

MERIT AWARD PROCESS

Guilford Technical Community College (GTCC) values employees who are committed to providing services that benefit and/or enhance the mission of the college. We reward employees for meritorious behavior on the job. *Meritorious behavior* is described as “The employee’s performance is consistently above adequate skill levels, and the employee achieves performance objectives and demonstrates skill levels beyond expectations.”

The six (6) employability skills identified by the college as critical behaviors necessary for professional success are the criteria for the award. These skills enhance the academic life of students and the workplace environment for all.

1. All regular employees who are not eligible for faculty merit pay may be qualified for selection for a merit award by executive management. Employee must have been employed with the college for at least 12 months, must have had a satisfactory rating on his/her latest Employee Performance Appraisal (EPA) and be generally in overall good standing at the time of award. Thus, employees who are on probation, including newly hired employees, are not eligible for merit award.
2. Merit awards are based on a minimum of two-hour increments, with a single employee being able to receive a maximum of up to two full days in any given fiscal year. Merit awards are accounted for during an annual period July 1 through June 30.
3. Executive managers are provided a maximum number of awards that may be presented during the annual period. This number of awards is a pro rata share based on the percentage of employees within that area of supervision compared to the total of employees employed by the college effective July 1 of each year.
4. Employees who are selected for merit awards will receive a three-part certificate merit award. The certificate explains the reason for the award, the specific time limit for use of the award, and the number of merit leave hours awarded. The original certificate is to be kept by the employee for his/her personal use. The first copy will be returned to that person’s executive manager for redemption of the awarded time. The second copy will be forwarded to Human Resources by the executive manager for inclusion in the awardee’s personnel file at the time of award.
5. Use of merit leave shall be recorded on the employee’s timesheet using the notation “ML”.
6. Merit leave shall not be used past the time limit noted on the certificate. Merit leave awards are valid for a period no more than 90 days from the date of the award. (Exceptions to the “90 day rule” may be granted by the Executive Vice President upon request and justification of the Area Vice President. By and large, the 90 day rule should apply.)