

Criteria for an Extra Meritorious Increase Classified Employees

1. An extra meritorious increase is a one (1) step increase in the *classified* employee's salary range.
2. An employee may receive only one (1) extra meritorious increase while in a position.
3. An employee must demonstrate continuous, sustained, and exemplary service for three (3) to five (5) years.
4. The *most recent* performance evaluation must document the employee's outstanding performance.
5. The request must be signed by the Dean/Head/ -Director of the employee's department and approved by the Office of Human Resources before it can be effective.