

**Regular and Exempt Faculty
UMB Merit Allocation Guidelines
Frequently Asked Questions**

1. Are eligibility requirements waived for state agency or USM transfers?

An employee in an eligible employee class must meet the eligibility requirements for merit which requires adherence to the following:

- Exempt, Nonexempt Staff employees, and CII status employees must be in their UMB position for at least 120 days by the end of the cycle: March 31, 2024. For the 2023 – 2024 cycle, eligible employees must have been hired by December 1, 2023.
- Employees must have an evaluation for the 2023 – 2024 performance cycle with a rating of “Outstanding”, “Above Standards”, or “Meets Standards”.

2. What if an employee has changed jobs within UMB since the last performance evaluation?

This employee remains eligible for a merit increase if the prior job was in an eligible employee class, such as regular or Contingent Category II (CII). Employees whose prior job was in a non-eligible employee class, must be in a regular or CII employee class on or before December 1, 2023.

3. What if an employee does not receive an evaluation by the stated deadline?

The employee will be considered to have a “Meets Standards” evaluation rating and will receive a 2.5% merit increase.

4. How is my evaluation completed if I transferred to a different job within the year?

Employees who changed jobs within the same department should have a performance evaluation completed with the assessment of their performance for the past performance year cycle. If the employee changed jobs in a different department prior to December 1st, the new department would complete a performance evaluation for at least the past 120-days.

5. How does being on leave impact an exempt employee’s merit increase?

Employees who otherwise meet eligibility criteria who are on an approved leave of absence may be eligible for a merit increase upon return to work once their performance evaluation is on file. The performance evaluation must be completed within 30 days of the employee’s return to work. The employee’s merit increase will be adjusted for the period between the employee’s approved leave and return to work.

6. If a CII employee is auto termed and rehired on the same day, are they eligible for merit?

Yes, they are eligible for merit if they meet the eligibility criteria and did not have a break in service and meet all other eligibility criteria.

7. How should merit increases be handled for employees who are separating from UMB after the effective date of the merit increase to occur on July 1, 2024?

UMB establishes an eligibility period in which an employee must be actively employed that runs from June 30, 2024, to July 15, 2024. If the employee voluntarily or involuntarily separates from UMB during this period, they are not eligible for merit or COLA. If they separate from UMB on July 16, 2024, or after, they are eligible for merit and COLA assuming they meet all other eligibility criteria.

8. How will merit be handled for nonexempt staff positions (regular or CII) that are not represented by a union?

Nonexempt staff positions not represented by a union that otherwise meet all eligibility criteria for merit will receive a merit increase of 2.5% if they receive an overall rating of “Meets Standards”, “Above Standards”, or “Outstanding”.

9. If I was promoted to a new position that is in a merit eligible staff employee class after December 1st 2023, will I be eligible to receive merit?

If the staff position you were in as of December 1, 2023 was merit eligible and the promoted staff position remains merit eligible, yes, the employee would be eligible for merit assuming they meet all other criteria. If the staff position the employee held as of December 1, 2023 was not eligible for merit, then the employee would not have maintained a merit eligible position long enough to be eligible for a merit increase.