




MEMORANDUM

August 22, 2007

TO: Faculty and Staff of the Division of Agriculture

FROM: Milo J. Shult 

SUBJECT: Classified Employee Merit Increase Pay System

In my memorandum of July 2, 2007 outlining the Division of Agriculture 2007-08 Salary Program, I referenced Act 289 from the 86th General Assembly regular session, which provided for the development and implementation of a merit pay plan for classified employees. At that time, we indicated that the new merit pay plan was established for state employees as defined by the Office of Personnel Management. While institutions of higher education, including the Division of Agriculture, are not required to participate, I am pleased to announce that the Division will implement the plan this year.

October 1, 2007 is the date used to determine the performance evaluation and merit increase opportunities for the current fiscal year. To be eligible, the employee must have twelve months continuous employment as of October 1, 2007 in a regular full-time classified position, (2,080 hours for part-time employees), with no breaks in service, no disciplinary reprimands, and an evaluation rating of Satisfactory or above.

All full-time classified employees who meet the criteria outlined above will be eligible for merit pay on October 1, 2007 and thereafter, if offered. Classified employees hired after October 1, 2006 will receive notification of their eligibility date and performance evaluation deadline.

We will immediately begin the process of developing an updated performance evaluation instrument for future use. A committee will be appointed to complete this task.

I am pleased we are able to provide this reward system to our classified employees. A merit system is the best way to show appreciation for good work and to encourage everyone to reach their highest level of productivity.

Please don't hesitate to contact me if you have questions.

Cc: Dr. B. Alan Sugg