



WAYNE STATE
UNIVERSITY
Human Resources

MEMORANDUM

To: Deans, Directors
From: Carolyn P. Hafner, Associate VP & Chief HR Officer
Subject: FY25 Non-Represented Merit Increase Program Overview
Date: **October 15, 2024**

Overview

We are pleased to announce that the university has approved a merit increase based on performance for non-represented employees. **This is not an across-the-board increase.** All merit increases must be allocated based on the employee’s performance. This memo provides an overview of the program for Fiscal Year **2025**.

Each school, college, and division will receive the total dollar amount available for distribution based on current compensation in the merit pool.

Key Program Eligibility

In order to be eligible for a merit award, employees must:

- Have been in an eligible non-represented position as of **August 1, 2024**
- Have a current **2024** performance evaluation completed with a rating of at least **“Effective”**. The completion of the annual performance review is a prerequisite to receive a merit increase

The deadline for submission of performance reviews in Cornerstone Conversations is **November 8, 2024**. Unit administrators may also access and begin working in the **Wayne Salary Administration Module (WSAM)** on **November 8, 2024**. The deadline to enter merit awards, performance scores, and complete second level reviews into WSAM is **November 22, 2024**.

Key Dates

Group	Performance Review Deadline	Access to WSAM Opens	Access to WSAM Closes	Increase Effective Date	Paycheck Date
12-Month Employees (E-classes: C2, D2, EX, F2, FA, R2, RN, MA, MN, N2, NE, NH, NN, NC)	November 8 th <i>(Manager review date)</i>	November 8 th	November 22 nd	November 25 th	December 18 th
9-Month Employees (E-classes: C9, D9, F1, F9, R9)	November 8 th <i>(Manager review date)</i>	November 8 th	November 22 nd	December 23 rd *	December 18 th

* Service period for 9-month employees is December 23rd – December 31st for the December 18 pay date



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Highlights & Program Guidelines

Annual Review Rating Rubric

The rating rubric is a guide for allocating merit awards to employees.

- To be merit eligible, an employee must reside in a non-represented position as of **August 1, 2024, and have a completed performance evaluation.**
- The incumbent's performance is the primary determinant of the allocated merit award. In addition to the performance evaluation rating, the length of time in a non-represented position and position in the salary band are secondary factors that warrant consideration for merit award allocations.
- A merit increase should not be provided to employees with an overall performance rating of Unsatisfactory or Inconsistent.
- Total merit pool amounts are **not** to be exceeded when applying the rating rubric, except for employees in E-classes R2 and R9 (Research), subject to the approval by the Office of the Provost and the Vice President for Research.
- The rating rubric below includes guidelines for salary increase recommendations based on the employees performance rating. Please refer to the [Annual Review Rating Rubric](#) for additional guidance on assigning each performance rating below:

Annual Review Rating Rubric

Performance Rating	Target Increase Range %
Exceptional	4.5% - 6.0%
Highly Effective	2.5% - 4.5%
Effective	1.0% - 2.5%
Inconsistent	0%
Unsatisfactory	0%