



Oregon

Kate Brown, Governor

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MEMORANDUM

TRANSMITTAL 178

To: Agency Human Resource Managers

From: Madilyn Zike, Chief Human Resources Officer

Date: May 26, 2015

Subject: Policy Update - State HR Policy 20.005.05 "Merit Pay System"

We have revised State HR Policy 20.005.05 Merit Pay System. The following summarizes the primary changes in the policy:

- Update language to reflect CHRO
- Change the merit award to merit increase
- Clarify special merit increase by appointing authority is one-step
- Require agencies to report monthly to the CHRO if any special merit increases are granted
- Add Military Leave to examples related to leaves without pay that do not impact an employee's salary eligibility date
- Remove Performance Measure and Performance Standard

The updated policy is available on the CHRO's [web page](#). Click on "HR Policies & Rules" and scroll down to the appropriate policy.

Please call the [CHRO Policy Unit](#) if you have any questions.