

## Wellesley College Salary Increase/Merit Bonus Program for Fiscal Year 2015-2016 (Administrative Staff)

*For FY 2015-2016, the salary increase pool for administrative staff is 2.0% and the bonus pool is 0.5%. Bonus dollars are typically paid out as a one-time lump sum payment but can be rolled into base salary.*

### Salary Increase Program

All eligible administrative staff who meet or exceed performance expectations should receive a 2% salary increase. Employees whose documented performance falls short of expected results or whose performance is unsatisfactory will not receive a salary increase.

Exceeds performance expectations	2.0% salary increase and may be eligible for a bonus
Meets performance expectations	2.0% salary increase
Does not meet performance expectations	No salary increase

### Merit Bonus Program

This year's bonus pool will equal 0.5% of total administrative staff payroll, which division heads can allocate among high performing staff. Administrative staff working at least half time or more in regularly budgeted positions and who have contributed in extraordinary ways to Wellesley or whose performance has been consistently outstanding will be eligible for a bonus. There is also an option for team bonuses for a group of employees who have worked together on a project and whose impact is significant to the College. For employees who are paid through a grant, performance bonuses must be allowed under the terms of the grant.

Typically, the bonus is made as a **one-time lump sum payment** and recognizes efforts involving a one-time project, a significant improvement over prior year performance or additional responsibilities taken on temporarily.

When one or more of the following criteria are met, division heads may request that bonus dollars be rolled into base salary:

- The employee permanently assumed additional responsibilities but the changes were not significant enough to warrant a reclassification request.
- The employee consistently exceeds the expectation of the role.
- A department wants to address equity issues between employees in similar roles.

You should also know that our bonus program is intended to reward top performers and significant contributors, rather than to top up everyone. The bonus pool has, therefore, been sized based on the assumption that approximately 1/4 to 1/3 of the staff in a division will receive bonuses.

### Important Dates

- Salary increases are effective July 1, 2015
- Salary and bonus information is available on MyWellesley on July 1, 2015.
- One-time bonus payments are paid on July 17, 2015 for employees on biweekly payroll.
- One-time bonus payments are paid on July 30, 2015 for employees on monthly payroll.