Merit Increase Matrix and Performance Rating Categories

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| --- | --- | --- | --- | --- | --- |
| **Reference Rate %** | **+125%****Lump Sum** | **115 – 124%** | **105 -114%** | **95 – 104%** | **Below 94%** |
| **O**utstanding | 1.9 – 2.5 | 2.6 – 3.0 | 3.1 - 3.5 | 3.6 – 4.5 | 4.6 – 5.0 |
| **E**xceeds **E**xpectations | 1.5 – 1.9 | 2.0 - 2.5 | 2.6 – 3.0 | 3.1 – 3.4 | 3.5 – 4.5 |
| **M**eets **E**xpectations | 0.0 – 1.4 | 1.4 – 1.9 | 2.0 – 2.5 | 2.5 – 3.0 | 3.1 – 3.4 |
| **N**eeds **I**mprovement | 0.15 | 0.0 – 1.5 | 0.0 – 1.5 | 0.0 – 1.5 | 0.0 – 1.5 |
| **U**nsatisfactory | 0 | 0 | 0 | 0 | 0 |

1. Determine the individual’s present salary as a percent of the Reference Rate in the top row.
2. Determine the overall performance rating for the individual down the far left column.
3. The intersection of these values determines the recommended merit treatment range.
4. Multiply the selected % merit treatment times the current annual salary to determine the merit pay increase.
5. Employees with a reference rate over 125% will receive a one-time lump sum merit raise with no commensurate benefits added.
6. The Executive Pastor will approve all performance ratings.
7. The Personnel Committee will approve merit increase recommendations and make the final recommendations to the Finance Committee.

**Example:**

Susie is an S5 Secretary who currently earns an annual salary of $34,000 per year which is 103.1% of the Reference Rate ($34,000 ÷ $33,000). Susie’s performance for 2018 was evaluated as Exceeds Expectations. Susie is eligible for a 1-1-2019 merit increase which ranges from 2.6 to 2.9% of her present salary. Her supervisor chooses to recommend a 2.8% merit increase for Susie (.028 x $34,000 = $952). Susie’s new annual salary, effective 1-1-2019, is $34,952.

**Performance Rating Categories and Definitions**

**\_\_\_\_\_\_ Outstanding:** Results in key job duties consistently far exceeding the expectations for the job. This year’s contribution clearly moved the ministry forward to unanticipated levels, and/or the employee was responsible for “historic” results in a particular area.

**\_\_\_\_\_\_ Exceeds Expectations:** Results in key job duties consistently exceeding expectations and the employee is perceived as the “yard stick” for their position both internally and externally. And/or the employee assumed “over and above” their job description assignments during the year while continuing to meet job expectations.

**\_\_\_\_\_\_ Meets Expectations:** Results in job duties consistently meeting expectations; occasionally exceeds requirements.

**\_\_\_\_\_\_ Needs Improvement:** Meets most expectations but frequently not of the quality expected. The need for further development is recognized.

**\_\_\_\_\_\_ Unsatisfactory:** Results are consistently below the expected level in key job duties and require immediate and significant improvement.