

MEMORANDUM

To: Executive Officers and Deans

From: Carolyn P. Hafner, Interim Associate Vice President & Chief Human Resources Officer (CHRO), Division of Human Resources

Subject: FY20 Non-Represented Merit Increase Program

Date: March 4, 2020

Overview

We are pleased to announce that University leadership has approved a merit pool of 2.0% for this year's merit program. This memo provides an overview of the merit increase program for Non-Represented employee groups for fiscal year 2020 (FY2020).

Key Program Dates

In order to be eligible for a merit award, employees must have been in an eligible non-represented position as of **December 31, 2019**. For employees in an eligible non-represented position as of **July 1, 2019**, the completion of the annual performance appraisal with an "*Effective*" rating or higher is a prerequisite to be eligible to receive a merit increase. The deadline for submission of performance reviews has been extended to March 20, 2020.

Unit administrators may access and begin working with the Wayne Salary Administration Module (WSAM) on March 9, 2020.

The deadline for merit increases to be entered into WSAM is **April 3, 2020**. All second level reviews of merit increases should be completed before this date.

Merit increases are effective on **April 6, 2020** for 12-month employees and **April 22, 2020** for 9-month employees.

Both 12-month and 9-month employees will see their increases on the pay date of **April 29, 2020**.

If you have any questions, please contact Jackie Wilson, Director of Compensation, at jackie.wilson@wayne.edu or 313-577-1682.