Wellesley College
Merit Increase and Bonus Program for Fiscal Year 2019-2020

This 2019-2020 administrative salary increase is a merit program. Individual salary increases will be directly linked to individual performance in the job as outlined below. In addition, a .25% lump sum cash bonus program is available for outstanding performance. Lump sum bonus dollars may be distributed in July, December, or at other times of the year. Human Resources will manage a separate, central fund (.25% of administrative salaries) for market adjustments and a newly created .25% central fund for promotions.

Continuing employees on the payroll as of March 31, 2019 are eligible for increases in salary as recommended by department heads and approved by senior leadership. Categories this year are:

- **Performance Successfully Meets Expectations** (Most employees fit into this category): Performance consistently meets established standards, requirements or expectations, at times possibly exceeding expectations. This rating conveys solid, effective performance.  
  *Suggested increase: 2.0 - 2.25%*

- **Performance Exceeds Expectations** (Typically top 20%): Performance consistently exceeds established standards, requirements, and expectations. Employee exhibits initiative, creativity and self-direction. These employees often serve as role models in their department/division, and are often recognized for their performance beyond their department and division.  
  *Suggested increase: 2.5% or higher and lump sum bonus*

- **Performance Does Not Meet Expectations**: Performance does not meet established standards, requirements or expectations. Significant improvement is needed in one or more important area.

  *For those employees on a documented performance plan, the suggested increase range is 0 – 1.0 %. For those employees not on a documented performance plan, but not meeting expectations, the suggested range is 1.0 – 1.75%.*

**Note:** Some employees whose salaries have been frozen are not eligible for an increase to base. Those employees are eligible for a one-time payment equivalent to the appropriate salary increase percentage. Employees whose salaries are frozen have been notified previously.