Special Charge: The special charge assigned to your committee is to explore how merit pay is determined and communicated to members of LFPA.

Committee members met several times in fall 2013 to discuss the charge and how to accomplish it. Shannon Royer compiled data of KU Libraries’ past merit increase allocation practices for the committee to understand the merit pay history, especially the merit distribution process which related to the annual evaluation rating. The Dean of the Libraries decides the merit distribution method according to the ranking level, in addition to a special allocated pool to reward research and scholarly activities. The timing of salary/merit information distribution was discussed and concerns were communicated with the Libraries’ HR.

There was a general concern that no salary information (base, increase) was provided at the beginning of fiscal year 2014. In early October, the Committee suggested that HR share salary information when it becomes available and explain the annual base, and any merit monies for later in 2013. HR suggested the committee wait until the merit process is announced by the Provost to communicate salary issues with staff. The Committee also wrote to the Dean of the Libraries to request a detailed explanation to be included in the salary letter as to how merit distribution is determined.

The Committee requested that HR update the annual Faculty Evaluation Form to include all three evaluated components (professional performance, service, and research/scholarly activities) and the rating levels of each category according Dec. 2012 LFPA Faculty Evaluation Plan.

The Committee was pleased with the 2013-2014 salary and merit information distributed to the library staff. Below is one example of how salary merit increase was communicated this year:

Dear xxx,

I am pleased to inform you that Provost Vitter has provided a general merit pool of 1.5% for all eligible faculty. The Provost required that merit allocation reward superior performance rather than be distributed on an across-the-board basis. In addition, the Provost made funds available for deans to allocate in recognition of superior performance. Within KU Libraries, these funds were allocated to faculty with exceptional research performance in the past year. The allocation was made on an equal percentage basis.

Evaluation rankings as follows were used to weight the percentage merit allocation calculated for each eligible faculty member: Exceptional = 4, Exceeds Expectations = 3, Meets Expectations = 2, Needs Improvement = 1, Unsatisfactory = 0. With the calculated percentage point of 0.465%, the resulting merit awards were as follows: Exceptional = 1.86%, Exceeds Expectations = 1.4%, Meets Expectations = 0.93%, Needs Improvement = 0.47%, Unsatisfactory = 0%, where the percentage is applied to your existing base salary to arrive at the dollar increase.

Your merit increase, based on your evaluation for the 2012 calendar year (Exceeds Expectations) will be $1,069 (1.40%). In recognition of your exceptional evaluation in the area of research, you will receive an additional $1,165 (1.52%). These increases totaling
$2,234 will result in a new base salary of $78,835, and will first be reflected in the paycheck you receive on January 31, 2014.

Please accept my personal thanks for your service and for your contributions to KU Libraries. I look forward to your continued service in the upcoming year.

Sincerely,

lorraine j. haricome
Dean of Libraries

Suggestion:
1. Add the “Salary and Merit Communication” to library staff on the HR calendar.
2. The S&B should evaluate every year the timing of communication through HR and the salary/merit letter clarifying how the salary and merit distribution was done.

The chair of this committee would like to commend Shannon Royer for her extraordinary work on compiling past salary merit pay practices data, and for her excellent explanations of salary merit distribution details for library staff. Thanks to Secretary Karen Cook for her diligent and accurate minutes and Kim Glover for conveying LFPA information in her liaison role and many helpful ideas in every meeting.

Vickie Doll, Chair
Karen Cook, Secretary
Kim Glover, Liaison, LFPA Exec.
Shannon Royer, Ex-officio