This 2016/2017 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.

Continuing employees on the payroll as of March 31, 2016 are eligible for increases in salary as recommended by department heads and approved by senior staff. Categories this year are:

- **Performance 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.  
  *Recommended increases: 2.0%-2.25%*

- **Performance Often Exceeds Expectations**: Performance consistently meets and often exceeds established standards, requirements and expectations. Employee contributes significantly to the department and the division.  
  *Recommended increases: 2.25% – 2.45%*

- **Performance Always Exceeds Expectations** (Typically top 10%): 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.  
  *Recommended increases: 2.5% and above. Exceptional performers may receive more than 2.5% as long as the department does not exceed the overall budgeted pool of 2.5%.*

- **Performance Does Not Fully Meet Expectations**: Performance does not fully meet established standards, requirements or expectations. Significant improvement is needed in one or more important area.  
  *Recommended increases: 0-1.5%*

**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.