
THE UNIVERSITY OF BRITISH COLUMBIA



Human Resources
Room 350 - 2075 Wesbrook Mall
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<http://www.hr.ubc.ca>

Date: October 15, 2009

To: Deans, Directors, Department Heads and Administrators

From: Kathleen Cheng, Manager, Compensation

CC: HR Advisors & Associates, Compensation Consultants/Associates,
Joanne Young/Payroll, Jacqueline Sun/Budget Office

Re: 2009 M&P Performance-Based Merit Pay Program

Attach: Department Spreadsheet of eligible employees
(Available Online - 2009 Merit Instructions; 2009 Merit FAQs)

About the Merit Pay Program:

The purpose of the performance-based Merit Pay program is to recognize and reward meritorious performance.

While this program is designed to provide a tool to move employees who have demonstrated above average performance from the midpoint toward the maximum of their salary ranges, there are also other options available to award meritorious performance – including a one-time bonus or professional development opportunities.

Note: Employees who are currently at the top of their salary range are not eligible for ongoing salary increases. However, they can be rewarded for meritorious performance through a one-time bonus, extra vacation time, or professional development opportunities.

Eligibility Criteria:

M & P staff are eligible for merit increases if as of June 30, 2008:

- They were at the midpoint of their salary range or above, and
- They have completed their probationary period.

Points to Remember:

There are several changes to the Merit program this year and they are as follows:

1. Merit paperwork such as the departmental spreadsheet and the Staff Appointment Notices must be submitted to Human Resources by **November 9, 2009**, and Payroll by **November 16, 2009** respectively to guarantee the retro by December 15, 2009.
2. If your department used July 1 as the implementation date for Merit, please continue to use this date. If your department uses the anniversary date of the employee or the department's business year, then the effective date will have to be between the merit period of July 1, 2009 and June 30, 2010.

3. Keep your staff notified once Merit paperwork has been submitted. Employees often contact Payroll directly to inquire about their Merit increases, rather than following up with their Administrators. With the Self-Service Web Application now available, employees can also view their Merit increases online once the Merit paperwork has been processed by Payroll (<http://www.msp.ubc.ca>). Where possible, encourage your staff to use the Self-Service Web Application to view their paycheques online.
4. As with previous years, the central University will fund Merit increases for GPO positions at an average of 2%.

Instructions and Attachments:

Attached to this memo is a spreadsheet of the employees in your department/faculty who are eligible for the 2009 Merit Pay program.

Note: There are a number of factors that may result in an employee being excluded from your department spreadsheet. If you need to inquire about why an employee is not included, please contact Joyce Wei and she can provide details (contact information listed at the end of this memo).

Please visit our Merit web pages for merit related information: <http://www.hr.ubc.ca/comp/merit/>.

Here you will find the following resources:

- Instructions for completing your Department Spreadsheet
- Step-by-Step Instructions on implementing Merit
- Merit FAQs

Deadline for Processing:

Administrators/Department Heads will need to complete the spreadsheet, with the 2 worksheets included, and return to me in Human Resources and – at the same time – forward Staff Appointment Forms to your Payroll representative – **by November 16, 2009.**

Who to Contact for Assistance:

Should you have any questions related to the Merit Pay Program, please contact Joyce Wei by phone at 604-822-6865 or by e-mail at joyce.wei@ubc.ca.