

31.03.03.W0.01 Meritorious Leave Procedure

Supplements System Policy 31.03

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Approved December 16, 2010

Revised March 23, 2011

1. GENERAL

In those years in which the university is not able to award merit salary increases of one percent or more, and if financial conditions permit, then in the place of merit increases, per Texas A&M University System Regulation 31.03.03, the university will award up to 8 hours per fiscal year to staff employee who meet the conditions specified below.

2. MERITORIOUS LEAVE AWARDS

- 2.1 A meritorious leave award may be granted to a staff employee in recognition of superior performance that advances the mission of West Texas A&M University.
- 2.2 An employee may be granted eight (8) hours of merit award to be added to the employee's administrative leave. However, the leave must be taken between the employee's annual evaluation and the end of the fiscal year.

3. REQUIREMENTS

- 3.1 Each division head can designate 8 hours of meritorious leave per fiscal year for up to ten percent (10%) of their staff employees within the division.
- 3.2 To be eligible, employees must score at least 1.5 on their weighted average score, as noted on the prior year's employee performance evaluation scoring sheet.
- 3.3 An employee must have been employed by the University for the six-months immediately preceding the evaluation.

4. SUPERVISOR'S RESPONSIBILITIES

- 4.1 Supervisors can nominate an employee for an 8-hour meritorious leave award by sending a copy of the employee's performance evaluation and score sheet, with a written explanation of why the person deserves the award to department heads. The nomination must be received by the department head no later than the first business day in April.

- 4.2 The department head must review the nominations once received and either forward it on to the division head or decline the nomination by no later than the 15th of April.
- 4.3 By the first of May, division heads must review all nominations and choose no more than ten percent of their staff employees' evaluations to send to the president for review.
- 4.4 The president holds the final decision on whether an employee will receive the award. A final decision on employees receiving the award will be completed by the last business day in May.

5. **PROGRAM EVALUATION**

- 5.1 The effectiveness of the program and the amount of the award shall be evaluated by staff council and the university president after each fiscal year.

CONTACT FOR INTERPRETATION: Director of Human Resources

APPROVAL:  03.23.11
President/CEO Date