

EXTRA-MERITORIOUS PAY (P & S Non-bargaining)

*The following information is intended for reference only.
P&S Extra-meritorious pay is outlined in Section III of the Operations Manual.*

Definition

Payments beyond the base salary may be provided only on July 1st to those employees at the pay grade maximum and who have performed extra meritoriously based on the following provisions:

- (1) Extra-meritorious increases will not be part of the base salary and will only apply to the year for which they are granted.
- (2) Extra-meritorious pay will not be paid through the regular payroll system and therefore will not be part of the basis on which fringe benefits are calculated.
- (3) P&S staff members may not be paid a base salary which exceeds the maximum of the pay grade to which the staff member's position is assigned. The base salary plus the extra-meritorious increase may exceed the maximum.
- (4) An extra-meritorious increase cannot exceed five percent of the base salary for the preceding year.
- (5) The request for approval to pay an extra-meritorious increase must be accompanied by documentation of outstanding performance or special contribution and forwarded through normal administrative channels to the Associate Vice President/Director of Human Resources.

Approval

P&S extra-meritorious requests must be submitted to Compensation and Classification prior to the payment being made. If the request is approved, a "Special Compensation Payment – P&S Over Max Payment" form will need to be submitted in Workflow to complete the process.

For more information

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See [Operations Manual](#).