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# THE UNIVERSITY OF BRITISH COLUMBIA



**Human Resources**  
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<http://www.hr.ubc.ca>

**Date:** September 12, 2006

**To:** Deans, Directors, Department Heads and Administrators

**From:** Kathleen Cheng, Team Leader, Total Compensation

**CC:** HR Advisors & Associates, Compensation Analysts, Joanne Young/Payroll

**Re:** 2006 M & P Performance-Based Merit Pay Program

**Attch:** Department Spreadsheet of eligible employees & Spreadsheet Instructions  
(Available Online - 2006 Merit Instructions; 2006 Merit FAQs)

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## **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, 2005, they were at the midpoint of their salary range or above, and
- They have completed their probationary period.

## **Reminders for 2006:**

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

1. Merit paperwork must be submitted by **November 10, 2006** to guarantee the retro by December 15, 2006.
2. If your department used July 1 as the implementation date for Merit, please continue to use this date. If your department used the anniversary date of the employee or the department's business year, you may continue to use this date.
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>).

4. We encourage you to submit your Merit paperwork by the November 10/06 deadline in order for those who are eligible to receive their Merit increase in advance of the holiday season. Merit increases will be reflected on paycheques for **November 30, 2006**. Merit retroactivity (where applicable) will be reflected on paycheques for **December 15, 2006**. Where possible, encourage your staff to use the Self-Service Web Application to view their paycheques online.
5. 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 Merit this year. 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 Kathleen Cheng and she can provide details (contact information listed at the end of this memo) .

**Please visit our Merit web pages for additional instructions:**

<http://www.hr.ubc.ca/comp/merit/index.html>

Here you will find the following resources:

- Instructions for completing your Department Spreadsheet
- 2006 Step-by-Step Instructions on implementing Merit
- Merit FAQs

**Additional Resources:**

Based on feedback from last year's Merit, we are exploring the following support resources for HR Administrators:

- Teleconference Q and A on Merit – for Administrators new to Merit
- In-person Roundtable with HR Administrators

**Deadline for Processing:**

Administrators/Department Heads will need to complete the spreadsheet and return to Kathleen Cheng in Human Resources and – at the same time – forward Staff Appointment Forms to your Payroll representative – **by November 10, 2006**.

**Who to Contact for Assistance:**

Should you have any questions related to the Merit Pay Program, please contact Kathleen Cheng, Team Leader, Total Compensation, by phone at 604-822-8148 or by e-mail at [Kathleen.cheng@ubc.ca](mailto:Kathleen.cheng@ubc.ca).