

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
ADMINISTRATIVE OPERATING PROCEDURES
VOLUME III, CHAPTER 14

VOLUME TITLE: PAYROLL/PERSONNEL
CHAPTER TITLE: MERIT INCREASE POLICY

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I. **INTRODUCTION**

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Effective: 8/15/81

The purpose of this policy is to provide for granting merit increases to a limited number of employees based upon meritorious performance, while taking into consideration such factors as equitable pay relationships and length of service.

This policy is effective in any fiscal year, only upon being triggered by establishment of control figures.

II. **RESPONSIBILITIES**

Employees eligible for consideration for increase will be reviewed in accordance with policy and at the discretion of the appropriate Division Director, District Engineer/Manager, or other top level manager. Recommendations will be submitted on established forms to Human Resources Division. Human Resources Division will review for proper order and present each recommendation to the designated reviewing and/or approving authority.

III. **PROCEDURES**

A. PURPOSE

The purpose of this policy is to provide for granting merit increases to a limited number of employees based upon meritorious performance, while taking into consideration such factors as equitable pay relationships and length of service.

B. PERFORMANCE APPRAISAL

There must be a completed current performance appraisal report on file in Human Resources Division for each salaried employee recommended for increase under this policy.

C. CONTROL

Increases granted in accordance with this policy will be controlled in the following manner:

1. An overall control figure for DOH merit purpose will be established by the Business Manager's Office and approved by the Commissioner for each fiscal year for each District and Division. It represents the total amount that the payroll can be increased by the operation of this policy. The establishment of this figure is dependent upon availability of funds. In any fiscal year, this policy goes into operation only as of the effective date of the establishment of the control figure which may be made effective any time during the fiscal year.
2. Each time an increase is given, the monthly amount of the increase will be deducted from the "control figure" established for the fiscal year.

D. AMOUNT OF INCREASE

Management will be provided with the eligible merit option(s) each year in the working guidelines.

E. TIMING

Increases may be granted with tentative effective dates, which will be prescribed by Human Resources Division and detailed each year in the working guidelines. Processes followed for wvOasis employment transactions may cause effective date changes. Therefore, effective dates are tentative and are not subject to backpay consideration.

F. LIMITATIONS - APPLICABLE TO EMPLOYEES COVERED BY DIVISION OF PERSONNEL

In the event that anything in this policy or its application is inconsistent with valid rules and regulations of the Division of Personnel, such rules and regulations shall prevail insofar as employees covered by the Division of Personnel are concerned.

G. PROCESSING AND APPROVALS

Employees eligible for consideration for increase will be reviewed at the discretion of the appropriate Division Director, District Engineer/Manager, or other top level manager. Recommendations will be submitted on established forms to Human Resources Division. Human Resources Division will review for proper order and present each recommendation to the designated reviewing and/or approving authority.

Any request not received in time for consideration before payroll closing will be held over for the following month's review or returned to originator if improperly prepared after the reviewing authority has been advised of the action contemplated.

Any requests for increases which are rejected will be returned to originator with the reason shown for rejection.

H. GENERAL PROVISIONS

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1. Any increase mandated as an across the board adjustment will not count as a merit or promotion, and will not effect implementation of this policy.
2. In no way is this policy to be viewed by either the employee or supervisor as automatically granting an increase.
3. In accordance with the West Virginia Division of Personnel's Pay Plan Policy, Transportation Workers in the apprenticeship program are not eligible as they are assigned to a specific pay schedule.