




# OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

## Human Resources Division

<b>Title:</b>	<b>Merit Pay System</b>	<b>HR_420_01</b>
<b>Supersedes:</b>	HR_420_01, dated April 16, 2007	
<b>Applicability:</b>	Management service and executive service employees. Refer to labor agreement for classified represented employees.	
<b>Reference:</b>	State Policy 20.005.05	
<b>Effective Date:</b>	November 16, 2009	<b>Approved:</b> 

### I. PURPOSE

To encourage outstanding individual performance and organizational accomplishments by providing for monetary awards to employees based on past meritorious service and contribution to the mission and goals of the organization.

### II. POLICY

The merit pay system allows for the orderly progression of an employee's pay from the established minimum to the maximum of the rate range based on documented meritorious performance.

- A. Merit pay awards shall be based on employee's work performance and organizational accomplishments. Pay awards shall be documented and entered into the state Personnel and Position Data Base (PPDB) personnel system.
- B. Merit pay increases shall be awarded on the employee's salary eligibility date, provided the employee is not at the top step of the salary range and provided that the employee's work performance warrants such increase.
- C. Salary rates shall be administered within the salary range to which each employee's job has been assigned in the state compensation system.
- D. Merit pay awards shall be within budgeted salary parameters and funding and legislatively approved salary policies.

### III. POLICY CLARIFICATION

- A. Salary increases generally advance employees one step, or the equivalent thereof.
- B. Generally, eligibility for merit pay increases follows a 12-month cycle.
- C. Human Resources Administrator, in conjunction with the appropriate deputy director, may grant an employee a special salary increase for exceptional individual performance in accordance with HR Policy 420\_02, Pay Practices.
- D. Leave without pay resulting from job-incurred time loss or other qualifying family and medical leave covered by HR Policy 460\_04, Family and Medical Leave, does not affect an employee's salary eligibility date.