

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

**PERSONNEL POLICY**

**SUBJECT:** General Salary and Merit Increases for Regular Employees

**POLICY:** The University Student Union shall, at the recommendation of Executive Director and assuming availability of funds, provide wage increases for Regular Employees including members of the Executive Management Team but excluding the Executive Director. Wage increases for the Executive Director shall be approved by the Board of Directors Review Team.

Wage increases may include:

- (1) A general salary increase that shall be calculated as a percentage of each individual employee's wage, and which shall be provided to eligible employees irrespective of performance and/or conduct factors.
- (2) A merit increase that shall be calculated as a percentage of each individual employee's wage and which shall be provided to eligible employees in conjunction with receipt of the employee's annual performance evaluation. Merit increases shall be based on the degree of meritorious performance achieved during the evaluation period.

The University Student Union may elect based on availability of funds and/or other factors, to provide eligible employees:

- (a) Exclusively a general salary increase
- (b) Exclusively a merit increase
- (c) Both a general salary increase and a merit increase
- (d) Neither a general salary increase nor a merit increase.

General salary increases and merit increases shall typically be provided one time per fiscal year. General salary increases and merit increases shall be retroactive to the first day of the pay period of the increase effective date.

The decision to provide or not provide salary increases, as well as eligibility factors for increases shall be made by the Executive Director on an annual basis. Failure to receive a general salary increase or a merit increase may not be grieved in any manner.

Bonuses do not impact wage and shall not be considered part of this policy.

*Recommended by the Personnel Committee on March 9, 2016.  
Approved by the Board of Directors on March 14, 2016.*