



Pay Increase Review Process

Regent University Employee Handbook

MERIT PAY INCREASES

Merit pay is used to reward successful job performance. Merit increases will be awarded to employees who consistently meet and exceed performance standards, as documented on the employee's annual performance assessment.

Each year, executive leadership will determine the pool of merit increase funds available. Both the objectives of the compensation program and financial resources available will be considered in the decision-making process.

Eligibility:

To be eligible for a merit increase, an employee must be employed at Regent University for a specified term of employment for the merit award, as determined by executive leadership, usually no more than six (6) months, of continuous service in a regular full-time or regular part-time faculty or staff position before the merit award date. With the exception of a faculty rank promotion increase, an employee who has received a pay raise due to promotion or equity adjustment during the specified period of time before the merit award date will not be eligible for the merit increase. An employee who is on a progressive discipline plan beyond the "initial counseling" phase will not be eligible for the merit increase. An employee who is on phased retirement will not be eligible for the merit increase.

Merit raises will be put on hold pending return to work for employees who are on an extended leave, whether the leave is fully paid, partially paid, or unpaid. Examples include faculty sabbatical, short-term disability leave, and FMLA leave.

Merit raises will be put on hold pending submission to HR of the written performance assessment for the applicable review period, possibly delaying the start date of the merit increase for any employee whose annual performance assessment has not been completed and submitted to HR.

Determination of Amount of Merit Increase

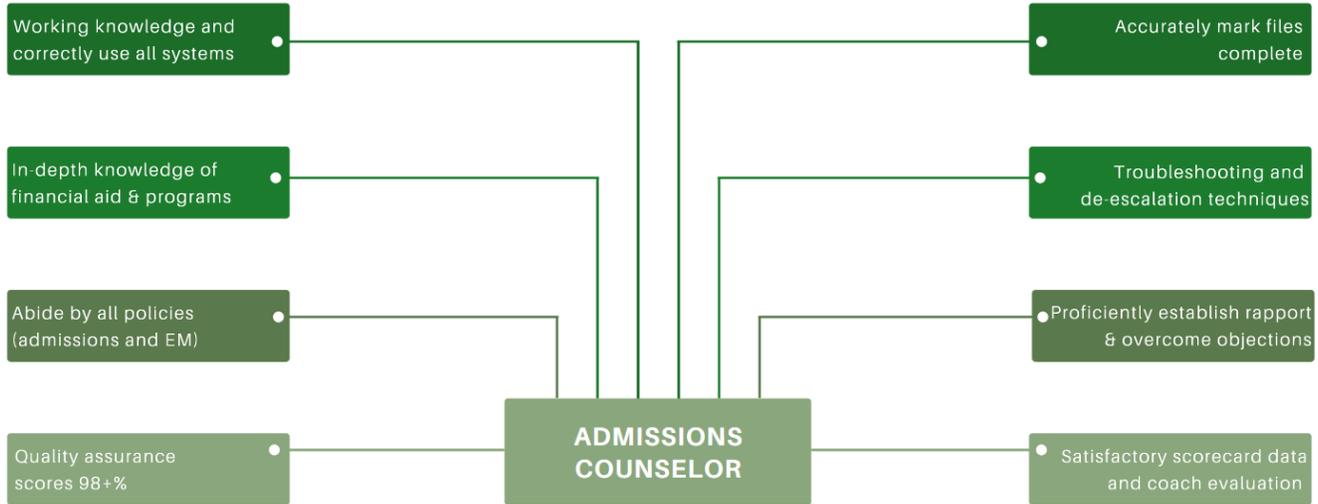
In accordance with Regent University guidelines, supervisors will recommend (a) whether an employee should receive any merit increase based on the employee's annual performance assessment and (b) the amount of increase appropriate for the performance results. The following factors shall be the basis for awarding merit pay to employees:

- The employee's performance as reported in the annual performance assessment
- Pay increase funds available
- Recommendations of supervisors, as approved by executive leadership

Admissions Counselor Compensation Eligibility

Tier One Responsibilities

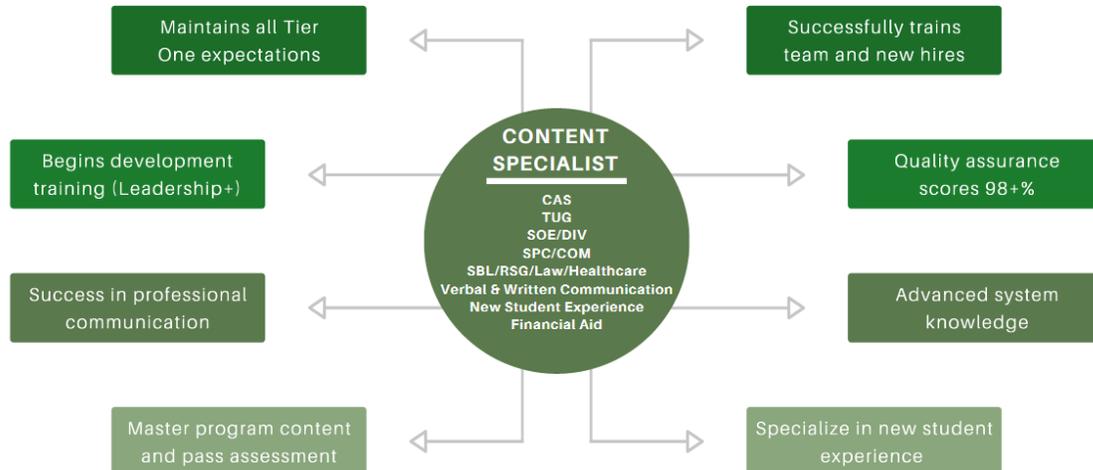
Desired Outcome: ACs should have the ability provide accurate information and walk prospects through all scripting, admissions processes, and requirements. As a result, newly enrolled students will be more prepared for their journey.



Admissions Counselor should also fulfill all job duties as outlined in the official job description.

Tier Two Responsibilities

Desired Outcome: AC will have the confidence and knowledge to perform senior duties and begin leading and encouraging a team. They will be prepared to assist their senior with special projects and trainings as assigned.



Admissions counselors have the opportunity to pursue up to two content specialist badges each quarter. Each time ACs attain a content specialist badge they will receive a \$500 bonus/stipend.

Admissions Counselors should also fulfill all job duties as outlined in the official job description.