ELIGIBILITY & EFFECTIVE DATES

Eligibility Date: May 31, 2017

Eligible Employees

- Tenure Track Faculty
- Non-Tenure Track Faculty
- University Staff
- Administrative & Professional
- Vice Presidents
- Regular Part-time employees greater than or equal to 0.5 FTE

Ineligible Employees

- Temporary Employees (TES)
- Student Employees
- Graduate Assistants

Effective Dates

- Permanent: October 1, 2017
- Job Family/Faculty Promotions: October 1, 2017
- One-time: paid in December

The proposed salary/wage guidelines for 2017-18 are designed to ensure that increases reflect the ratings on employee performance reviews. Thus a higher-performing employee should receive a larger percentage increase than those rated lower. All merit increases and supplements must be substantiated by up-to-date employee performance documentation, typically a completed annual performance review. Probationary review forms and other substantiations of performance may be used as documentation in cases of recently hired employees. It is the responsibility of each dean, director, department head or chair, and vice president to ensure that documentation is on file to support the recommendations. There is no mandatory, across-the-board increase for any employee group.

SALARY & WAGE INCREASES

Permanent

- Total permanent salary and wage increases for the unit may not exceed 3% of the unit’s total salary base as of March 31, 2017.
  - Maximum salary and wage pool will be included in central unit budgets to be allocated to academic/auxiliary/divisional units.
  - Maximum salary and wage limits will be included in planning for academic & other revenue units.
One-time Salary Supplement

- Total one-time salary supplement recommendations for the unit may not exceed 3% of the unit’s total salary base as of March 31, 2017.
  - One-time salary supplement amount included in the central unit’s FY17 budget will be included in the central unit’s FY18 budget as a funding source.
  - Maximum one-time salary supplement limit will be included in planning for academic & other revenue units.
  - Any unit may use current-year operations, existing or planned reserves, indirect cost recovery revenues, salary savings, and/or faculty accounts, to fund the unit’s one-time salary supplements.
  - NOTE: The use of contracts, grants, or cost shares is not allowed.

EXCEPTIONS REQUIRING DOCUMENTATION

Review:
- Provost reviews and approves exception requests of 0% or > 6% for any persons falling within the Provost’s Office organizational structure
- EVP reviews and approves exception requests of 0% or > 6% for any persons falling within the Executive Vice President’s Office organizational structure

PARTIAL YEAR OF PERFORMANCE REVIEW

Some employees eligible to receive a merit-based performance increase or one-time supplement will not have completed one full year of evaluated performance by May 31, 2017. For these employees, supervisors are urged to prorate recommended merit increase percentages, taking into account the shorter period of meritorious performance completed. If two employees have performed their jobs with equal merit, one whose performance covers a complete year is likely to deserve a larger percentage increase than another whose performance covers only part of a year.

FACULTY PROMOTIONS (not included in the unit’s maximum recommendation)

- Professor - $6,500
- Senior Lecturer - $5,500
- Associate Professor - $4,500

JOB FAMILY (CAREER LADDER) PROMOTIONS (not included in the unit’s maximum recommendation)

Funding:
- Resources existing at local level

FRINGE BENEFIT RATES (subject to DHHS approval)

- Full-time: 31.1%
- Part-time: 12.2%
- Graduate Students: 4.1%

AAES & ACES
Division 1 guidelines will be followed unless otherwise noted.