I. OVERVIEW
(a) The primary method of pay progression within a job's assigned salary range is dependent upon the six-month or annual performance increase. Eligibility and amount for a performance increase should be linked to a current performance evaluation which has been given no more than six months prior to the employee’s scheduled review date. In addition to performance, the opportunity for a performance increase is based on annual guidelines approved by University administration.

(b) At all times, six-month and annual performance increases must be authorized by the appropriate Vice President, Dean, Director, or Department Head (or appropriate designee) before submitting for review to Human Resources or the designated Human Resources Representative.

(c) Departmental pay practices must be consistently applied to all staff.

II. EFFECTIVE DATES FOR SIX-MONTH AND ANNUAL PERFORMANCE INCREASES
(a) An employee's initial and subsequent annual increases may occur at one of the following points, consistent with a department’s practice and established salary program:

1. At the end of 6 months in a new, regular position, with satisfactory work performance, or
2. At the beginning of the new fiscal year in September (dates may vary for biweekly and monthly staff)

(b) Generally, business units are advised to prorate six-month or annual performance increases based on the actual number of months worked in a given fiscal year. The effective date for six-month performance increases must be the beginning of the next pay cycle after the completion of the six-month period.

(c) Temporary employees are not eligible for six-month or annual performance increases.

III. SIX MONTH PERFORMANCE INCREASE OPTION
(a) Staff must be employed in a regular status for at least 6 months before becoming eligible to receive a performance increase. As such, a performance increase based on completion of 6 months of satisfactory employment may be given, consistent with departmental practices.

(b) Six-month performance increases shall not granted in connection with promotions, reclassifications or lateral transfers.

IV. ANNUAL PERFORMANCE INCREASES
(a) Any annual performance increase greater than 4% must be processed through HR Web which includes a
defined approval process in each business unit.

(b). Employees whose performance has been evaluated below "Meets Expectations" are not eligible for any salary increase or performance bonus. In consultation with Employee Relations, the supervisor may decide to reevaluate the employee's performance at a later time and grant an increase if sustained improvement (at least "Meets Expectations") has occurred. Increases given in these situations should be effective at the start of the subsequent pay period, and should not be retroactive.

(c). Annual increases should be accompanied by a completed performance evaluation and an overall performance rating must be recorded in PeopleSoft.

(d). For questions on the range maximum process, see Policy 4.52 (Range Maximum Lump Sum Process).

V. RECORDKEEPING
(a). For performance increase transactions processed through HR Web or the Online Batch Tool, Human Resources Representatives (or appropriate delegated staff) must maintain the **source documentation** authorizing any performance increase. Documentation may include, but is not limited to raise letters, spreadsheets, emails, written memoranda, etc. Availability of records and appropriate approvals are subject to annual audit by Emory Human Resources, Internal Audit, or other appropriate external auditing agency.

(b). For pay transactions processed through the eHRAF process, Human Resources Representatives (or appropriate delegated staff) must attach relevant **supporting documentation** when submitting an eHRAF for approval to Human Resources. Documentation should clearly explain the rationale, as well as affirming unit leadership approval. Appropriate approvers should be included in the original eHRAF submission, which should include an additional approver other than the original submitter (supervisor, department head, CBO, or appropriate executive).

**Related Links**

- Current Version of This Policy: [http://policies.emory.edu/4.50](http://policies.emory.edu/4.50)

**Revision History**

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