

## **University of Houston FY2025 One-Time Merit Guidelines**

The following guidelines identify employees that will be eligible to be considered for a one-time merit payment.

### **To be eligible employees must:**

- Be classified as a full-time (1.00 FTE) benefits-eligible employee.
- Be employed prior to September 1, 2023.
- Have an annual base salary of \$100,000.99 or less.
- Have a 2023 staff ePerformance appraisal with an “Achieved Expectations” (3) or above rating.
- Employees in interim positions are eligible for the one-time merit based on their base pay.
- Supervisors or managers must have completed 2023 ePerformance documents for all their subordinates by February 2, 2024.
- Have completed the FY2024 mandatory training required for state and federal compliance SAM 02.A.11 by November 17, 2023.
- Not have any delinquent debt to the university. \*

\*Employees who have outstanding debt will not be included in the initial merit payment file. Employees who clear their debt by December 13, 2024 and would otherwise be awarded a merit payment, will be included in a supplemental merit payment file.

### **Allocation of Merit:**

- One-Time Merit distribution is determined by compliance with merit guidelines.
- One-Time merit payments will be distributed in December 2024.
- The one-time merit payment will be \$2,000.
- Post docs classified as Full Time (1.00 FTE) benefits-eligible and are not temporary employees are eligible for this one-time merit payment.
- University central administration will fund 100% of merit costs on centrally funded sources and 50% of merit costs on non-centrally funded sources.
- Division Business operations will receive Merit Rosters from Human Resources.

### **Definitions:**

- *Full-time benefits-eligible staff employee:* An employee who is hired to work at least 40 hours per week or 1.00 FTE. Excluded from this definition are students employed in positions that require student status as a condition of employment (both monthly and hourly paid students). Contract employees, Teaching Fellows, Teaching Assistants, Graduate Assistants, and Research Assistants are not considered benefits-eligible staff employees.