksheet is based on information contained in BDM. It calculates available merit pool balance as merit amounts are entered for employees. BDM will be open from 8:00 am on June 14, 2010 through 5:00 pm on June 21, 2010.

Proposed merit increases should be kept confidential and not communicated to staff until all approvals have been obtained, including review by Human Resources.

Attachment: University of Houston Merit Increase Guidelines for Staff Employees

cc: College and Division Business Administrators  
Human Resources  
Budget Office