

MEMORANDUM

January 31, 2017

To: CLLA Executive Council

From: Pamela R. Matthews
Dean, College of Liberal Arts

Subject: One-time Merit Nominations for Staff – **DUE February 8, 2017**

A handwritten signature in blue ink that reads 'p Matthews' is positioned to the right of the 'From:' field.

I have set aside funds for a mid-year cycle of one-time merit awards for employees according to the guidelines in the TAMU Standard Administrative Procedure 31.01.01.M5.02 – *One-Time Merit Payments*. The payments will have an effective date of March 1, 2017. These awards are intended to reward employees who have "successfully completed a special project of significant importance to warrant special recognition." You are invited to nominate staff members whose performance satisfies this description.

One-time merit preference will be given to nominees that have completed a project that is not already part of the employee's job responsibilities. Administrative leave is another option available for rewarding high performing staff and is tied to the annual review process.

One-time merit awards will be funded by the College from one-time, non-recurring funds, except for awards from the Public Policy Research Institute and the English Language Institute, which will be self-funded. The award amount is not added to the employee's base salary and will have no impact on any subsequent base salary merit raise.

I expect that nominations and awards for one-time merit will be highly selective. The accompanying attachment provides guidance on the criteria and recommended payment levels. Please ensure in your nominations that you are recommending the appropriate level of award. All nominations will be reviewed by a committee of representatives from across the college.

Contact Cheryl L. Hanks at 845-6516 if you have questions. Submit all nominations electronically to cclabusiness@tamu.edu by **5:00pm on February 8, 2017**.

College of Liberal Arts One-Time Merit Guidelines January 31, 2017

Please refer to TAMU Standard Administrative Procedure [31.01.01.M5.02 – One-Time Merit Payments](#). Each request must be supported by strong evidence of meritorious performance and utilize the *One-Time Merit Payment Approval Form*.

Guidelines for nominations:

- All employees are eligible for nomination of a one-time merit award. Preference will be given to nominees with projects that are not already part of their normal job responsibilities.
- The time period for one-time merit consideration is calendar year 2016. Projects will have been completed by December 31, 2016.
- Deans, department heads, or program directors may nominate employees using the attached [form](#):
 - Account Number: 02-133017, Support Account: 16010, Accounting Analysis: 0180
- One-time merit awards will be funded centrally from one-time non-recurring funds, except for awards from the Public Policy Research Institute and English Language Institute, which will be self-funded.
- A one-time merit award is not added to an employee's base salary.
- Receiving a one-time merit award will not have implications for a subsequent base salary merit increase.
- All nominations will be reviewed by a committee with faculty and staff representation.
- It is expected that few than 10% of budgeted employees will receive one-time merit awards.

Eligibility Criteria for One-Time Merit Payments (all boxes must be checked on [form](#) for employee to be eligible):

- Employed with TAMU for the six months immediately preceding the proposed effective date.
- Six months have elapsed since the employee's last merit increase.
- Demonstrated meritorious performance evidenced by "achieves" or higher overall rate on the most recent performance evaluation, or by successful completion of a special project of significant importance.

Description of Performance Justifying the One-Time Merit Payment:

- Provide a one-paragraph narrative demonstrating the successful completion of a project of significance impact warranting special recognition.
- Identify an award level according to the project's degree of significance and overall impact for the department, program, college, or university.
- Indicate the overall performance evaluation rating from the employee's last review.

Award Payment Levels:

- Up to \$1,000. Work is of high quality and overall performance, skill level, and knowledge is above average. Work on the cited project(s) exhibited independent actions, resourcefulness, and was a significant accomplishment or contribution to the operation of the department or unit.
- Up to \$2,500. Work of the highest quality and overall performance is consistently outstanding. Work on the cited project(s) exhibited independent actions, resourcefulness, and exercised outstanding judgment; an exceptional contribution to the department or unit with long-term significance and impact.
- Awards exceeding \$2,500. TAMU Standard Administrative Procedure [31.01.01.M5.02 – One-Time Merit Payments](#) allows awards up to \$5,000. I do not anticipate approval of awards funded at this level except in truly exceptional circumstances.