

2010 Staff Merit Raise Procedures

President Machen is again providing a pool of funds for UF staff pay increases. The administration of the Libraries and the Library Council have developed a methodology for allocating these funds.

President Machen has provided the funds for merit increases. While sympathetic to the lack of a cost of living adjustment for library staff since 2008, the Libraries is obliged to consider the intent of this funding and, therefore, will differentiate meritorious service and accomplishment levels from normal achievement.

The minimum requirement for staff to qualify for an increase is an overall annual performance evaluation rating of no lower than "Achieves". Staff who received an overall annual evaluation rating of "Above Average" or "Exceeds" are eligible for a higher merit pool allocation.

The allocation levels are described in the following table. Statistics for those qualifying at each level are also indicated.

| | Merit Allocation Level | % of all library staff eligible |
|----------------------|---------------------------------|--|
| Exceeds | Highest | 25.3 |
| Above Average | Second Highest | 51.1 |
| Achieves | Third Highest | 20.2 |
| | Total % receiving raises | 96.6 |

The allocation of the merit funds will be at a percentage of the staff member's salary. The percentage for each merit allocation level is depicted in the following table.

| | Merit Allocation Level | Anticipated % |
|----------------------|-------------------------------|----------------------|
| Exceeds | Highest | 5 |
| Above Average | Second Highest | 3 |
| Achieves | Third Highest | 1 |

The purpose of this process is to equitably acknowledge meritorious service. Accordingly, chairs and unit heads have been directed to report any anomalies with the annual evaluation and/or any other mitigating factors or special considerations that should be taken into account in regards to an individual staff member's merit allocation.

Per library policy, the funding for the HSCL and the University Libraries will be segregated from the other.